

## 11. Request of Transfer of Ownership

Concessionaire requests of transfer of ownership.

|   |   |   |  |   |
|---|---|---|--|---|
| <b>Office or Division:</b>  | Municipal Economic Enterprise Development Office – Tagoloan Water & Sanitation System |   |  |   |
| <b>Classification:</b>  | Simple  |   |  |   |
| <b>Type of Transaction:</b>   | G2C - Government to Citizen   |   |  |   |
| <b>Who may avail:</b>   | Citizen of Barangay Sta. Ana & Barangay Casinglot                                     |   |  |   |
| <b>CHECKLIST OF REQUIREMENT</b>   |   |   | <b>WHERE TO SECURE</b>   |   |
| <ul style="list-style-type: none"> <li>• Application Form (1 original)</li> <li>• Proof of Ownership;<br/>Deed of Sale (1 photocopy)<br/>Land title or Tax Declaration (1 photocopy)<br/>Authorization Letter from old owner</li> <li>• Brgy. Clearance</li> <li>• Any Government issued identification card (1 photocopy)</li> </ul> |   |   | <ul style="list-style-type: none"> <li>• Tagoloan Negosyo Center</li> <li>• Barangay Hall</li> </ul> |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b>                          | <b>PROCESSING TIME</b>   | <b>PERSON RESPONSIBLE</b>   |
| 1.Fill-up request form for transfer of ownership at Tagoloan Negosyo Center   | 1. Receive & verify application form  | None  | 5 minutes  | <i>Process Server</i> Municipal Economic Enterprise & Development Office                    |
| 2. Pay transfer fee   | 2.1 Receive payment & issue official receipt.   | Transfer fee – 100.00<br>Inspection fee – 50.00 | 5 minutes  | <i>Computer Operator IV (Cashier)</i><br>Municipal Economic Enterprise & Development Office |

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|--|--|-----------------|-------------------|--|
| Accomplish the Client Satisfaction Survey form and drop it in the feedback box | Request the client to accomplish the Client Satisfaction Survey form | None            | 30 minutes        | <i>Process Server</i> Municipal Economic Enterprise & Development Office |
| <b>TOTAL:</b>  |  | <b>₱ 150.00</b> | <b>40 minutes</b> |  |