

DISPOSAL/UTILIZATION OF IDLE PROPERTIES					
Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Interested party to buy/lease property/ies – send letter of intent to buy/lease property	Record in the EMD logbook offers to buy/lease properties.	10 minutes	EA	
2		Prepare letter to client to inform him/her of the schedule of advertisement for public bidding/ negotiation after 2 failed biddings	1 hour	SRS/DC	
3		Review/sign letter to client	30 minutes	ADM/DM	
4	Acknowledge receipt of letter	Send letter to client	10 minutes	EA	
5	Attend pre-bidding conference	Conduct pre-bidding conference/negotiation	1 day	Disposal Committee/ Secretariat (SRS/DC)	
6	Secure official bid form; bidder's site inspection certificate; terms and conditions; pay cost of bid documents	Issue bid documents	1 hour	Committee Secretariat	Bid documents /OR
7	Participate in public bidding; drops bid documents and bid deposit; 3 highest bidders tender bid deposit	Conduct public bidding/negotiation; requires 3 highest bidders to tender bid deposit with cashier and returns bid deposit of the other bidders	1 day	Disposal Committee/ Secretariat	
8		Prepare bid summary for approval of Disposal Committee	1 hour	Committee Secretariat	
9		Evaluate bid results	2 days	Disposal Committee	
10		Prepare memo to the Board re: recommendation of the Committee; prepare Board presentation materials	1 day	SRS/DC	
11		Review/approve memo and presentation materials; present recommendation of the Committee to the Board	1 hour	ADM/DM	
12		Approve/Disapprove award	1 hour	Board/President	
13		Prepare Notice of Award	1 hour	SRS/DC	
14		Review/approve Notice of Award for signature of President	30 minutes	ADM/DM	
15		Sign Notice of award	1 hour	President	
16	Acknowledge receipt of Notice of Award	Send Notice of Award to winning bidder	10 minutes	EA	
17	Pay full bid price within 5 working days from receipt of Notice of Award	Receive full payment	15 minutes	Treasury	
18		Prepare memo to Treasury requesting for the return of bid deposits of the 2 nd and 3 rd highest bidders	30 minutes	SRS/DC	
19		Review/sign memo to Treasury	15 minutes	DM	

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20		Coordinate with 2 nd and 3 rd highest bidders to get check from Treasury representing their bid deposits	1 hour	SRS/DC	
21		Prepare memo/provide Legal Department with the Terms and Conditions for the Deed of Absolute Sale/Contract of Lease	1 day	SRS/DC	
22		Review/sign memo to Legal Department	2 hours	ADM/DM	
23		Review draft Deed of Absolute Sale/Contract of Lease as prepared by Legal	1 day	DC/ ADM/DM	
24		Prepare transmittal letter of draft Deed/Contract to winning bidder for review/conformity	30 minutes	SRS/DC	
25		Sign transmittal letter to winning bidder	15 minutes	DM	
26	Acknowledge receipt of Deed/ Contract; Review/sign conformity to the draft Deed/Contract	Send transmittal letter with draft Deed/Contract to winning bidder	10 minutes	EA	
27		Return draft Deed/Contract to Legal for revisions / finalization; request for contract endorsement	30 minutes	SRS/DC	
28		Review/sign memo to Legal	15 minutes	DM	
29		Prepare transmittal letter of 6 execution copies to winning bidder for his/her signature and that of his/her witness	30 minutes	SRS/DC	
30		Sign transmittal letter	15 minutes	DM	
31	Sign Deed/Contracts	Send transmittal letter with 6 execution copies to winning bidder	1 hour	EA	
32	Return Deed/Contracts to PNOC for signature	Acknowledge receipt of Deed/Contracts from winning bidder	10 minutes	EA	
33		Prepare memo to President re: request for his signature and that of his witness to the Deed/Contracts	1 hour	SRS/DC	
34		Sign memo to the President	30 minutes	DM	
35		Send memo and execution copies of Deed/Contract	30 minutes	EA	
36		Prepare transmittal letter of signed Deed/Contract to winning bidder for notarization	30 minutes	SRS/DC	
37		Sign transmittal letter to the winning bidder	15 minutes	DM	
38	Notarize Deed/Contract	Send transmittal letter with signed Deed/Contract to the winning bidder for notarization	15 minutes	EA	
39	Return 4 notarized copies of Deed/Contract to PNOC	Acknowledge receipt of notarized copies of Deed/Contract	10 minutes	EA	
40		Prepare transmittal letter of pertinent documents relative to the Sale/lease of the property to the winning bidder	1 hour	SRS/DC	
41		Sign transmittal letter	30 minutes	DM	

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42	Acknowledge receipt of documents	Send transmittal letter with pertinent documents relative to the Sale/lease of the property to the winning bidder	30 minutes	EA	
43		Prepare letter to winning bidder to inform that the Documentary Stamp Tax shall be for their account and must be paid within 5 days after the end of the month when the taxable document was executed and that the Capital Gains Tax shall be for the account of PNOG to be paid 30 days from date of execution of Deed/Contract	1 hour	SRS/DC	
44		Sign letter to the winning bidder	30 minutes	DM	
45	Acknowledge receipt of letter	Send letter to the winning bidder	10 minutes	EA	
46		Prepare computation, DV for payment of capital gains tax	2 hours	SRS/DC	
47		Review/sign DV	15 minutes	ADM/DM	
48		Send DV to Accounting Department for processing	10 minutes	EA	
49		Secure check from Treasury; pay CGT to BIR	4 hours	SRS	
50		Prepare transmittal to Accounting, ICO, Treasury re: pertinent documents relative to the Sale/Lease of the property	1 hour	SRS/DC	
51		Sign memo to Accounting, ICO, Treasury	30 minutes	DM	
52		Send to Accounting, ICO, Treasury copies of pertinent documents relative to the Sale/Lease of the property	30 minutes	EA	

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