



## 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.

<b>Office or Division:</b>	<b>FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2G– Government to Government			
<b>Who may avail:</b>	All City Constituents with Valid reasons (e.g. for City Development Project; Academic study or Thesis Reference)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request with authentication for Specific purpose		<ul style="list-style-type: none"> <li>• Client (Transacting Public)</li> <li>• Barangay</li> <li>• Other Agencies</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 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"> <li>• inspects/ verifies the location of requested property</li> <li>• request pertinent documents from National Agencies for validation of location</li> <li>• request for Real Property Assessment</li> </ul>	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
	<b>TOTAL</b>	<b>None</b>	<b>6 days</b>	

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