



### 3. BENEFICIARY/IES ACCOUNTS SERVICES AND MANAGEMENT –ISSUANCE OF CERTIFICATE OF FULL PAYMENT

The Department through the Accounts Management and Monitoring Section issues certificate of full payment to fully paid beneficiaries of Socialized Housing Program.

<b>Office or Division:</b>	<b>Accounts Management and Monitoring Section under Support Services Division</b>	
<b>Classification:</b>	Simple transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Quezon City Socialized Housing Program Beneficiaries	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Valid ID (Any Government Issued ID) Original Copy		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG
Authorization Letter (if necessary) (1 original )		Beneficiary
Special Power of Attorney (if necessary) 1 original )		Beneficiary

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter requesting for a certification of full payment to Accounts Management and Monitoring Section.	1. Release Certification of Full Payment.	None	10 minutes	<i>H&amp;HRO II</i> Accounts Management and Monitoring Section.
	TOTAL:	None	10 minutes	
<b>Issuance Of Certificate Of Full Payment</b>	<b>Simple transaction</b>			