



CITY GENERAL SERVICES DEPARTMENT
(2023 1st EDITION)

CITIZEN'S CHARTER



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I. Mandate:

THE CITY GENERAL SERVICES OFFICER

Article Twenty, Section 490, Title V, Chapter III, Book III of the Local Government Code of 1991 also known as RA 7160 provides that:

The general services officer shall take charge of the office of the general services and shall:

- (1) Formulate measures for the consideration of the City Council and provide technical assistance and support to the governor or mayor, as the case maybe, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of this Code and which require general services expertise and technical support services;
- (2) Develop plans and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same, particularly those which have to do with the general services, supportive of the welfare of the inhabitants which the governor or mayor is empowered to implement and which the City Council is empowered to provide for under this Code;
- (3) In addition to the foregoing duties and functions, the general services officer shall:
 - (i) Take custody of and be accountable for all properties, real or personal owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
 - (ii) With the approval of the governor or mayor, as the case may be, assign building or land space to local officials or other public officials, who by law, are entitled to such space;
 - (iii) Recommend to the governor or mayor, as the case may be, the reasonable rental rates for local government properties, whether real or personal which will be leased to public or private entities by the local government;
 - (iv) Recommend to the governor or mayor, as the case may be, reasonable rental rates of private properties which may be leased for the official use of the local government unit;
 - (v) Maintain and supervise janitorial, security, government public buildings and other real property, whether owned or leased by the local government unit;
 - (vi) Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
 - (vii) Perform archival and records management functions with respect to records of offices and departments of the local government unit; and



- (viii) Perform all other functions pertaining to supply and property management heretofore performed by the local government treasurer, and enforces policies on records creation, maintenance, and disposal.
- (4) Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of manmade and natural calamities and disasters;
- (5) Recommend to the City Council and advise the governor or mayor, as the case may be, on all matters relative to general services; and
- (6) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

II. Vision:

The City General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.

III. Mission:

“We provide the delivery of general services to the Quezon City Government and its constituents that are effective, efficient and economical” shall remain as the guiding mission of the Department.

IV. Service Pledge:

We the officials and employees of the City General Services, pledge to:

C-ommit to deliver an effective, efficient and economical services as promised in our Citizen’s Charter;

G-ive 24/7 access to the services of the CGSD, with no noon break policy;

S-erve the public with utmost integrity, honesty, courtesy, & dedication;

D-evelop a committed, service-oriented and technologically advanced personnel.



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City General Services Department

External Services



1. PREPARATION OF DISBURSEMENT VOUCHER – PROCUREMENT OF GOODS, INFRASTRUCTURE, PROJECTS, AND CONSULTANCY SERVICES

The Disbursement Voucher is being prepared as part of the requirements in the payment for services rendered or goods delivered, including claims on Infrastructure, Supplies and Materials Maintenance, Security and other related Services rendered by contractors & suppliers under Contracts, Purchase Order, et.al.

Office or Division:	ADMINISTRATIVE DIVISION	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business	
Who may avail:	Quezon City Government Offices / Departments, Suppliers, Contractors, Dealers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
a. For Bidding / Negotiated / Shopping <ul style="list-style-type: none">• Approved Acceptance and Inspection Report (1 original copy)• Approved Requisition and Issue Slip• Delivery & Invoice Receipts (1 original)• Approved Purchase Order, Purchase Order, and Contract, if any (1 photocopy) b. For Infrastructure <ul style="list-style-type: none">• Billing Statement / Contract / Notice to Proceed / Notice to Commence (1 photocopy) c. For Retention <ul style="list-style-type: none">• Letter Request, Certificate of Acceptance (End-User) / Delivery & Invoice Receipts (1 original copy)• Old Disbursement Voucher / Purchase Order / Purchase Request, Notice of Award & Notice to Proceed (1 photocopy)		Administrative Division, Fiscal Management Section (FMS)



<p>d. Insurance</p> <ul style="list-style-type: none">• Policy Schedule from GSIS & Certification (in good running condition) from the CGSD <p>e. For Reimbursement</p> <ul style="list-style-type: none">• Certificate of Acceptance (End-User) / Delivery & Invoice Receipts (1 original copy)• Old Disbursement Voucher / Obligation Request Slip/ Purchase Order / Purchase / Confirmatory Report/ Requisition and Issue Slip / Inspection Report / Justification/ Request, Notice of Award & Notice to Proceed (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete Checklist of Requirements are submitted to the Administrative Division, Fiscal Management Section (FMS)	1.1. Receives and records document / Conducts initial evaluation of completeness of documents	None	6 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.2. Assigns personnel who will prepare vouchers / Review completeness of documents / Prepares voucher / Review final voucher	None	1 hour	Division Chief / Section Chief / Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.3. Forwards the voucher to the Records Management & Control Division (RMCD)	None	4 minutes	Clerical Staff Administrative Division, Fiscal Management Section (FMS)
	1.4.1. <i>For Infrastructure & Retention</i>	None	5 minutes	Clerical Staff Records Management and



	<p>Prepares endorsement letter, addressed to the end-user / Release of voucher, for signature of the end-user</p> <p>1.4.2. <i>For Goods & Services</i> Coordinates with the end-user / Release of voucher, for signature of the end-user</p>	None	10 minutes	<p>Control Division (RMCD)</p> <p>Clerical Staff Records Management and Control Division (RMCD)</p>
	<p>1.5. <i>For Goods & Services</i> Forwards the signed voucher with the complete documents to the Officer-In-Charge, CGSD, for signature of Acceptance and Inspection Report (AIR)</p>	None	5 minutes	Clerical / Releasing Staff Records Management and Control Division (RMCD)
	<p>1.6. <i>For Goods & Services</i> Prepares transmittal letter upon return of the signed Acceptance and Inspection Report (AIR) / Forwards voucher to the City Accounting Department</p>	None	1 hour	Clerical / Releasing Staff Records Management and Control Division (RMCD)
	TOTAL:	None	<p>Infrastructure & Retention: 1 hour & 15 minutes</p> <p>Goods & Services: 2 hours & 25 minutes</p>	

Note: Processing time is applicable only to regular transactions.



2. PROVISION / FAST TRACKING OF COPY/IES OF DOCUMENTS, LETTERS AND OTHER FORMS OF CORRESPONDENCE

Provides available copy/ies on file of requested documents, reproduce, and properly authorized for release by the approving authority. This involves requisition and charge-out procedures in issuing RMCD files / records safe kept and maintain in our records storage / facility.

