



## 27. INVENTORY OF CITY OWNED LAND & BUILDING

To establish accurate inventory list of City Owned land and building by locating and conducting physical inspection of each city-owned Real Properties funded by the city and those funded by other government agencies and other parties.

<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, G2B – Government to Business, G2C – Government to Citizen			
<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>TCT, Approve Plan, Tax Map, Tax Declaration, Structural Map, Building Plan (1 photocopy)</li> <li>Inventory Form QCG-GSD-FAIS-RA-16 and Inventory Form QCG-GSD-FAIS-NR-15 (1 original copy)</li> </ul>		FAMCD, CGSD and/or End-user		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receives notice of inventory taking activities	1.1. Issuance of schedule of inventory together with the memorandum for various offices / department / barangays / school offices	None	3 minutes	Receiving Staff Records Management and Control Division
2. Participates / witness the conduct of physical inventory / ocular inspection	2.1. Conducts physical inventory /ocular inspection of city owned land and building	None	5 days	Staff LIS/BIIS FAMCD
3. None	3.1. Reconciles inventory report with other office / department by the assigned personnel	None	3 days	Staff LIS/BIIS FAMCD



	3.2. Prepares inventory report , structural map, photo documentation and determines the source of fund, date and cost of building constructed	None	3 days	Staff LIS/BIIS FAMCD
4. Signs final inventory report	4.1. Prepares final inventory report	None	5 days	Staff LIS/BIIS FAMCD
5. None	5.1. Submits final inventory report to: <ul style="list-style-type: none"> <li>• City Accounting Dept.</li> <li>• COA</li> <li>• City Mayor</li> </ul>	None	1 day	Receiving Staff RMCD
	<b>TOTAL</b>	<b>None</b>	<b>17 days and 3 minutes</b>	