

Request for Deed of Absolute Sale for all the Relocation Sites of the local Government

The City Housing and Land Management Office facilitate preparation of Deed of Absolute Sale for all of the relocation sites of the city as a requirement for the titling of awarded lots of the beneficiaries.

Office or Division:	City Housing and Land Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Beneficiaries of all government relocation sites			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Technical Description		1. Accredited Geodetic Engineer: Engineer Nino Mojado, Hicban Subdivision, General Santos City, Engineer Ildefonso Lagala, Polyclinic Building, Pendatun Street Dadiangas North, General Santos City Engineer Chris Layson, Bulaong, Barangay Dadiangas North, general Santos City Engineer Angeli Alquiza Kadulasan Street Dadiangas East, General Santos City		
2. PSA / NSO Issued Marriage Contract		PSA Office, Santiago Blvd. GSC (Avior Hotel Ground Floor)		
3. PSA / NSO Issued Birth Certificate		PSA Office, Santiago Blvd. GSC (Avior Hotel Ground Floor)		
4. PSA / NSO Issued CENOMAR		PSA Office, Santiago Blvd. GSC (Avior Hotel Ground Floor)		
5. PSA / NSO Issued Death Certificate		PSA Office, Santiago Blvd. GSC (Avior Hotel Ground Floor)		
6. PSA / NSO Issued Advisory of Marriage (Form 5)		PSA Office, Santiago Blvd. GSC (Avior Hotel Ground Floor)		
7. Extra Judicial Settlement among Heirs		Notary Public		
8. Community Tax Certificate (CEDULA)		Barangay Hall where the Lot is located		
9. Government Issued ID		Any Government Agency		
10. Official Receipt for Lot Cost		City Treasurer's Office		
11. Waiver of Rights		Notary Public		
12. Court Certification		Regional Trial Court		
13. Accounting Certification of Payment		City Accounting Office		
14. Certificate of Total Land Holdings		City Assessors Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit original or photocopy of documents (proof of ownership) such as Certificate of Award or Certificate of Lot Allocation	1. Received the documents and release the checklist of requirements	None	10 minutes	Administrative Aide I (Land management Division)
2. Submit the original copy of requirements needed for the request	2. Received the documents, release Order of Payment,	Php 36.00	45 minutes	Administrative Aide I (Land management Division) Administrative Assistant (Resettlement and Relocation Division) Development Management Officer II
	3. Field Validation and Inspection - Prepare the Validation Report (Inspection Form)		5 days	Administrative Assistant (Resettlement and Relocation Division)
	1. Evaluate the documents submitted		45 minutes	Administrative Assistant (Resettlement and Relocation Division)
	2. Prepare and review the Absolute Deed of Sale	None	45 minutes	Development Management Officer II,
2. Client shall sign the Deed of Absolute Sale	3. Prepare Endorsement to City Mayor through City Legal Office and affix initial of the CHLMO Department Head		1 hour	Development Management Officer II

	4. Endorse to the City Legal Office for review and recommendation of City Mayor's approval		30 minutes	Development Management Officer II
	5. Received and records the documents from the City Mayor's Office		10 days	Administrative Aide I (Land management Division)
	6. Contact Client and Inform the client for the release of the DAS		1 day	CHLMO Department Head II
3. Received the DAS and sign the releasing logbook	7. Released the Deed of Absolute Sale		30 minutes	Administrative Aide I (Land management Division)
	TOTAL		16 days, 4 hours and 25 minutes	
END OF TRANSACTION				