



Republika ng Pilipinas
Lungsod ng Quezon
Kagawaran ng Lingkirang Panlahat
(GENERAL SERVICES DEPARTMENT)



INTERIM FIXED ASSETS MANAGEMENT AND CONTROL DIVISION

Memorandum For: All School Principals
All Barangay Captains / Barangay Council / SK Chairmen
All Concerned
All of Quezon City

Subject: **PROPER UTILIZATION OF CITY – OWNED REAL PROPERTIES**

This is to reiterate compliance on all previously issued memoranda pertaining to proper property utilization of City-Owned Real Properties, based on the provision of Republic Act 7160 particularly:

Sec. 376 "Responsibility for Proper Use Care of Government Property – The person in actual physical possession of government property or entrusted with its custody and control shall exercise the diligence in the utilization and safekeeping thereof."

Considering all the forgoing and on the observations that numerous city real properties within your jurisdiction are undergoing and have undertaken changes like construction, renovation, expansion, repairs, etc., all concerned are enjoined to seek clearance from the City Mayor through the City General Services Office prior to the commencement of any related changes **Furthermore**, the undersigned would like to remind that misuse / abuse of City Owned Property shall be dealt according within the parameter of existing rules and regulation, particularly the Anti-graft and Practices Act and COA CIRCULAR 92-386 Sec.149 respectively.


Sec. 149 "Measure of Liability of person Accountable for supplies or property – The person in possession of or in custody or control of supplies or property is immediately accountable thereof and shall be liable for it's money value in case of illegal, improper or unauthorized use or misapplication thereof, by himself or any other person for whose acts he may be responsible, and he also liable for loss, damage, or deterioration occasioned by negligence in the keeping or use of such property."

Please be guided accordingly.

July 19, 2010


ROLANDO P. MONTIEL
City Government Department Head III

Approved by:


HON. HERBERT M. BAUTISTA
City Mayor

AUG 02 2010

VISION : The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.

MISSION : We provide the delivery of general services to the Quezon City Government and its constituents

EFFECTIVE, EFFICIENT, ECONOMIC.

M. 208-2B5