

## Renewal, Transfer & Updating of Property Records

- Renewal and Transfer of PAR:
  - The services provided by the CGSO ensure that all PPE issued to LGU offices are properly secured, maintained, and utilized.

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	Internal & External Clients (Local, National & Barangay Agencies)			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	Local, National & Barangay Agencies			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. For Renewal of PAR– starting January of the 3 <sup>rd</sup> year after (4 copies) 2. For Transfer of PAR– request letter to transfer of Accountability 3. Old PAR(1 copy)		Administrative Division of respective offices Property and Supply Section of every Admin. Division of requesting offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Forwards letter request (indicating PPE to be transferred with attached ARE/PAR to receiving clerk	1. Receive letter requests and entry to DTS	None	5 minutes	* Administrative Aide IV
No Activity	1.2 Forward letter request to DH for notation and immediately forward to Records Division	None	5 minutes	* Administrative Aide IV
No Activity	1.3 Records Division personnel checks/evaluate the property requested for transfer whether it belongs to PPE or Semi-Expandable property	None	1 hour	Admin. Asst. III Admin. Aide IV Admin. Aide VI
No Activity	1.4 A. if the property is categorized as PPE, prepare transfer PAR B. if the property is categorized as Semi-Expendable, prepare ICS B. Forward prepared PAR/ICS to end-user/accountable personnel	None	24 hour/s	* Administrative Aide V
End-User/Accountable personnel submit signed PAR/ICS	1.5 Receive duly signed PAR for control and attach old PAR and stamp "CANCELLED".	None	30 minutes	Admin. Asst. III Admin. Aide IV Admin. Aide VI
No Activity	1.6 Check the completeness of attachments & review the correctness of entries	None	30 minutes	*Administrative Aide V
No Activity	1.7 Forward to Department Head for signature/approval or authorized representative	None	15 minutes	Records Officer IV
2. Receive copy of approved ARE	Transmit approved PAR/ICS and the duly cancelled old PSR to Department concerned	None	As scheduled	* Administrative Aide V
<b>TOTAL</b>		None	26 hours and 25 minutes	
<b>END OF TRANSACTION</b>				