



9. RENEWAL OF REGISTRATION OF CITY-OWNED VEHICLES

To ensure proper and maximum utilization of government properties particularly motor vehicles, renewal of registration in coordination with corresponding End-users, is facilitated by MPMCD with the Land Transpiration Office.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices / Departments Barangays – Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Duly Accomplished Checklist Form (QCG.CGSD.MD. F.40) • Certificate of Cover (GSIS), 1 original copy • LTO-Certificate of Registration (1 photocopy) • LTO-Official Receipt of latest registration (photocopy) 		Motorpool Division, CGSD GSIS thru CGSD On file with CGSD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coordinates for the confirmation of LTO inspection assigned schedule	1.1. Assists end-user to undergo maintenance checklist upon confirmation of schedule	None	10 minutes	Staff, Programming and Utilization Section
2. Undergo maintenance checklist	2.1. Conducts inspection of motor vehicle	None	15 minutes	Mechanic personnel, Motorpool Division
3. Submits maintenance checklist	3.1. Receives maintenance checklist submitted	None	5 minutes	Staff, Programming and Utilization Section



4. Brings motor vehicle at LTO for inspection.	4.1. Assists during inspection at LTO	None	4 hours	Staff, Programming and Utilization Section
	4.2. Facilitates renewal of Registration	None	4 hours	Staff, Programming and Utilization Section
	4.3. Prepares and transmits renewed O.R.	None	3 hours	Staff & Chief, Programming and Utilization Section Asst.Chief and Chief - MPMCD
5. Receives photocopy of renewed O.R.	5.1. Furnishes photocopy of O.R. to end-user	None	10 minutes	Releasing Staff, Records Management and Control Division
	TOTAL	None	1 day, 3 hours & 40 minutes	

NOTE: Request/s and other concerns regarding Inspection and Registration of Motor Vehicles are directly accommodated by MPMCD Staff