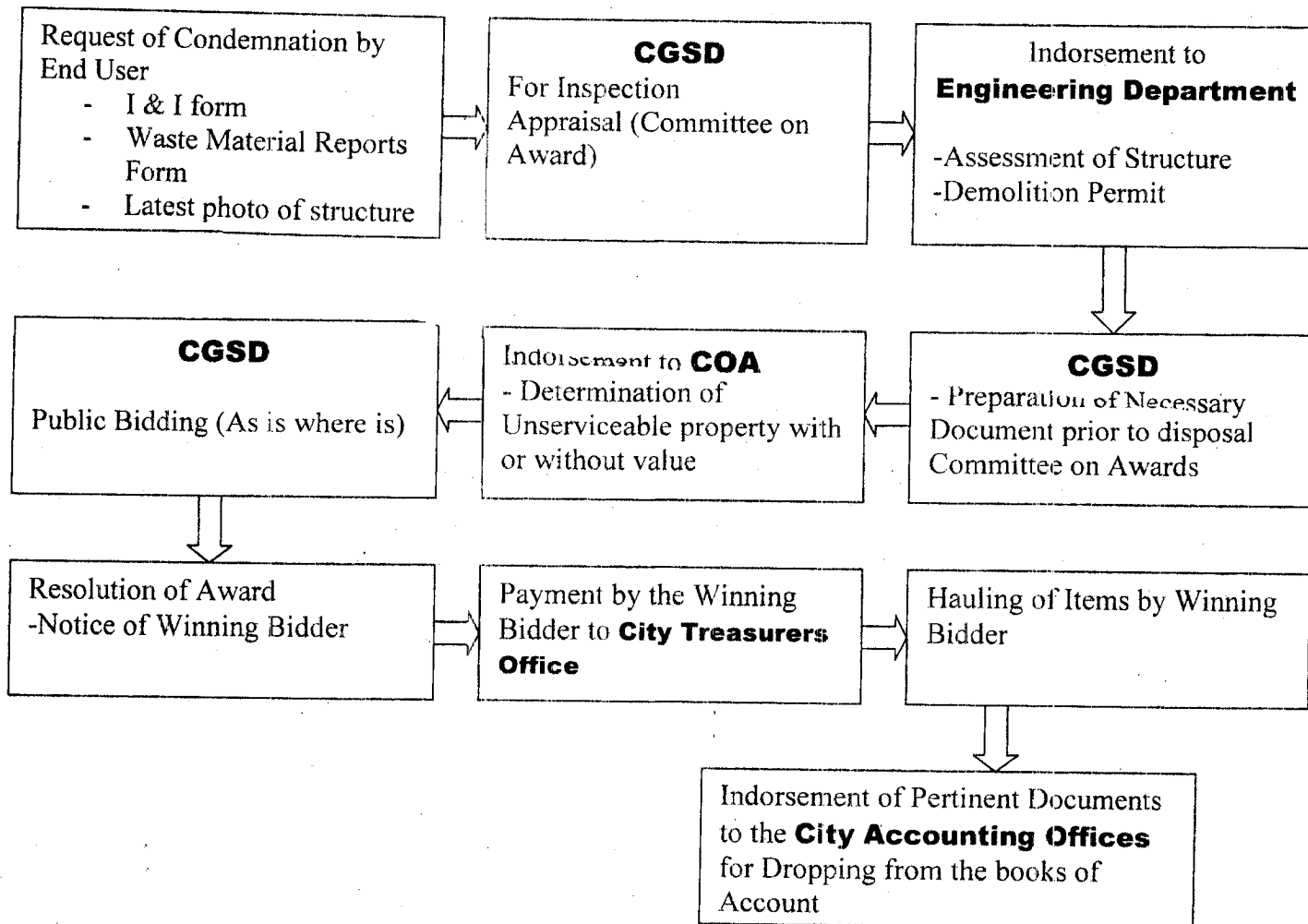




**Flow Chart of Condemnation of Fixed Structures as
per COA Memorandum 98-569A**



**Guidelines for the Condemnation of Fix Structures as per COA
Memorandum 98-569A**

Box 1. The end user of the condemned Fix Structure, accomplishes the required inventory and inspection report (IIRUP) or waste material report and supplies the latest photo of the said structure to be submitted to the City General Services Department (Rule 22, Sec. 167, COA No. 92-386).

Box 2. City General Services Department teams from IFAMCD will conduct the ocular inspection, to determine the appraisal value of the said property (Rule 22, Sec. 170, COA Circular No. 92-386).

Box 3. The City General Services Department makes a request to Engineering Department to Assessment the Structure and Demolition Permit for the said structure.

Box 4. The secretariat will facilitate the approval of the appraisal to the Committee on Award.

Note: **COA Circular No. 92-386 Sec. 31.** Composition of the Committee on Awards. "The Committee on Awards shall be composed of the local Chief Executive or His Representative as chairman, the local Treasurer, the local Accountant, the Budget Officer, the local General Services Officer.

***Staff of IFAMCD/CGSD will serve as the "secretariat".**

Box 5. The City General Services Department will now indorse the Inventory and Inspection Report of Unserviceable Property (IIRUP) or Waste Material Report (WMR) to the COA, for comments and recommendation (Rule 22, Sec. 169 COA Circular No. 92-386).

Box 6. Public Bidding proper (Rule 21 Sec. 165, COA Circular No. 92-386) and Advertise the Public auction / or Post notices, Invitation to Bid, when and where the auction is going to be held (Rule 23, Sec. 23 COA Circular No. 92-386).

Box 7. Committee on Awards makes a resolution as to the winning bidder (Rule 23, Sec. 176 COA Circular No. 92-386).

Box 8. Awarding of the sale of the unserviceable property to the winning bidder, then the payment is made thru the City Treasurer (Rule 5, Sec. 35 COA Circular No. 92-386).

Box 9. The winning bidder is allowed to haul the items (Rule 28, Sec. 191-193 COA Circular No. 92-386)

Box 10. The City General Services Department prepares the documents to drop the property from the books of account by the City Accounting (Rule 29, Sec. 194 COA Circular No. 92-386).

Approved:


HON. HERBERT M. BAUTISTA

City Mayor


ROLANDO P. MONTIEL

City Government Department Head III