



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

HPCG/CG-4/REMO

03 August 2017

STANDING OPERATING PROCEDURE
NUMBER 08-17)

**GUIDELINES FOR THE CONDUCT OF
PHYSICAL INVENTORY OF REAL ESTATE PROPERTIES**

I PURPOSE:

This Standing Operating procedure prescribes guidelines on the conduct of inventory/inspection of all real properties occupied by the PCG Units through Donation, Memorandum of Agreement, Contract of Usufruct, Lease or by Tolerance to ensure that all properties are properly accounted, recorded and utilized according to the purpose.

II SCOPE:

This SOP applies to all Coast Guard Districts, Stations, Sub stations, Major Units and PCG personnel designated to monitor, maintain records and manage the real properties occupied by the PCG in the exercise of its functions.

III PROCEDURES:

- A.** In order to properly monitor the status and record of the PCG real properties, the CG Districts and all units under their respective areas of responsibility shall have an updated list of properties they are occupying. The list shall be in the prescribed format, hereto attached as Annex A;
- B.** During inspection/inventory the following documents should be determined, checked and recorded in the Checklist herein provided as ANNEX B:
 - 1. For properties that are already transferred under the name of the agency:**
 - a.** Certified True Copy of the Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) under the name of the PCG. The original copy of the TCT/OCT shall be forwarded to HPCG (Attn: Real Estate Management Office) as the official repository of all real estate property records;
 - b.** Assessed value of the property based on the current market value.

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2. For properties donated to the PCG but Title is not yet transferred under the name of the agency:

- a. the original copy of the Deed of Donation duly notarized by a Notary Public of the place where the donation was executed;
- b. Original TCT of the Donor in case he is private individual/entity. The existence of which should be verified with Register of Deeds (ROD) who has jurisdiction of the property subject of donation;
- c. Tax Declaration stating that the concerned PCG Unit occupying a particular donated property is actually paying the prescribed tax thereof;
- d. Coordination made with Register of Deeds (ROD), City/Municipal Assessor's Office or BIR Regional District Office, for the subsequent transfer of Title to the PCG;
- e. Coordination made with HPCG (Attn: Director, Real Estate Management Office) for technical assistance/transfer of title;
- f. Approved Survey Plan for reference purposes;

3. For Properties Occupied through Memorandum of Agreement (MOA)/Contract of Usufruct or Affidavit of Tolerance:

- a. Original copy of the MOA, Contract of Usufruct or Affidavit of Tolerance duly notarized by Notary Public where the contract was executed;
- b. Assessed value of the property subject of the contract;
- c. Boundaries, improvements, mode of payments and durations of occupancy must be properly indicated in the MOA, Contract of Lease or permit to occupy such land and duly acknowledged by a Notary Public.

IV RESPONSIBILITIES:

A. COMMANDER, COAST GUARD DISTRICT:

1. Shall ensure that all units within the area of responsibility regularly maintain updated record of real properties they are occupying;
2. Shall designate personnel, in compliance with OIC, PCG Letter Directive dated 30 March 2017, who shall be in charge of records keeping and monitoring of status of application of Title with ROD or other concerned agencies, and shall coordinate with HPCG (Attn: Director, Real Estate Management Office) on all real estate property concerns;
3. Shall supervise the application for transfer of Title of all acquired proportion under his jurisdiction.

B. DCS FOR LOGISTICS, CG-4

1. Shall monitor the conduct inventory/inspection of real properties occupied by PCG units to determine proper utilization;
2. Shall designate Inventory Team for the purpose;
3. Shall support the expenses for transfer of title, survey/documentation and other similar requirements of CG Districts, as endorsed by Director, REMO;

4. If necessary, he shall hire the services of an Appraiser, subject to Procurement Law, to determine the value of the property as one of the assets of the PCG;
5. Shall monitor the strict implementation of this SOP.

