



14. Request for the Issuance of Fair Market Value Certificate

Request for the issuance of Fair Market Value Certificate for vehicles subject to repair.

Office or Division:	City Engineers Office - Motorpool Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Departments of LGU-General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Purchase Request 2. Current Market Price Quotation 3. Carrying Cost of the Equipment/Vehicle 		<ol style="list-style-type: none"> 1. Client 2. Equipment/Vehicle Dealer or Supplier of the specific brand and, or the equivalent 3. City Accountant's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit: <ol style="list-style-type: none"> 1. Purchase Request 2. Current Market Price Quotation 3. Carrying Cost 	1.1. Receive Purchase Request, Current market price quotation and carrying cost	None	15 mins	Receiving Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.2. Check Purchase Request, carrying cost and current market price.	None	15 mins	Division Chief, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.3. Prepare and print Fair Market Value Certification.	None	30 mins	Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.4. Approve and concur of Fair Market Value Certification	None	30 mins	Division Chief, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.5. Release Fair Market Value Certification	None	15 mins	Clerk, Motorpool Division, City Engineer's Office, CEO Compound, Bula, GSC
	1.6. Sign Market Value Certificate	None	5 mins	Dept. Head/ Asst. Dept. Head, City Engineer's Office, CEO Compound, Bula, GSC
2. Receive Certification	2.1. Release certification to end user	None	5 min	Department Head/ Asst. Dept. Head Secretary, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL	None	1 Hour and 55 mins	
END OF TRANSACTION				