



## **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.

<b>Office or Division:</b>		<b>FIXED ASSETS MANAGEMENT AND CONTROL DIVISION (FAMCD)</b>		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Barangay Chairmen/School Principals/Head of Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter Request or Formal request</li> </ul>		<ul style="list-style-type: none"> <li>Barangay Chairman/School Principals</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 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)



	<p>size and area (with photo record)</p> <ul style="list-style-type: none"> <li>• Research (if there is no existing plan)</li> <li>• Inspection</li> <li>• Drafting and Computation</li> </ul>			
	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)
	<b>TOTAL</b>	<b>None</b>	<b>5 days, 5 hours &amp; 20 minutes (excluding the activities of conformity and signature of the assignment for utilization by the end-user and City Mayor)</b>	