

1. ACCREDITATION OF COMMUNITY MORTGAGE PROGRAM (CMP) MOBILIZERS / ORIGINATORS



The Department evaluates requirements submitted by applicants and issues a Certificate of Accreditation as CMP Mobilizer/Originator operating within Quezon City to qualified applicants.

Office or Division:	Community Mortgage Program under Housing and Resettlement Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	CMP Mobilizers/Originators operating in Quezon City	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Application letter addressed to the Head of HCDRD (1 original)		Applicant
Accomplished CMP Mobilizer's Information Sheet (1 original)		HCDRD – Housing and Resettlement Division/Community Mortgage Program Section
Accomplished Project Basic Information Sheet (1 original)		HCDRD – Housing and Resettlement Division/Community Mortgage Program Section
Certificate of Registration from Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA) / Department of Human Settlements and Urban Development (DHSUD) (1 photocopy)		SEC / CDA / DHSUD(formerly HLURB)
Organization's Profile/History (1 original)		Applicant
Business Permit (1 photocopy)		<i>Quezon City Business Permits and Licensing Department (BPLD)</i>
Certificate of Accreditation from SHFC (1 photocopy)		Social Housing Finance Corporation (SHFC)
NBI Clearance of the head of the organization (1 original)		National Bureau of Investigation (NBI)
Organization's latest Financial Statement (1 original)		Applicant
Memorandum of Agreement (MOA) with the landowner and/or with the beneficiary association of on-going CMP projects (1 photocopy per project)		Applicant
Certificate of Accreditation as Non-Governmental Organization (NGO) / People's Organization (PO) / Civil Society Organization (CSO) operating in Quezon City (1 photocopy)		Quezon City Council

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant shall submit written request to HCDRD for accreditation as CMP Mobilizer	1. Accept application letter and attached requirements if complete	None	15 minutes	<i>Receiving Staff</i> HCDRD Receiving Area <i>Receiving Staff</i> Office of the Department Head
	1.1 Review application and validate submitted documents	None	4 days	<i>Personnel-in-Charge</i> <i>Section Head</i> Community Mortgage Program Section
	1.2 Conduct ocular inspection/ investigation and prepare report / recommendation	None	14 days	<i>Personnel-in-Charge</i> <i>Section Head</i> Community Mortgage Program Section
	1.3 Register the name of applicant in the Book of Registry of accredited private originators / mobilizers	None	1 day	<i>Personnel-in-Charge</i> <i>Section Head</i> Community Mortgage Program Section <i>Division Head</i> Housing and Resettlement Division
2. Applicant to secure Order of Payment from the HCDRD to post bond at the Quezon City Treasurer's Office (CTO)	2. Issue Order of Payment for the posting of bond	None <i>(Minimum of Php 5,000 per project to be deposited to CTO)</i>	1 day	<i>Accounts Officer</i> Accounts Management and Monitoring Section
	2.1 Issue Certificate of Accreditation as CMP Mobilizer / Originator in QC for approved applications	None	45 minutes	<i>Division Head</i> Housing and Resettlement Division <i>Assistant Department Head</i> Office of the Assistant Department Head <i>Department Head</i> Office of the Department Head

	TOTAL	None	20 days 1 hour 0 minutes	
Community Mortgage Program under Housing and Resettlement Division	Highly Technical Transaction			