Office or Division:		RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government, G2C – Government to Citizen		
Who may avail:		The Bureaucracy; All City Constituencies, with concern		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter- requests with valid reason/ endorsement (1 original and 2 photocopies)			The Bureaucracy; All City Constituencies, with concern	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits authenticated letter-requests • Personal (submit at receiving area of Records Management & Control Division) E-mail (send to gsd@quezoncity.gov.ph)	1.1. Checks availability of document / letter / communication for reproduction	None	30 minutes	Staff, Records Storage Section (RSS) Records Management and Control Division (RMCD)
	1.2. Approves release of requested document/s	None	2 minutes	Chief, RMCD & City Govt. Dep't. Head III
2. Receives requested copy of document/s	2.1. Releases to applicant/client	None	2 minutes	Releasing Staff Current Records & Mails Section, RMCD -
TOTAL		None	34 minutes	



3. DISPOSAL OF VALUELESS RECORD

This is empowering the CGSD to enforce policies on Quezon City Government records management and administration. The requesting office/department shall accomplish the NAP Form No. 3 (Request for Authority to Dispose of Records) in three (3) sets/copies, properly filled-up, approved and signed by the head of agency concerned. This involved the review and evaluation of all requests for authority to dispose of the City' valueless unnecessary records as against the approved RRDS, for final approval of the National Archives of the Philippines (NAP), thereby facilitating actual disposal with COA, Requesting Agency/End-Users and NAP's Accredited Buyer. Proceeds are remitted to the City's Treasury Department.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Local Government Offices/Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Request letter (1 original and 2 photocopies)Three (3) copies of Request for Authority to Dispose Records (NAP Form No. 3) signed by the head of agency		Quezon City Local Government Offices/Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter and three (3) copies of NAP Form No. 3	1.1. Receives, logs, and scans	None	10 minutes	Receiving Staff Records Management and Control Division (RMCD) –
	Reviews if included in the RRDS			Records Officer & Chief, RMCD
2. Wait for action taken / release of endorsement letter addressed to NAP	2.1. Forwards letter to Department Head with recommendation as to RRDS compliance	None	1 hour	RMCD Records Officer, Division Chief City Govt. Dep't. Head III



	Signs the endorsement letter addressed to NAP			
	2.2. Endorses to National Archives of the Philippines for final evaluation and approval and issuance of authority to dispose	None	14 days	Records Officer RMCD
3. Transfers valueless records to RMCD storage	3.1. Transfer of valueless records with accompanying NAP approved authority to dispose, from requesting department to RMCD storage	None	30 minutes	RMCD staff and Representative/s Requesting Dept./Office
4. Witness the conduct of city-wide disposal of valueless records	4.1. Conducts city-wide disposal of valueless records	None	3 hours	RMCD staff and Representatives from: 1. Commission on Audit 2. Requesting Dept./Office 3. National Archives of the Philippines
	TOTAL	None	14 days, 4 hours and 40 minutes (Excluding NAP processing of approval to dispose records)	



4. 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.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Complex			
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 Full Payment (HCDRD & CTO) 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



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 Head, HCDRD
	TOTAL	None	37 minutes	



5. POSTING OF NOTICES, ADVISORIES & BULLETINS & ISSUANCE OF CERTIFICATE OF POSTING

A certificate of Posting serves as proof that the department has posted an approved request/s in conspicuous area inside the QC Hall compound (e.g. High Rise Building East and West Wing bulletin boards). The same shall be issued after the posting date thru pick-up or by mail. A request that needs Mayors Certification with Seal will be forwarded to the Office of the City Mayor.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Any Government Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original and 2 photocopies) with attached copy of document to be posted		Local and National Government Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter • Personal (submit at receiving area of Records Management & Control Division) E-mail (send to gsd@quezoncity.gov.ph)	1.1. Receives request	None	5 Minutes	Receiving Staff Records Management and Control Division (RMCD)
2. Wait for action taken / issuance and release of certificate of posting	2.1. Approves requests	None	5 minutes	Division Chief RMCD
	2.2. Posts requests	None	15 minutes	Clerical Staff RMCD
	2.3. Encodes Certification	None	15 minutes	Clerical Staff RMCD



	2.4. Initials Certificate of Posting	None	5 minutes	Division Chief RMCD
	2.5. Signs Certificate of posting	None	5 minutes	City Govt. Dept. Head III / Asst. Govt. Dept. Head
	2.6. Forwards to the Office of the City Mayor for Mayor's Certification with Seal (as per request only)	None	15 minutes	Clerical Staff RMCD
	2.7. Records Certification	None	5 minutes	Clerical Staff RMCD
3. Receives the approved certificate of posting	3.1. Issuance & Release of Certification to RMCD	None	5 minutes	Clerical Staff RMCD
	TOTAL	None	1 hour and 15 minutes (approximately 3 days with City Mayor's Certification)	



6. ISSUANCE OF GENERAL CLEARANCE

General Clearance is issued to government employees/official who transferred to another government agency, retired, resigned, dismissed, or separated from the service. A clearance from his / her office certifying that he / she is cleared from property accountability is the documentary requirement needed to support the issuance. (Sec. 161 of COA Circular 92-386)

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple / Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments / Schools – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">General Clearance Form (1 original copy)Office Clearance - No Property Accountability (1 original copy, 1 duplicate copy)Division Office Clearance (1 original copy, 1 duplicate copy)ID Picture for Retirees, size: 2x2 (1 piece)		<ul style="list-style-type: none">Human Resource Management DepartmentConcerned Office/DepartmentsDivision Office, Division of City SchoolsRequesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for processing of General Clearance, with complete requirements	1.1. Receives, records, evaluates, affixes initials, approves AND signs request	None	1 hour	Receiving Staff, Records Management and Control Division (RMCD)
	a. Rank-and-File & Contractual			Staff, Inventory and Disposal Section - MPMCD
	b. Department Heads/ Accountable Officers/ Elected Officials	None	3 working days	Chief and Asst. Chief – MPMCD CGADH III and CGDH III



				CGADH III and CGDH III
2. Receives approved General Clearance	2.1. Releases approved Clearance	None	10 minutes	Receiving Staff, Records Management and Control Division (RMCD)
	TOTAL	None	Rank-and-File & Contractual: 1 hour & 10 minutes Department Heads/ Accountable Officers/ Elected Officials: 3 working days & 10 minutes	



7. INVENTORY OF MOVABLE ASSETS

Sec. 156 of COA Circular 92-386 provides for an annual physical inventory of all supplies and property of the local government units, to ascertain the value of movable assets of the City. A physical inventory is conducted per schedule given to various departments / offices / units / task forces of the Quezon City Government, results of which are furnished the Office of the City Mayor, Accounting Department, and the Commission on Audit.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments / Schools – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Five (5) original copies of the following: <ul style="list-style-type: none">• Inventory Form (GF 41A (3)– (4)• Acknowledgement Receipt for Equipment (ARE, GF 9(2)) Property Acknowledgment Receipt (PAR, Appendix 51)• Inventory Custodian Slip (ICS, Appendix 9-9)• List of Unaccounted Movable Properties (QCG-GSD-LUMP-87)		MPMCD- CGSD and / or End-user		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives notice of Inventory taking activities	1.1. Issuance of memorandum together with schedule of inventory, to various offices/department	None	2 days	Receiving Staff, Records Management and Control Division (RMCD)
2. Partakes part of the Inventory Team	2.1. Conducts physical inventory of movable assets together with the Inventory Team	None	3 days	Staff, Inventory and Disposal Section



