

Technical Evaluation Services of Public Land

The City Housing and Land Management Office provides technical assistance in conducting a systematic and thorough evaluation, examination of tenurial documents, orientation to preclude error on the process of perfecting ownership of land. It involves analyzing titles, deeds of instrument; understanding the historical parcel of land details; possession; nature of transactions and interpret connectivity of every documents in relation to the parcel of land of and or LGU or other requesting government agencies or entities from the city.

Office or Division:	City Housing and Land Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Requesting NGA's, GOCC's BLGU and LGU			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request letter address to the City Mayor or thru to the City Housing and Land Management Department Head	1.Received the letter and refer to the Land Management Division	None	20 minutes	Development Management Officer II Administrative Aide I
	2.Identify; sort and encode attachments	None	1 hour	Development Management Officer II
	1. Preliminary Evaluation Documents and prepare letter request to CASSO for validation-; CTO; (If necessary, to ROD; Court)	300.00	24 hours	Development Management Officer II Administrative Aide I
	2. Coordination with the requesting party, stakeholders; conduct slight research and analyzing the data and draft a narrative of findings	None	40 hours	Development Management Officer II Administrative Aide I

	3. Review the reports for finalization and submit to the department head for recommendation		8 hours	Development Management Officer II CGDH
	TOTAL		9 days, 1 hour and 20 minutes	
END OF TRANSACTION				