



2. BENEFICIARY/IES ACCOUNTS SERVICES AND MANAGEMENT - Amortization Payment

The Department through Accounts Management and Monitoring Section issues order of payment to beneficiaries of Socialized Housing Program who will pay their monthly amortizations.

Office or Division:	Accounts Management and Monitoring Section under Support Services Division	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Quezon City Socialized Housing Program Beneficiaries	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Contract to Sell (2 photocopy)		HCDRD –Housing and Resettlement Division/Direct Sale Section
Official Receipt (original and photocopy)		City Treasurer's Office
Title and/or Technical Description (2 photocopy)		HCDRD –Housing and Resettlement Division/Direct Sale Section
Letter Request (1 original)		Client
Valid ID Government Issued Identification Card		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
NBI Clearance (1 original)		NBI
Authorization Letter (if necessary) (1 original)		Client
Special Power of Attorney(SPA) (if necessary) (1 original)		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for order of payment at Accounts Management and Monitoring Section.	1. Issue Order of Payment	None	5 minutes	<i>Housing and Homesite Regulatory Officer II</i> Accounts Management and Monitoring Section
2. Present Official Receipt of Payment from City Treasurer's Office to Accounts Management and Monitoring Section.	2. Record / (Entry) to the individual ledger on payment made on a particular program.	None	5 minutes	<i>H&HRO II</i> Accounts Management and Monitoring Section
	TOTAL	None	10 minutes	
Amortization Payment	Simple Transaction			