3. None	3.1. Reconciles Inventory Report by the assigned personnel 3.3.1 Establishment of List of Unaccounted Properties (if any)	None	5 days	Staff, Inventory and Disposal Section
4. Signs final inventory report as end-user	4.1. Prepares, affixes initials and signs final Inventory report	None	3 days	Staff, Inventory and Disposal Section Asst.Chief and Chief - MPMCD
5. None	5.1. Submits and transmits final inventory report to: 1 Commission on Audit 2 City Accounting Department 3 Office of the City Mayor	None	1 day	Staff, Inventory and Disposal Section Releasing Staff, Records Management and Control Division (RMCD)
	5.2. Furnishes copy to the end-user	None	5 minutes	Staff, Inventory and Disposal Section
	TOTAL	None	14 days & 5 minutes	



8. INSPECTION OF DELIVERIES OF GOODS AND SERVICES

Inspection of deliveries by authorized Technical Inspector is conducted to determine if the items conformed to the specifications set forth on the Purchase Order / Supplies Delivery Agreement and / or Contracts or Agreements.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business			
Who may avail:	Quezon City Government Offices / Departments, Suppliers, Contractors, Dealers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Notice of Delivery (1 original copy and 3 photocopies) • Delivery Receipts (1 original copy and 3 photocopies) • Approved Purchase Order/s (3 photocopies) 		<ul style="list-style-type: none"> • Supplier / End-user • Supplier 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Notice of delivery (Inspection request)	1.1 Receives and records Notice of Delivery	None	5 minutes	Receiving Staff, Records Management and Control Division (RMCD)
	1.2. Notice of Delivery forwards to CGDH III (for instructions)	None	10 Minutes	City Gov't. Dep't. Head III
	1.3. Notice of Delivery forwards to MPMCD	None	5 minutes	Receiving Staff, Technical Inspection Section
	1.4. Assigns Technical Inspector	None	20 minutes	Chief, Technical Inspection Section
	1.5. Conducts inspection of deliveries	None	3 days	Inspector, Technical Inspection Section



	1.6. Prepares inspection report for review, affixes initials and approves report	None	4 hours	Inspector, Technical Inspection Section Chief, Technical Inspection Section Asst. Chief, MPMCD
	1.7. Approves and signs inspection column (AIR)	None	5 minutes	Chief, MPMCD
	1.8. Forwards duly approved and signed report to Fiscal Management Section, Administrative Division (For disbursement voucher preparation	None	5 minutes	Receiving Staff, Technical Inspection Section
	TOTAL	None	3 days, 4 hours & 50 minutes	

NOTE: Processing time is only applicable to regular transactions.



9. RENEWAL OF REGISTRATION OF CITY-OWNED VEHICLES

To ensure proper and maximum utilization of government properties particularly motor vehicles, renewal of registration in coordination with corresponding End-users, is facilitated by MPMCD with the Land Transpiration Office.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments Barangays – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Duly Accomplished Checklist Form 		Motorpool Division, CGSD		
<ul style="list-style-type: none"> Certificate of Cover (GSIS), 1 original copy 		GSIS thru CGSD		
<ul style="list-style-type: none"> LTO-Certificate of Registration (1 photocopy) LTO-Official Receipt of latest registration (photocopy) 		On file with CGSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for LTO inspection schedule (Depends on the availability of motor vehicle)	1.1. Receives and records request	None	5 minutes	Staff, Programming and Utilization Section
	1.2. Assists end-user to undergo maintenance checklist	None	5 minutes	
2. Undergo maintenance checklist	2.1. Conducts inspection of motor vehicle	None	15 minutes	Mechanic personnel, Motorpool Division
3. Submits maintenance checklist	3.1. Assigns schedule for LTO inspection	None	5 minutes	Staff, Programming and Utilization Section



4. Brings motor vehicle at LTO for inspection.	4.1. Assists during inspection at LTO	None	4 hours	Staff, Programming and Utilization Section
	4.2. Facilitates renewal of Registration	None	4 hours	Staff, Programming and Utilization Section
	4.3. Prepares and transmits renewed O.R. (with affixed initials and signature)	None	3 hours	Staff & Chief, Programming and Utilization Section Asst.Chief and Chief - MPMCD
5. Receives photocopy of renewed O.R.	5.1. Furnishes photocopy of O.R. to end-user	None	10 minutes	Releasing Staff, Records Management and Control Division
	TOTAL	None	1 day, 3 hours & 40 minutes	

*** Request/s and other concerns regarding Inspection and Registration of Motor Vehicles are directly accommodated by MPMCD Staff



10. RETURN / TURN-OVER OF SERVICEABLE AND UNSERVICEABLE PROPERTIES

Properties which are deemed unserviceable and / or excess by concerned departments / offices are returned/turned over to CGSD for proper disposal. Properties which can still be used or needed by other departments / offices will be reissued.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments / Schools – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4 original copies and 3 photocopies of the following: <ul style="list-style-type: none">Property Return Slip (PRS, LGU No.12(2))Inventory and Inspection Report of Unserviceable Properties (IIRUP, GF No. 17-A (2))Report of Waste Materials (RWM, GF No. 61-A (2))		MPMCD, CGSD		
1 original copy and 3 photocopies of: <ul style="list-style-type: none">Approved Gate Pass		Buildings & Grounds Management Division (BGMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request with complete prescribed forms, for schedule and checking of serviceable and unserviceable properties	1.1. Receives letter request	None	10 minutes	Receiving Staff, Records Management and Control Division (RMCD)



2. None	2.1. Receives, evaluates, verifies, and affixes initial on the submitted documents	None	20 minutes	Authorized Staff, Inventory and Disposal Section
3. Secures approved and duly signed gate pass	3.1. Conducts inspection of returned/turned-over serviceable /unserviceable properties	None	30 minutes	Authorized Staff, Inventory and Disposal Section
4. Bring the returned/turned-over serviceable /unserviceable properties to Manila Seedling Bank (MSB)	4.1. Transports the returned/turned-over serviceable /unserviceable properties to MSB	None	3 hours	Authorized Staff, Inventory and Disposal Section
4. None	4.1. Reviews/ affixes initials on the submitted documents	None	30 minutes	Chief, Inventory and Disposal Section Asst. Chief, MPMCD CGADH III
	4.2. Approves/ signs on the submitted documents	None	10 minutes	Chief, MPMCD CGDH III
5. Receives copy of PRS / IIRUP / RWM	5.1. Releases approved documents	None	5 minutes	Authorized Staff, Inventory and Disposal Section
	TOTAL	None	4 hours & 45 minutes	



11. DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS

Properties which are already unserviceable will be disposed thru auction sale facilitated by the Committee on Awards with the CGSD as Secretariat.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Bidders/ Private Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 original copy of the following: <ul style="list-style-type: none"> Property Return Slip (PRS) Consolidated IIRUP & RWM In-house Appraisal Report Bid Documents 		MPMCD, CGSD		
1 original copy and 3 photocopies of: <ul style="list-style-type: none"> Gate Pass 		Buildings & Grounds Management Division (BGMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits bidding proposal	1.1. Receives & evaluates	None	1 hour	Secretariat - Disposal Committee, CGSD
2. Attends/ Participates in the bidding proper	2.1. Conducts Bidding (Declaration of the highest offeror)	None	2 hours	Secretariat - Disposal Committee, CGSD
3. Submits all documentary requirements needed to qualify as the winning bidder	3.1. Conducts post evaluation process	None	3 days	Secretariat - Disposal Committee, CGSD
4. None	4.1 Prepares Notice of Awards approved and signed by the Committee on Disposal	None	2 days	Secretariat - Disposal Committee, CGSD



5. Receives Notice of Awards	5.1. Issues order of payment for the following: a) 50% full payment of the offered bid b) Performance bond equivalent to 25% of the offered bid	None	20 minutes	Secretariat - Disposal Committee, CGSD
6. Presents proof of payments applied from the City Treasurers Office accompanied with the Notice of Awards	5.1. Prepares Notice to Commence and Guidelines in Hauling	None	2 days	Secretariat – Disposal Committee, CGSD
7. Receives Notice to Commence and Guidelines in Hauling	5.1. Advises the awardee to secure Gate pass	None	10 minutes	Authorized Staff, Inventory and Disposal Section
8. Submits request to issue Gate pass for the awarded items	7.1. Receives and checks request	None	10 minutes	Authorized Staff, Inventory and Disposal Section
9. Receives approved Gate Pass	8.1. Issues approved and signed Gate pass	None	10 minutes	Authorized Staff, Inventory and Disposal Section
10. Hauls the awarded items	9.1. Monitors hauling process including clearing after hauling	None	15 days (as the case maybe)	Authorized Staff, Inventory and Disposal Section Chief, Inventory and Disposal Section Asst.Chief and Chief – MPMCD Chief, BGMD CGDH III



11. Submits request for the issuance of Certificate of Completion	10.1 Issues Certificate of Completion (for the withdrawal of performers bond)	None	1 day	Secretariat – Disposal Committee, CGSD
	TOTAL	None	23 days, 3 hours and 50 minutes	



12. PROCESSING OF PURCHASE REQUEST (PR) / AGENCY PROCUREMENT REQUEST (APR) / REQUISITION ISSUE SLIP (RIS)

Purchase Requests are made by different Offices and Departments to procure items needed in their day to day operations. It has to be evaluated first by the GSD-Central Warehouse Management Division whether the items are available or not available on stocks or if listed or not listed in the PS-DBM's supplies and equipment catalogue. The processing of the Purchase requests will be based on the result of the evaluation whether all items are to be procured through public bidding and/or other mode of procurement or in some instances, items which are available on stocks can be withdrawn through funded RIS.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Transacting Offices/Dept. of Q.C. Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Purchase Request, Agency Procurement Request, Requisition and Issue Slip (1 original copy and 3 photocopies)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Purchase Request (PR) / Agency Procurement Request (APR) / Requisition Issue Slip	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. None	2.1. Reviews / Evaluates as to Non-Availability from Central Stock/ DBM Catalogue	None	5 minutes	Staff / Chief, Storage Section / Assistant Division Chief - CWMD
	2.2. Forwards the same to Asst. Division Chief for review / initial			
	2.3. OIC-CWMD signs the certification as to availability or non-availability of the items listed in the Purchase Request	None	5 minutes	Officer-In-Charge - CWMD



3. Receives PR / APR / RIS	3.1. Releases PR / APR / RIS to end- user/s	None	5 minutes	Releasing Staff RMCD
	TOTAL	None	22 minutes	



13. RECEIVING OF GOODS / DELIVERIES

The Central Warehouse Management Division’s mandate is to receive all goods, supplies and equipment delivered by Contractors for storage and safekeeping. It is also mandated to account for each item received and issue the same to various offices and departments for their daily operation.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Complex			
Type of Transaction:	G2B – Government to Business, G2G – Government to Government			
Who may avail:	Contractors/Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Notice of Delivery (1 original copy and 3 photocopies) • Delivery Receipts / Sales Invoice (1 original copy and 3 photocopies) • Approved Purchase Order/s (3 photocopies) 		<ul style="list-style-type: none"> • Supplier • BAC • Supplier 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier to submit Notice of Delivery with the following attachments: a. Notice of Delivery b. Approved PO c. Delivery Receipts	1.1. RMCD-GSD Receives Notice of Delivery to be forwarded to OIC-GSD for instruction 1.1.1. CWMD –delivery 1.1.2. MPMCD – inspection (advance info)	None	5 minutes	Receiving Staff Records Management and Control Division (RMCD)
	1.2. CWMD receives the deliveries (as scheduled 3 days prior to request)	None	30 minutes	Staff, Receiving and Programming Section CWMD
	1.3. CWMD prepares request for inspection to the Technical Inspection Section- MPMCD copy furnished the COA 1.3.1 Technical Inspector conducts inspection	None	15 minutes	Staff, Receiving and Programming Section CWMD (Technical Inspector)
	1.4. Items received and inspected shall now be recorded/registered to Warehouse Inventory System	none	10 ± minutes	Staff CWMD
	TOTAL	None	1 ± hour	



14. ISSUANCE OF COMMONLY USED SUPPLIES FROM CENTRALIZED STOCKING THRU FUNDED REQUISITION AND ISSUE SLIP (RIS)

The GSD-Central Warehouse was allocated with revolving fund to procure commonly used supplies and equipment from the PS-DBM. Issuances of these supplies and equipment to requesting offices and departments need to be supported with funded RIS to replenish the amount of items issued to allocate to another procurement of supplies and or equipment.

Office or Division:		CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Quezon City Government Offices/Departments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Funded Requisition and Issue Slip (R.I.S.) (1 original copy and 3 photocopies)		End-user		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits funded Requisition Issue Slip (RIS)	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. None	2.1. Receives funded RIS and forwards the same to the OIC-CWMD 2.1.1. Refers to Chief, Storage and Processing Section	None	5 minutes	Staff / OIC CWMD
	2.2. Chief, Supplies and Storage Section prepares job order 2.2.1. CWMD Staff prepares all the requested items for issuance	None	10 ± minutes	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
3. Receives the requested goods	3.1. Issues goods to end-user	None	30 minutes	Staff SPS, CWMD
TOTAL		None	52 ± minutes	



15. MONITORING OF ISSUANCES AND UTILIZATION OF SUPPLIES

As provided under Vol. 1, Chapter 6, Section 8 of the Government Accounting Manual for LGU (The Accounting Policies), monthly submission of Report of Supplies and Materials Issued (RSMI) should be done every 5th day of the following month. This is to monitor the proper utilization of supplies issued to various offices and departments. This will also establish an effective inventory management system as part of the reconciliation process of accounting records.