C. DIRECTOR, REAL ESTATE MANAGEMENT OFFICE (REMO):

1. Shall be the overall repository of documents relating to PCG real estate properties;
2. Shall provide technical assistance to CG Districts and other units on real properties that need to be survey/inspected/titled;
3. Shall regularly coordinate with CG Districts and other units on real estate concerns;
4. Shall render report to the PCG Leadership of the status of real estate properties of the PCG;
5. Shall provide DCS for Logistics, CG-4 inventory report;
6. Shall endorse to DCS for Logistics, CG-4 the funding requirements of the units on documentation of the real estate of the units;
7. Shall monitor the strict implementation of this SOP.

V. RESCISSION:

Other existing procedures inconsistent with the provisions of this SOP are hereby modified and rescinded accordingly.

VI. EFFECTIVITY:

This SOP shall take effect upon publication.

BY ORDER OF COMMODORE GARCIA:

OFFICIAL:


LIEZEL B. BAUTISTA
LCDR PCG
Coast Guard Adjutant
09/08/17

JOSE WILLIAM U ISAGA
CAPT PCG
Chief of Coast Guard Staff

ANNEXES: A – Listing of Real Estate Property Format
B – Inventory Checklist

ANNEX A

NAME OF CGD's / CGSTATION/ CGSUB-STATION	LOCATION	LOT/ LAND AREA	AUTHORITY OF OWNERSHIP	BUILDING/INSTALLATION INSIDE	STATUS	APPRAISED VALUE
HCGDNCR-CL	Muelle Dela Industria, Farola Compound, Binondo, Manila	10,393 sq., mtrs	MOA bet PCG and PPA dtd 11 FEB 02	HCGDNCR-CL BLDG., CGFLEET BLDG, CGETC & DTF BLDG. MEPCOM BLDG. CHAPEL, AUDITORIUM, BARRACKS, PAROLA	Waiting for approved Survey Plan from the DENR-NCR	
CGDNWLZN CGSS Pasuquin	Brgy 11 Nalvo, Pasuquin, Ilocos Norte	600 sq. mtrs	Deed of Donation from the Municipality of Pasuquin, Ilocos Norte	Sub-Station Pasuquin Building	Lot Survey were done by REMO Geodetic Engr last 26 May 2017	1,800,000.00

Prepared by:

Noted by:

Name & Signature of Inspector

Name & Signature of Team OIC

Date/Place

ANNEX B

This Checklist shall serve as the guide of the inspector or any person designated to conduct inventory of the real estate properties of all PCG units.

The designated person shall place a opposite of the required document if it is existing, and an if the document does not exist.

During inspection /inventory the following documents should be determined, checked and recorded.

a. For properties that are already transferred under the name of the agency:

_____ Certified True Copy of the Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) under the name of the PCG. The original copy of the TCT/OCT shall be forwarded to HPCG (Attn: Real Estate Management Office) as the official repository of all real estate property records;

_____ Assessed value of the property based on the current market value.

b. For properties donated to the PCG but Title is not yet transferred under the name of the agency:

_____ the original copy of the deed of Donation duly notarized by a Notary Public of the place where the donation was executed;

_____ Original TCT of the Donor in case he is private individual/entity. The existence of which should be verified with Register of Deeds (ROD) who has jurisdiction of the property subject of donation;

_____ Tax Declaration stating that the concerned PCG Unit occupying a particular donated property is actually paying the prescribed tax thereof;

_____ Coordination made with Register of Deeds (ROD), City/Municipal Assessor's Office BIR Regional District Office, for the subsequent transfer of Title to the PCG;

_____ Approved Survey Plan for reference purposes;

c. For properties Occupied through Memorandum Of Agreement (MOA) Contract of Usufruct or Affidavit of Tolerance:

_____ Original copy of the MOA, Contract of Usufruct or Affidavit of Tolerance duly notarized by Notary Public where the contract was executed;

_____ Assessed value of the property subject of the contract;

_____ Boundaries, improvements, mode of payments and durations of occupancy must be properly indicated in the MOA, Contract of Lease or permit to occupy such land and duly acknowledged by a Notary Public.

Name and Signature of the designated Inspector

Date/Place

Noted by:

Team OIC