



4. PROVISION OF ORIGINAL COPIES OF CITY-OWNED TCT'S

Provides Original Certificate of Title/s available, safe kept and administered under the custody of Records Management and Control Division, in support to the City's Housing Project thru Quezon City Housing Community Development and Resettlement Department (HCDRD). All requests shall be approved by the City General Services Department Head for release.

Office or Division:	RECORDS MANAGEMENT AND CONTROL DIVISION(RMCD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Housing Community Development and Resettlement Department (HCDRD)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request letter signed by the Department Head (1 original and 2 photocopies) <p><u>1 certified copy of the following:</u></p> <ul style="list-style-type: none"> Certified true copy of Cert. Authorizing Registration (CAR) Deed of Absolute Sale Contract to Sell Declaration of Tax Payment Certification of Full Payment (HCDRD & CTO) Certification of Exemption from payment of Transfer Tax <p><u>1 photocopy of:</u></p> <ul style="list-style-type: none"> TCT 		Quezon City Housing Community Development and Resettlement Department (HCDRD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request duly signed by the HCDRD Department Head	1.1. Receives, logs, & scans	None	5 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. Wait for action taken / release of requested Original	2.1. Forwards to CGSD Department Head for approval	None	2 minutes	City Gov't. Dep't. Head III



Certificate of Title/s				
	2.2. Returns to RMCD for review of required documents	None	10 minutes	City-owned Land Title Custodian and Division Head, RMCD
	2.3. Prepares endorsement letter to HCDRD for signature by the CGSD Dept. Head	None	10 minutes	City-owned Land Title Custodian, RMCD City Gov't. Dep't. Head III
3. Receives the requested Original Certificate of Title/s	3.1. Transmits to HCDRD	None	10 minutes	City-owned Land Title Custodian, RMCD Head, HCDRD
	TOTAL	None	37 minutes	