Office or Division:		CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Quezon City Government Offices/Departments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed <ol style="list-style-type: none"> Report of Supplies and Materials Issued (RSMI) Requisition and Issue Slip Copy of reference/s <ol style="list-style-type: none"> Purchase Order Agency Procurement Request 		QC - Offices and Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished RSMI and RIS (with supporting documents as references like PO, APR, etc.)	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
	2.1. Receives accomplished RSMI, RIS (with supporting docs) and forwards the same to the OIC-CWMD	None	5 minutes	Staff / OIC CWMD



	<p>2.1.1. Refers to Acting Asst. Division Chief / Chief, Storage and Processing Section</p> <p>2.1.2 Chief, Storage and Processing Section gives instruction to evaluate the submitted documents</p>			
	<p>3.1 CWMD Staff evaluates the documents</p> <p>3.1.1 If no discrepancy - subject to consolidation</p> <p>3.1.2 With discrepancy - fprepares return letter to end-user</p>	None	5 ± days	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
	<p>4.1. Consolidates RSML.</p> <p>4.1.1 Drafts endorsement letter (for approval of OIC-GSD)</p> <p>4.1.2 Finalized endorsement letter approved by the OIC-GSD</p> <p>4.1.3 Forwards endorsement letter to RMCD for release to City Accounting Department</p>	None	30 minutes	Staff SPS, CWMD / RMCD
	TOTAL	None	52 ± minutes	



16. PHYSICAL INVENTORY OF SUPPLIES

In consonance with the provisions of COA Circular 92-386 relative to the conduct of annual physical inventory, all offices/departments/task forces/units of the Quezon City Government are mandated to submit an inventory of supplies and materials left in their storage on a semi-annual basis. A physical count of these supplies and materials shall be conducted to various offices and departments per schedule. Result of the physical count shall be consolidated per item category which shall then be furnished to the City Accounting Department, the Commission on Audit and the Office of the City Mayor.

Office or Division:		CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Quezon City Government Offices/Departments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed 1. Report on the Physical Count of Inventory (RPCI)		QC - Offices and Departments		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished RPCI	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
	2.1. OIC-CWMD Receives Report on the Physical Count of Inventory (RPCI) 2.1.1. Refers to Acting Asst. Division Chief / Chief, Storage and Processing Section 2.1.2 Chief, Storage and Processing Section gives instruction to evaluate	None	5 minutes	Staff / OIC CWMD



	the submitted documents			
	3.1 CWMD Staff evaluates the documents 3.1.1 If no discrepancy - include in the schedule for the conduct of physical count 3.1.2 With discrepancy - prepares return letter to end-user	None	30 minutes	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
	4.1. Conducts physical inventory per schedule 4.1.1 Consolidates the result of the physical count	None	7 ± days	Staff SPS, CWMD /
	5.1 Forwards the consolidated reports (RPCI) to the City Accounting Department, COA and Office of the City Mayor 5.1.1 Drafts endorsement letter (for approval of OIC-GSD) 5.1.2 Finalized endorsement letter approved by the OIC-GSD	None	2 days	
	TOTAL	None	9 days 42 ± minutes	



17. PROVISION OF COPY/IES OF REQUESTED CITY TITLES

Provides certified true copy/ies of city-owned real properties to the requesting party for whatever legal purpose it may serve them.

Office or Division:		FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)		
Classification:		Highly Technical		
Type of Transaction:		G2C – Government to Citizen, G2G– Government to Government		
Who may avail:		All City Constituents with Valid reasons (e.g. for City Development Project; Academic study or Thesis Reference)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with authentication for Specific purpose		<ul style="list-style-type: none">• Client (Transacting Public)• Barangay• Other Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request for authentication	1.1. Receives & records Letter and forwards to the Dep't. Head	None	10 minutes	Records Management and Control Division – Receiving Staff
	1.2. Forwards request letter to the FAMCD from the Dep't. Head (with instructions)	None	5 minutes	City Gov't. Dep't. Head III
	1.3. Assigns request to Land Inventory Section (LIS)	None	10 minutes	Head, FAMCD
	1.4. Land Inventory Section (LIS) evaluates Request Answer Query /Addresses Client Request <ul style="list-style-type: none">• inspects/ verifies the location of requested property• request pertinent documents from National Agencies for validation of location• request for Real Property Assessment	None	5 days and 7 hours <i>(including the coordination process with concerned agencies)</i>	Land Inventory Section (LIS) – Clerical Staff



	Records from City Assessor's Office			
	1.5. Reviews and initials	None	10 minutes	City Govt. Asst. Dept. Head III
	1.6. Approves by the Head, CGSD	None	15 minutes	City Govt. Dept. Head III
	1.7. Forwards docs. to RMCD for Release	None	5 minutes	Clerical Staff, FAMCD
2. Requesting party Receives Requested documents	2.1. Release of Documents RMCD	None	5 minutes	Clerical Staff, RMCD
	TOTAL	None	6 days	

Note: Processing Time varies on number of TCT's being requested.



18. INCOMING COMMUNICATION (QUERY/REQUEST OF DOCUMENTS) ISSUES AND CASES RELATIVE TO FIXED ASSETS

To receive query requests on matters on land cases and other issues related to fixed assets.

Office or Division:		FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
Who may avail:		Transacting Public, Homeowners' Association, Party of Interest.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter communication or formal request		Client (Transacting Public)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letters	1.1. Receives and records request letter and forwards to the Department Head	None	10 minutes	Records Management and Control Division – Receiving Staff
	1.2. Forwards request letter to the FAMCD from the Dep't. Head (with instructions)	None	5 minutes	City Gov't. Dep't. Head III
	1.3. Assigns to section concerned	None	10 minutes	Head, FAMCD
	1.4. Conducts: <ul style="list-style-type: none"> Ocular inspection Verification / Research Evaluation Dialogue 	None	6 days (including the coordination process with concerned agencies)	Section Concerned, FAMCD
	1.5. Encodes the result of inspection/	None	35 minutes	Clerical Staff - Concerned Section



	verification and submit to the Head, FAMCD			
	1.6. Reviews findings and forwards to assistant head of the department for approval or for further instruction	None	10 minutes	Head, FAMCD
	1.7. Reviews and initials	None	20 minutes	City Govt. Asst. Dept. Head III
	1.8. Approves by the Head, CGSD	None	20 minutes	City Govt. Dept. Head III
	1.9. Forwards docs. to RMCD for Release	None	5 minutes	Clerical Staff, FAMCD
2. Requesting party Receives finding to Request	2.1. Release of Documents RMCD	None	5 minutes	Clerical Staff, RMCD
	TOTAL	None	6 days, and 2 hours	



19. DISPOSAL OF FIXED STRUCTURES OWNED BY QUEZON CITY GOVERNMENT

Facilitation/documentation of unserviceable property with/without value for dropping from the Book of Accounts and for record purposes.

