

5. CENSUS-SURVEY OF QUEZON CITY INFORMAL SETTLERS AND POTENTIAL BENEFICIARIES –REQUEST FOR CENSUS-SURVEY/ VALIDATION



The HCDRD is mandated to conduct census survey in the community of urban poor in all districts of the City to determine the exact location and number of the informal settler families (ISFs) occupying different areas in every barangay and to gather vital information/ data relative to their living condition as well as to prepare and consolidate records of their socio-economic profile.

HCDRD acts on the request for census-survey /validation of specific area with ISFs.

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| Office or Division: | Census –Survey Section under Census and Planning Division | | | |
| Classification: | Qualified for Multi-Stage Processing | | | |
| Type of Transaction: | G2C – Government to Citizen | | | |
| Who may avail: | ISFs / Association / Institutions / Landowner (s) / Government Agency | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter Request (1 original copy) | | Client (Applicant) | | |
| Land Title (1 certified true copy) | | Register of Deeds | | |
| Vicinity map/location map (1 certified true copy) | | Client | | |
| Tax Declaration (1 certified true copy) | | City Assessor's Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Submit letter request for Census-Survey to Census Survey Section . | 1.Receive letter request for census and checks if required documents are attached. | None | 5 minutes | <i>Section Head</i> Census and Planning Division |

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| 2. Attend meeting for pre-investigation guided by the Census Team. | 2. Conduct investigation and ocular inspection. | None | 10 days | <i>Census Team</i> Census and Planning Division |
| | 2.1 Write a letter to Brgy. Captain for the conduct Census Survey | None | 2 days | <i>Census Team Leader/Section Chief</i> Census and Planning Division |
| 3. Attend briefing for the schedule of actual census guided by the Census Team. | 3. Conduct actual Census Survey | None | 1 day | <i>Census Team</i> Census and Planning Division |
| | 3.1 Evaluate accomplished Forms (protocol) | None | 5 days | <i>Section Head</i> Census and Planning Division |
| | 3.2 Encode ISFs Data after census conducted. | None | 1 day | <i>Encoders</i> Census and Planning Division |
| | 3.3 Plotting and finalization of structural Map | None | 1 day | <i>Census Mapper</i> Census and Planning Division |
| 4. Secure copy of masterlist from Census and Planning Division. | 4. Provide copy of Masterlist. | None | 5 days | <i>Dept. Head, Assistant</i> <i>Department Head</i> HCDRD <i>Section Head/Division Head</i> Census and Planning Division |
| | TOTAL: | None | 25days, 0 Hour(s), 5 minutes | |
| Request for Census Survey/Validation | Qualified for Multi-Stage Processing | | | |