



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)	