Office or Division:		FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Departments/Offices Barangay Chairman/School Principals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">• Inventory and Inspection Report of Unserviceable Properties (IIRUP)• Letter of Request for disposal/Barangay Resolution• Report of Waste Materials (RWM)• Latest photo of structure		<ul style="list-style-type: none">• Barangay Chairman• School Principal• Head of Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letters	1.1. Receives and records request letter and forwards to the Department Head	None	10 minutes	Records Management and Control Division – Receiving Staff
	1.2. Forwards request letter to the FAMCD from the Dep’t. Head (with instructions)	None	5 minutes	CGSD Head / Officer-in-Charge
	1.3. Assigns to section concerned	None	10 minutes	Head, FAMCD
	1.4. Facilitates IIRUP for Fixed Assets, WMR, and Gatepass	None	3 days	FAMCD Staff (Research and Disposition Section)
	1.5. Conducts Ocular inspection	None	1 day	FAMCD Staff (Research and Disposition Section)



	1.6. Forwards Disposal Documents to MPMCD for preparation of In-house Appraisal Report.	None	5 minutes	FAMCD Staff (Research and Disposition Section)
	TOTAL	None	4 days and 30 minutes (excluding the activities of conformity and signature of the IIRUP, WMR, and Gatepass by the indicated signatories and the City Mayor)	



20. 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.

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



	size and area (with photo record) <ul style="list-style-type: none"> • Research (if there is no existing plan) • Inspection • Drafting and Computation 			
	1.7. Prepares inventory report, site development plan and assign property card with property number and information sheet.	None	3 hours	FAMCD Staff (LIS/BIIS)
	1.8. Prepares draft of assignment for utilization for review and approval of the Division and Dept. Head.	None	30 minutes	FAMCD Staff (LIS/BIIS)
	1.9. Upon approval, prepare a final copy of assignment for utilization for signature of the Dept. Head	None	10 minutes	FAMCD Staff (LIS/BIIS)
	1.10. Forwards the assignment for utilization to the requesting party/end user for conformity and signature	None	10 minutes	FAMCD Staff (LIS/BIIS)
	1.11. Upon return of signed assignment for utilization by the requesting party/end user, the FAMCD forwards the same to the City Mayor, for conformity and signature	None	20 minutes	FAMCD Staff (LIS/BIIS)



2. Receives assignment for utilization	2.1. Releases the returned assignment for utilization, signed by the City Mayor	None	10 minutes	FAMCD Staff (RDS)
	TOTAL	None	5 days, 5 hours & 20 minutes (excluding the activities of conformity and signature of the assignment for utilization by the end-user and City Mayor)	



21. 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.

Office or Division:		FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government, G2B – Government to Business, G2C – Government to Citizen		
Who may avail:		Barangay Chairmen/School Principals/Head of Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Photocopy of TCT, Approve Plan, Tax Map, Tax Declaration, Structural Map, Building Plan, Inventory Form QCG-GSD-FAIS-RA-16 and Inventory Form QCG-GSD-FAIS-NR-15 		FAMCD, CGSD and/or End-user		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letters	1.1. Receives and records request letter and forwards to the Department Head	None	10 minutes	Records Management and Control Division – Receiving Staff
	1.2. Forwards request letter to the FAMCD from the Dep't. Head (with instructions)	None	5 minutes	City Gov't. Dep't. Head III
	1.3. Assigns to section concerned	None	10 minutes	Head, FAMCD
	1.4. Conducts physical inventory / ocular inspection of city owned land and building	None	4 days	FAMCD Staff (LIS/BIIS)
	1.5. Reconciles inventory report with other office / department by the assigned personnel	None	1 hour	FAMCD Staff (LIS/BIIS)
	1.6. Prepares inventory report, site development plan, photo documentation	None	3 days	FAMCD Staff (LIS/BIIS)



	1.7. Checking and reviewing of final inventory report	None	1 hour	FAMCD Staff (LIS/BIIS)
	1.6. Reviews, signs, and forwards to assistant head of the department for further review	None	10 minutes	Head, FAMCD
	1.7. Reviews and initials	None	20 minutes	City Govt. Asst. Dept. Head III
	1.8. Approves by the Head, CGSD	None	20 minutes	City Govt. Dept. Head III
	1.9. Forwards docs. to RMCD for Release	None	5 minutes	Clerical Staff, FAMCD
2. Requesting party Receives finding to Request	2.1. Release of Documents RMCD	None	5 minutes	Clerical Staff, RMCD
	• TOTAL	None	7 days, 3 hours, and 25 minutes	



22. PERMIT FOR DISTRIBUTION OF LEAFLETS/ FLIERS

The permit for the distribution of leaflets and fliers is to provide public and private entities the opportunity to market / promote their product and services within the Quezon City Hall Compound to the employees and transacting public.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2G – Government to Government			
Who may avail:	Employees / Agents of Real Estate Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter Request (1 original copy and 2 photocopies) Duly filled-up Request Form for Distribution of Leaflets/ Fliers (2 original copies) Sample Leaflet/ Fliers (2 original copies) Photocopy of company ID (2 copies) 		<ul style="list-style-type: none"> Client Security and Housekeeping Services Section, BGMD Client Client 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request of permit for distribution of leaflets and fliers	1.1 Receives and logs letter request / Forwards letter request to the Department Head	None	10 minutes	Receiving Staff RMCD
	1.2. Forwards letter request with instruction to the BGMD	None	5 minutes	City Govt. Dept. Head III
	BGMD Head gives instruction			Division Head / Clerical Staff BGMD
2. Clients accomplish the form and submit requirements	2.1. Explains the guidelines and requirements	None	5 minutes	Clerical Staff BGMD
	2.2. Evaluates and recommends approval of request	None	5 minutes	Section Chief Security and Housekeeping Services Section



	2.3. Approves / Signs the request	None	5 minutes	Division Head BGMD
3. Receives approved permit	3.1. Issues approved permit to client	None	5 minutes	Clerical Staff BGMD
	TOTAL	None	35 minutes	



23. ISSUANCE OF GATE PASS

A Gate pass is being secured from the Department, in order to monitor the movement of government supplies and properties, personal property as well as any activity within the Quezon City Hall Compound.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	All people with official transaction with the concerned Quezon City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly filled-up Gate Pass Form with supporting documents (photocopies of Purchase Order, Receipts, Job Order Etc.) <ul style="list-style-type: none">• For Working Permits – 3 copies• For Catering – 2 copies• For Supplies – 4 copies		Security and Housekeeping Services Section, BGMD / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for Gate Pass Form and duly filled out form with complete necessary documents	1.1. Provides Gate Pass Form Records the content of the gate pass in the logbook and indicates control number	None	10 Minutes	Clerical Staff BGMD
2. Wait for the release of approved Gate Pass	2.1. Checks / Verifies the contents of the Gate Pass / Refer to concerned division	None	5 Minutes	Clerical Staff BGMD
	2.2. Reviews / Initials / Recommends approval of Gate Pass	None	15 Minutes	Heads of: 1. Buildings & Grounds Management Division 2. Movable Property Management



				and Control Division 3. Fixed Assets Management & Control Div. 4. Central Warehouse Management Division
	2.3. Approves Gate Pass	None	15 minutes	City Govt. Asst. Dept. Head / City Govt. Dept. Head
3. Receives approved Gate Pass	3.1. Releases approved Gate Pass	None	5 minutes	Clerical Staff BGMD
	TOTAL	None	50 minutes	



24. ISSUANCE OF JOB ORDER

The Job Order Form is being issued to the requesting offices that need the maintenance service of the department. It is also to monitor that the request for repair of office furniture, equipment and facilities had been acted on effectively and efficiently.

