|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Routing Slip No. | | | | Date: | | Time: | |
| **TYPES OF TRANSACTION** | | | | | | | |
|  | Appraisal | | | | | | |
| **MANDATORY REQUIREMENTS** | | | | | | | |
|  | Request Letter from the Owner/LGU/GOCC/NGA | | | | | | |
|  | Tax Declaration | | | | | | |
|  | Vicinity Map | | | | | | |
|  | Official Receipt - Appraisal Fee | | | | | | |
| **OTHER REQUIREMENTS** | | | | | | | |
|  |  | |  |  | | | |
|  |  | |  |  | | | |
|  |  | |  |  | | | |
| **Process** | | **Action Taken/Remarks** | | **Person/s In Charge** | **Date** | | **Time** |
| Receiving | |  | |  |  | |  |
| Verification (Ocular Inspection) | |  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
| Computation & Preparation of PAC Resolution | |  | |  |  | |  |
| Review | |  | |  |  | |  |
| Approval | |  | |  |  | |  |
| Payment & Release | |  | |  |  | |  |