

2. SPECIAL STUDIES/ RESEARCHES/ PROJECT PROPOSALS AND EVALUATION

Infrastructure projects Identification /Prioritization

Office or Division:	Land Use and Infra Division (LUID), CPDD			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	City Departments/Offices/Operating Units Barangay Officials Private entities NGO/PO/CSOs QC residents/citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official request letter or B-1 (Basis 1) Form Photo copy of plans, program of works <i>(if applicable)</i> 		Request letter to be accomplished by the proponent Office of the Secretary to the Mayor (B-1 Form)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit B-1 Form with attachments (location map, plans, program of works, etc.)	Receives, records request/project proposal	None	5 mins	Project Development Officer III, LUID
	Assign and schedule site inspection		1 day (varies depending on the site location)	Project Development Officer III, LUID
2. Accompany project inspector (if needed) during site inspection and provide necessary information (if necessary) during ocular validation	Conduct on-site inspection, survey, interview on subject request/project proposal and identify and map/plot the site using GIS		1 day	Project Development Officer I to III/ Planning Officer I to III, CPDD
	Send an official request to General Services Department (GSD) and City Assessor's Office for property ownership status		1 hour	Project Development Officer III, LUID

	**The GSD and City Assessor's Office sends back official property record ownership status (may take up to two weeks)			Department Head of GSD and City Assessor's Office
	<p>*For properties with ownership issue (i.e. owned by National Government Agencies, with legal issues, etc.);</p> <p>Send an official request for consent/approval to concerned NGAs (NHA, DENR, DPWH, etc.) or to City Legal Department for legal advice and opinion</p>		1 hour	Project Development Officer I to III/ Planning Officer I to III, CPDD
	Prepare photos and maps; Evaluate/study the proposal; Accomplish project inspection/ validation report form; and rates, prioritize and make recommendation on the proposed project and accomplish Infra Form B-2 (Basis 2)		1 day	Project Development Officer I to III/ Planning Officer I to III, CPDD
	Infra Form B-2 check/review/ and signed by Assistant Division Chief and Division Chief		30 mins	Project Development Officer IV (Assistant Division Chief), and Project Development Officer V (Division Chief), CPDD

	Signing of Infra Form B-2 by Department Head (CPDD)		5 mins	Department Head, CPDD
	Endorse to the concerned department/office/committee (ex. InfraCom/ City Engineering Dept./ Parks Development and Administration Dept./ others) for appropriate action		20 mins	Project Development Officer III, LUID
Total			3 days and 2 hrs.**	

*Note: * only applicable to properties with ownership issue*
*** time may differ depending on the complexity of the request/proposal*

3. LAND / PROPERTY ACQUISITION PROGRAM

The acquisition and reservation of land for the city’s future various infrastructure programs. An investment strategy employed by the QC government since 2004, land banking program involves the tedious task of assessing site’s suitability thru title checks, status of ownership if vacant or open space, conduct of research, site inspection, evaluation of properties offered for sale to the city or properties which the city intends to buy.

Office or Division:	Special Projects Division (SPD)			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen) G2G (Government to Government)			
Who may avail:	Private Property Owners QC residents/citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Original Letter of Intent to Sell / Offer Letter Certified True Copy of the Transfer Certificate of Title Certified True Copy of Updated Tax Declaration Original Updated Real Property Tax Clearance Property Lot Plan or Vicinity Map with Pictures (Optional) As-Built Plans of Improvements (if applicable) 		Registered Owner/s		
		Registry of Deeds		
		Office of the City Assessor		
		City Treasurer's Office		
		Registered Owner/s		
		Registered Owner/s		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit the Letter of Intent to Sell or Offer Letter, along with required supporting documents,	Reception of Documents	None	1 day	Land Banking / Planning Officer