Office or Division:		BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Quezon City Government Offices within Quezon City Hall		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Letter Request (1 original copy and 2 photocopies) / verbal / phone request / emailJob Order Form (1 original copy)		<ul style="list-style-type: none">ClientBuilding and Facilities Maintenance Section, Equipment Maintenance Section, BGMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request for repair	1.1. Receives, records & approves Request	None	10 Minutes	Clerical Staff / Section Chiefs / Division Chief BGMD
2. Wait for action taken	2.1. Delegates the Job Order to concerned unit (Aircon, Carpentry, Electrical, Plumbing, Telephone, Janitorial)	None	10 Minutes	Unit Head / Clerical Staff BGMD
	2.2. Initial inspection of area requested for work and assessment if additional spare parts, supplies, tools or equipment (light or heavy) are needed	None	30 minutes	Unit Head / Maintenance personnel
	2.2. Secures needed supplies, tools or equipment from the stockroom	None	30 minutes	Storekeeper BGMD / Unit Head / Maintenance personnel



	2.3. Acts on the request	None	1 hour	Unit Head / Maintenance personnel
3. Signs the Job Order (Acknowledged portion)	3.1. Submits accomplished job order report	None	30 minutes	Unit Head / Maintenance personnel
	TOTAL	None	2 hours & 50 minutes	



25. REQUEST FOR VENUE, MANPOWER ASSISTANCE AND LOGISTICS (SOUND SYSTEM/ TABLES/ CHAIRS/ ROSTRUM/ BACKDROP, EXTENSION OUTLETS, etc.)

The Department provides logistics such as tables, chairs, rostrum, backdrop, extension outlets and sound system etc, as well as venue and manpower assistance to government sponsored and approved activities within Quezon City.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Departments/ Offices, National Government Agencies, Government activities organizers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Letter Request (1 original copy and 2 photocopies)Verbal or phone request		<ul style="list-style-type: none">Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter through: <ul style="list-style-type: none">Personal (submit at Records Management & Control Division)E-mail (send to gsd@quezoncity.gov.ph)	1.1 Receives and logs letter request / Forwards letter request to the Department Head	None	10 minutes	Receiving Staff Records Management & Control Division (RMCD)
2. Wait for action taken or release of reply	2.1. Releases letter request to the concerned division with instruction of the Department Head	None	10 minutes	City Government Department Head III
	2.2. Receives letter request / Forwards to BGMD Head for instruction / Verifies the availability of the	None	10 minutes	Clerical Staff / Division Chief / Section Chief BGMD



	requested logistics			
	2.3. Prepares reply letter either approved or disapproved If approved, issues guidelines	None	30 minutes	Staff Security and Housekeeping Services Section BGMD
	2.4 Reviews and Initials reply letter	None	5 minutes	Section Chief / Division Head/ Asst. Dept. Head
	2.5. Approves and Signs reply letter	None	5 minutes	City Govt. Dept. Head III
3. Receives reply letter	3.1 Scans, logs, and releases reply letter to client through: <ul style="list-style-type: none">• Personal / Mail• E-mail	None	1 hour	Releasing Staff RMCD
	TOTAL	None	2 hours and 10 minutes	



26. REQUEST FOR CLOSE CIRCUIT TELEVISION (CCTV) FOOTAGE

There are two (2) CCTV service providers in QC Hall compound, the QCDRRMO and security agency of Quezon City Hall Compound. Other CCTV cameras in some offices are owned by respective users. CCTV cameras installed within the buildings, path walks, perimeter gates and other public facilities within the QC Hall premises were provided by the security agency in compliance with the technical requirements set forth in the Terms of Reference (TOR). The CCTV operation is being handled by the agency's security guard's certified CCTV operators and being monitored by the CGSD-BGMD Security Unit.

Office or Division:	BUILDINGS AND GROUNDS MANAGEMENT DIVISION (BGMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Any individual, groups, company, offices/ departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Letter request (1 original copy and 2 photocopies)CCTV Request Form (2 original copies)		<ul style="list-style-type: none">ClientSecurity and Housekeeping Services Section, BGMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits CCTV Request Form or letter request	1.1. Receives and logs request	None	10 Minutes	Clerical Staff RMCD & BGMD
2. Wait for action taken or release of request / response	2.1. Releases letter request to the concerned division with instruction of the Department Head	None	15 minutes	City Government Department Head III
	2.2. Receives letter request / Forwards to BGMD Head for instruction / Evaluates the nature and information of the request	None	15 Minutes	Staff Security Unit BGMD
	2.3. Records the request at the CCTV request logbook.	None	5 minutes	Clerical Staff Security Unit BGMD
	2.4 Evaluates / Recommends	None	5 minutes	Security Unit/ Division Chief



	approval / Approves the CCTV Request Form			BGMD and Asst. Dept. Head - Operations
3. Receives request for assistance in the CCTV room	3.1. Releases request upon approval of the request.	None	5 minutes	Clerical Staff Security Unit BGMD
	TOTAL	None	55 minutes	



27. PROVISION OF TRANSPORT SUPPORT SERVICE

Transport assistance is provided by CGSD to all city offices / departments as well as city constituents wherein request is approve in accordance with the existing guidelines. Letter request with the necessary information must be forwarded to determine the necessity of the transport service at the same time shall serves as basis for approval.

Office or Division:	MOTORPOOL DIVISION (MD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen			
Who may avail:	Quezon City Government Offices/Departments and QC Constituents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Letter Request for buses /AUV for non GSD personnel (1 original and 2 photocopies)Trip Ticket duly signed by Division Chief concerned for GSD Staff (2 original copies)		<ul style="list-style-type: none">ClientMotorpool Division (MD), GSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter through: <ul style="list-style-type: none">Personal (submit at Records Management & Control Division)E-mail (send to gsd@quezoncity.gov.ph)	1.1 Receives letter request / Forwards letter request to the Department Head	None	5 Minutes	Receiving Staff Records Management & Control Division (RMCD)
2. None	2.1. Evaluates & Approves Request: AUV / Bus	None	1 day	City Gov't. Dep't. Head III and/or Chief, Motorpool Division//
	2.2. Receives Letter Request for	None	5 minutes	Receiving Clerk



	recording & forwarded to Chief, Motorpool Division			Motorpool Division
	2.3. Instructs the Sr. Transport & Development Officer for Implementation	None	10 minutes	Asst. Chief / Chief, Motorpool Division
	2.4. Matching and scheduling of buses and drivers	None	10 minutes	Sr. Transport & Development Officer / Dispatcher, MD
	2.5. <ul style="list-style-type: none">Preparation of work plan and trip ticket.Confirmation of scheduled trips	None	20 minutes	Motorpool Supervisor II and/or Dispatcher, MD
3. Receives notification request approval	3.1. Dispatches city-owned motor vehicles with driver	None	10 minutes	Dispatcher, MD
	TOTAL	None	1 day & 1 hour	



28. REPAIRS / MAINTENANCE OF CITY-OWNED MOTOR VEHICLE (UNDER CGSD AND OTHER CITY OFFICES/DEPARTMENTS)

Repair & maintenance is extended to all city-owned motor vehicles to retain and/or restore it to serviceability in order to extend its useful life and maximum utilization shall be attained.

