



6. PROVISION OF ORIGINAL COPIES OF CITY-OWNED TCT'S

Provides Original Certificate of Title/s available, safe kept and administered under the custody of Records Management and Control Division, in support to the City's Housing Project thru Quezon City Housing Community Development and Resettlement Department (HCDRD). All requests shall be approved by the City General Services Department Head for release.

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| Office or Division: | RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Quezon City Housing Community Development and Resettlement Department (HCDRD) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Request letter signed by the Department Head (1 original and 2 photocopies) <p><u>1 certified copy of the following:</u></p> <ul style="list-style-type: none"> Certified true copy of Cert. Authorizing Registration (CAR) Deed of Absolute Sale Contract to Sell Declaration of Tax Payment Certification of QC Direct Sale Program Beneficiary Certification of Full Payment Certification of Exemption from payment of Transfer Tax <p><u>1 photocopy of:</u></p> <ul style="list-style-type: none"> TCT | | Quezon City Housing Community Development and Resettlement Department (HCDRD) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits letter request duly signed by the HCDRD Department Head | 1.1. Receives, logs, & scans | None | 5 minutes | Receiving Staff Records Management and Control Division (RMCD) |
| 2. Wait for action taken / release of requested Original | 2.1. Forwards to CGSD Department Head for approval | None | 2 minutes | City Gov't. Dep't. Head III |



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| Certificate of Title/s | | | | |
| | 2.2. Returns to RMCD for review of required documents | None | 10 minutes | City-owned Land Title Custodian and Division Head, RMCD |
| | 2.3. Prepares endorsement letter to HCDRD for signature by the CGSD Dept. Head | None | 10 minutes | City-owned Land Title Custodian, RMCD City Gov't. Dep't. Head III |
| 3. Receives the requested Original Certificate of Title/s | 3.1. Transmits to HCDRD | None | 10 minutes | City-owned Land Title Custodian, RMCD |
| | TOTAL | None | 37 minutes | |