



## **26. FACILITATE THE ISSUANCE OF ASSIGNMENT FOR UTILIZATION**

To issue Assignment for Utilization of City-owned Real Property services rendered and as proof that the requesting party has legal personality over the said matter.

<b>Office or Division:</b>	<b>FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Barangay Chairmen/School Principals/Head of Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request or Formal request (1 original copy and 2 photocopies)</li> </ul>		<ul style="list-style-type: none"> <li>Barangay Chairman/School Principals</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request letters	1.1. Receives and records request letter and forwards to the Department Head	None	5 minutes	Records Management and Control Division – Receiving Staff
2. Wait for appropriate action / Release of approved Assignment for Utilization	2.1. Forwards request letter to the FAMCD from the Dep't. Head (with instructions)	None	5 minutes	City Gov't. Dep't. Head III
	2.2. Assigns to section concerned	None	5 minutes	Head, FAMCD
	2.3. Determines the Land ownership thru the inventory of land	None	25 minutes	FAMCD Staff (LIS)
	2.4. Determines the source of fund of the building constructed; call / inform the requesting party to conduct ocular inspection.	None	10 minutes	FAMCD Staff (BIIS)



	2.5. Conducts ocular inventory for verification and inventory of properties (with photo record)	None	1 day	FAMCD Staff (LIS/BIIS)
	2.6. Prepares inventory report, structural map and assigns property card with property number and information sheet.	None	20 minutes	FAMCD Staff (LIS/BIIS)
	2.7. Prepares draft of assignment of utilization and Maintenance for review and approval of the Division Head and Dep't. Head.	None	20 minutes	FAMCD Staff (LIS/BIIS)
	2.8. Upon approval, prepares a final copy of assignment of Utilization and Maintenance for signature of the Dep't. Head	None	10 minutes	FAMCD Staff (LIS/BIIS)
	2.9. Forwards the assignment of utilization and maintenance to the requesting party/end user for conformity and signature	None	10 minutes	FAMCD Staff (LIS/BIIS)
	2.10. Upon return of signed assignment of utilization and maintenance by the requesting party/end user, the FAMCD forwards the same to the City Mayor,	None	20 minutes	FAMCD Staff (LIS/BIIS)



	for conformity and signature			
3. Receives assignment for utilization	3.1. Releases the returned assignment for utilization, signed by the City Mayor	None	10 minutes	FAMCD Staff (RDS)
	<b>TOTAL</b>	<b>None</b>	<b>1 day, 2 hours &amp; 20 minutes (excluding the activities of conformity and signature of the assignment of utilization and maintenance by the end-user and City Mayor)</b>	