



## 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.

<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, G2B – Government to Business, G2C – Government to Citizen			
<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>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</li> </ul>		FAMCD, CGSD and/or End-user		
<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. 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
	• <b>TOTAL</b>	<b>None</b>	<b>7 days, 3 hours, and 25 minutes</b>	