

1. ANNUAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT

This is in compliance with Sec. 124 of the New Government Accounting System for Local Government Units, which provides that, “The Local Chief Executive shall require periodic physical inventory of supplies or property... Physical count of property, plant, and equipment by type shall be made annually and reported on the Report on the Physical Count of Property, Plant and Equipment (RPCPPE). This shall be submitted to the Auditor concerned not later than January 31 of each year.”

Office or Division:	Assets Management Office <ul style="list-style-type: none"> Inventory and Inspection Section 			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who May Avail:	Client/ City Employees and All City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memos informing the Inventory to be conducted issued by the Assets Management Office		Assets Management Office - Inventory and Inspection Section		
Equipment Inspection and Inventory Form (qf-amd-inspection-equip-001)		Assets Management Office - Inventory and Inspection Section		
Motor Vehicle Inspection Report Form (qf-amd-inspection-mv-002)		Assets Management Office - Inventory and Inspection Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the Issuance of memos to different City Offices	1. Assets Management Office in collaboration with the Muntinlupa City Committee on PPE Inventory and Disposal (MCCPPEID) will issue memos to different offices informing the inventory to be conducted	None	15 minutes	<i>Staff of Assets Management Office/ MCCPPEID Secretariat</i>
2. Offices concerned must accomplish the Equipment Inspection and Inventory Form and Motor Vehicle Inspection Report Form and submit to Assets Management Office	2. The AMO staff will receive the submitted forms for verification	None	1 minute	<i>Staff of Assets Management Office/ MCCPPEID Secretariat</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Wait for the Scheduled Physical Inspection and Inventory of Equipment per City office and assist the inspectors	3. Assets Management Office in collaboration with MCCPPEID, will prepare inventory stickers and visit the scheduled City office for the physical inventory/ inspection	None	30 minutes to 1 week maximum per office depending on the number of equipment to be inspected	<i>Staff of Assets Management Office/ MCCPPEID Inspectors</i>
	4. Reconciliation of the actual Inspection report and inventory listing to the Accounting Book of Accounts	None	30 mins to 1 hr. per office	<i>Staff of Inventory and Inspection Section</i>
	5. Encoding to the Report on Physical Count of Property, Plant and Equipment (RPCPPE) form from the Local Commission on Audit	None	30 mins to 1 hr. per office	<i>Staff of Inventory and Inspection Section</i>
	6. Compilation of all Inventory reports and submission of RPCPPE to Local Chief Executive and Local Commission on Audit	None	10 mins to 15 mins.	<i>Staff of Inventory and Inspection Section</i>

2. DISPOSAL OF UNSERVICEABLE PROPERTY, PLANT AND EQUIPMENT (PPE)

As per Sec. 1 (Authority to Dispose) of Executive Order No. 888, dated March 18, 1983 provides that, "The provisions of existing laws, rules or regulations to the contrary notwithstanding the Ministers (now Secretaries) or Head of Ministers (now Departments/ Agencies of the Government) shall have the full and sole authority and responsibility to dispose of all unserviceable equipment and property of their respective Ministries/Agencies" and Art. 444 (Modes of Disposition of Property) of Republic Act No. 7160, "The Local Government Code of 1991" also provides that, "As a general rule, sale of property owned by LGU shall be made only through public auction. Other modes of disposal maybe resorted to only when public auction has failed."

Office or Division:	Assets Management Office • Disposal Section			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who May Avail:	Client/ City Employees and All City Government Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Turn-In Form		General Service Office (Procurement Office)		
Inventory and Inspection Report of Unserviceable Property (IIRUP) Form		Assets Management Office - Disposal Section		
Waste Material Report (WMR)		Assets Management Office - Disposal Section		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will accomplish the Turn-In form and submit it to General Service Office.	1. The General Service Office will inspect the equipment that was turned-in and schedule for pull-out.	None	15 minutes	GSO Staff Administrative Officers
2. Endorse turn-in documents to Assets Management from General Service Office	2. AMO will inspect the PPE to be disposed	None	30 mins to 3 days depending to the volume of unserviceable equipment/ scraps	Staff of Assets Management Office/ MCCPPEID Inspectors
	3. Appraisal of the Unserviceable PPE and setting of ceiling price	None	1 day depending on the volume of unserviceable equipment/ scraps	MCCPPEID Sub-Committee on Appraisal/ AMO Staff
	4. Sale of the Unserviceable PPE/ Scraps to the winning bidder, issuance of Order of Payment and payment of the price to City Treasurer	None	1 day	MCCPPEID Sub-Committee on Appraisal/ AMO Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Hauling of Sold Unserviceable PPE by the winning bidder	None	30 mins to 1 week depending to the volume of unserviceable equipment/ scraps	<i>Staff of Assets Management Office/ MCCPPEID Inspectors</i>
	6. Prepare request/ endorsement of listing of the unserviceable PPE that was disposed for dropping from the Book of Accounts of Accounting Office	None	3 days from the hauling/ disposal	<i>Staff Disposal Section</i>

3. PROFILING, TITLING AND CONSOLIDATION OF CITY PROPERTIES (LAND AND BUILDING)

The Assets Management Office is also mandated to profile the City owned Properties. Ocular inspections of the land and building properties were made on a yearly basis to update and collect updated necessary documents for profiling and titling. City Offices can request copy of the documents profiled by AMO for their information.

Office or Division:		Assets Management Office • Inventory and Inspection Section		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who May Avail:		City Government Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter		Letter from their respective City Offices indicating its purpose and signed by the Department Head		
Individual Property Document		Assets Management Office - Inventory and Inspection Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will prepare request letter for copy of the Property (Land) Documents	1. AMO staff will retrieve the file of the requested property upon verification of its purpose and give copy to the requesting party	None	15 minutes to 30 minutes	<i>Staff of Assets Management Office</i>
2. Ocular inspection	2. AMO staff visit the location of the property and take a picture	None	2 to 3 hours per property	<i>Staff of Assets Management Office</i>
3. Collecting necessary documents for profiling and titling	3. AMO staff request for the following documents Transfer Certificate of Title; Tax Declaration; Lot Plan; Vicinity Map; Zoning Classification; Development Plan; Actual Improvements; Pictures and Insurance Policy, if any	None	1 to 2 months	<i>Staff of Assets Management Office</i>
4. For profiling: Aggregating all documents retrieved into one folder per property for proper documentation For titling: Forward all documents	4. Transfer Certificate of Title; Tax Declaration; Lot Plan; Vicinity Map; Zoning Classification; Development Plan; Actual Improvements; Pictures and Insurance Policy, if any.	None	1 to 2 hours per property 1 to 2 days per property	<i>Staff of Assets Management Office</i>

obtained for titling to agencies concerned (BIR, Registry of Deeds, Office of the City Assessors)	Deed of Donation/Deed of Sale; Owner's Copy of Transfer Certificate of Title; Approved Lot Plan, Resolution of the Sangguniang Panlungsod; Tax Declaration, and Pictures.			
5. Follow-up for the issuance of Transfer Certificate of Title in the name of the City Government of Muntinlupa	5. Claim Stub from BIR/ Registry of Deeds	None	20 working days	<i>Staff of Assets Management Office</i>