

2. Service Name: Property and Inventory Management

Service Information: CGSD monitors, handles the inventory of fixed and movable assets and accountable for all properties, real or personal, owned by the City Government. In-charge for safekeeping of land titles, inspection of deliveries of supplies and equipment.

Office or Division:	CITY GENERAL SERVICE DEPARTMENT			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Departments and offices of the City Government of San Juan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter signed by the requesting department head to be approved by Administrator should be forwarded to CGSD. 		<ul style="list-style-type: none"> Department Office concern Office of the Administrator City General Services Department 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall prepare a Request Letter to be forwarded to City Administrator's Office	1. For approval of City Administrator		10 minutes	City Administrator's Office at 3rd Floor New City Hall
2. All request letter shall be approved by the City Administrator's Office to be forwarded to City General Services Department for evaluation by CGSD Head.	2. Ensures that inventory assignment and updating of physical inventory are properly maintained		15 minutes	City General Services Department at Lower Ground Floor New City Hall
3. After evaluation of approved request this will be forwarded to GSD Personnel who will handle the request.	3. To ensure that all requests are provided on time.		10 minutes	City General Services Department at Lower Ground Floor New City Hall

END OF TRANSACTION: Transaction time: 35 minutes