



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 and records letter request	None	5 minutes	Staff, Inventory and Disposal Section



2. None	2.1. Receives, evaluates, verifies, and affixes initial on the submitted documents	None	20 minutes	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	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	Staff, Inventory and Disposal Section
	4.2. Reviews/ affixes initials on the submitted documents	None	20 minutes	Chief, Inventory and Disposal Section Asst. Chief, MPMCD
	4.3. Signs on the submitted documents	None	5 minutes	Chief, MPMCD
	4.4. Affixes initials on the submitted documents	None	5 minutes	CGADH III
	4.5. Approves and signs on the submitted documents	None	5 minutes	CGDH III
5. Receives copy of PRS / IIRUP / RWM	5.1. Releases approved documents	None	5 minutes	Staff, Inventory and Disposal Section
	TOTAL	None	4 hours & 35 minutes	