Office or Division:	MOTORPOOL DIVISION (MD)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Quezon City Government Offices/Departments (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">Letter request for repair/maintenance of vehicle (1 original and 2 photocopies)Job Order (2 original copies)		Client Motorpool Division (MD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request letter through: <ul style="list-style-type: none">Personal (submit at Records Management & Control Division)E-mail (send to gsd@quezoncity.gov.ph)	1.1 Receives letter request / Forwards letter request to the Department Head	None	5 Minutes	Receiving Staff Records Management & Control Division (RMCD)
2. None	2.1. Receives letter request from Chief, CGSD (with instructions)	None	5 Minutes	Receiving Clerk Motorpool Division
	2.2. Instructs the Special Operations Officer III	None	5 Minutes	Chief, Motorpool Division, Special Operations Officer V



	2.3. Instructs the SOO II / Mechanic II / III	None	5 Minutes	Special Operations Officer III, MD
3. Witness repair of vehicle	3.1. Start repair of vehicle (transmission , under chassis) (engine overhaul)	None	2 - 3 days 2 Weeks	Special Operations Officer II, Mechanic II/III, MD
4. Acceptance / Release of Vehicle to the end user	4.1. Acknowledges receipt and signs the Job Order	None	10 Minutes	Special Operations Officer III/ V, MD
	TOTAL	None	2 weeks, 3 days & 30 minutes (actual repair period depends on the condition of the vehicle)	



29. VEHICLE PRE-INSPECTION (LTO REGISTRATION)

Pre-inspection of city-owned motor vehicles shall be made prior to LTO registration to determine the vehicle roadworthiness and to ensure that subject vehicle shall pass or qualify the LTO standard of requirements. Motor vehicle checklist is prepared.

Office or Division:	MOTORPOOL DIVISION (MD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Quezon City Government Offices/Departments (End-user)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Memo issued by MPMCD, GSD (1 photocopy) • Motor Vehicle Maintenance Checklist (2 original copies) 		<ul style="list-style-type: none"> • Client • Motorpool Division, GSD 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives approved Memorandum on schedule of vehicle inspection	1.1 Issues Schedule of vehicles for inspection	None	10 minutes	Chief, Movable Property Mgmt & Control Division, Supply Officer V
2. Submits vehicle/s due for inspection	2.1. Receives Motor Vehicle for inspection	None	5 Minutes	Clerk, Repair and Maintenance Section, Motorpool Division
3. None	3.1. Instructs the Special Operations Officer III, for Implementation	None	2 Minutes	Chief, Motorpool Division, Special Operations Officer V
	3.2. Instructs the Special Operations Officer II / Mechanic II / III	None	2 Minutes	Special Operations Officer III, MD



	3.3.Conducts Inspection of vehicle (based on checklist)	None	10 Minutes	Special Operations Officer II, Mechanic II / III, MD
4. Receives inspected vehicle/s	4.1. Reviews and signs the Check list form	None	3 Minutes	Special Operations Officer V /Special Operations Officer III, MD
	TOTAL	None	32 minutes/ vehicle	



FEEDBACK & COMPLAINTS MECHANISM	
How to send feedback	Answer the feedback form in the receiving area of Records Management & Control Division (RMCD), at 9 th Floor High Rise Bldg., QC Hall and put it in the feedback/suggestion box.
How feedbacks are processed	<p>Every Friday, the Administrative Division opens the drop box and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant Division and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>Upon receiving the reply from the concerned Division, the client will be informed via letter, email or phone call.</p> <p>For follow-ups or queries, the contact information are as follows: (02) 8988-42-42, local 8632 / 8602</p>
How to file a complaint	<p>To file a complaint against the CGSD or its employees, provide the following details via letter/email:</p> <ul style="list-style-type: none"> • Full name and contact information of the complainant • Narrative of the complain • Evidences • Name of the person being complained <p>Send complaint letter to the Records Management & Control Division (RMCD), at 9th Floor High Rise Bldg., QC Hall or email at gsd@quezoncity.gov.ph</p> <p>For follow-ups or queries, the contact information are as follows: (02) 8988-42-42, local 8632 / 8602</p>
How complaints are processed	<p>All complaints received regarding CGSD services and against its employees will be processed by the CGSD Discipline Committee (DisComm).</p> <p>The DisComm browses, evaluates, and determines the complaints received. The DisComm shall coordinate with the concerned Division/employee to answer the complaint and shall investigate, if necessary.</p> <p>After the concern has been addressed or after the conduct of the investigation, the DisComm shall create an incident report to the Chairperson of the Discipline Committee/ Department Head, for appropriate action.</p> <p>The DisComm shall give the feedback to the clients via letter/ email.</p>



	For follow-ups or queries, the contact information are as follows:(02) 8988-42-42, 8632 / 8602
Contact Information of CCB, PCC, ARTA	ARTA: 8-478-5093 complaints@arta.gov.ph PCC: pcc@malacanang.gov.ph 8888 CCB: email@contactcenterngbayan.gov.ph 0908-881-6565 (SMS)



LIST OF OFFICES		
Office	Address	Contact Information
Department Head	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	gsd@quezoncity.gov.ph (02) 8988-42-42, Loc. 8600
ADMINISTRATION CLUSTER		
Assistant Department Head (For Administration)	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 1958/ 8623 Mobile no. 09156996437
Administrative Division	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 8632
Records Management and Control Division	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 8624
Movable Property Management and Control Division	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 8609
Central Warehouse Management Division	Main Office: 8th Flr. High Rise Building Quezon City Hall, Diliman Quezon City Central Warehouse: Scout Reyes Bgy. Paligsahan, Quezon City	(02) 8988-42-42, Loc. 8603
OPERATIONS CLUSTER		
Acting Assistant Department Head (For Operations)	8th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 1508
Buildings and Grounds Management Division	9th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 7329
Fixed Assets Management and Control Division	8th Flr. High Rise Building Quezon City Hall, Diliman Quezon City	(02) 8988-42-42, Loc. 8627
Motorpool Division	8th Flr. High Rise Building Quezon City Hall, Diliman Quezon City Kalayaan Station	(02) 8988-42-42, Loc. 8611 (02) 8988-42-42, Loc. 8209