

2. ISSUANCE OF CLEARANCE FOR ELECTRIFICATION PROGRAM (Clearance for Socialized Housing Basic Utilities Services)



To help the informal settler families (ISFs) and qualified program beneficiaries secure clearance in lieu of Transfer of Certificate of Title (TCT) as proof of ownership as per requirement of the utility companies.

Office or Division:	Basic Utilities and Other Services Section under Support Services Division
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Quezon City Informal Settlers, Community Mortgage Program, Direct Purchase/Buying (private property HOA), Gawad Kalinga Project, Q.C. Direct Sale Program, NGHCP, NHA and Quezon City Socialized Housing Program Beneficiaries, Quezon City Resettlement.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application letter/request for electrification clearance.	Client/Sample letter is available at HCDRD
2. 1 Original and 1 Photocopy Barangay Clearance for MERALCO/electrical connection application	Barangay Hall
3. 1 Original and 1 Photocopy Valid ID of applicant (preferably QC Citizen ID)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
4. If beneficiary of Community Mortgage Program (CMP), Direct Sale, National Housing Authority (NHA), National Government Center Housing Project (NGCHP), and Gawad Kalinga (GK), submit any the following: <ul style="list-style-type: none"> a. Social Housing Finance Corporation (SHFC) / National Home Mortgage Finance Corporation (NHMFC) validated payment receipt b. Certificate of Award c. Lease Purchase Agreement (LPA) d. Contract/Agreement 	Client , Implementing Agency/ies of the Housing Programs (SHFC,NHA,NGCHP,GK)

5. Notarized Undertaking – for those who are not lot owners	secure form from HCDRD
6. MERALCO bill (for reconnection of meter with same name)	Client
7. MERALCO bill & waiver (for reconnection of meter and transfer of service name)	Client
8. If thru representative: Submit the following; <ul style="list-style-type: none"> ➤ Authorization from applicant ➤ 1 original (to be presented only) and 1 photocopy- Valid ID of applicant and representative (preferably QC Citizen ID) 	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant must submit a request letter to HCDRD to secure MERALCO/Electrical Certification/ Clearance.	1.Receive the request and give them application form and list of requirements.	None	3 minutes	<i>Administrative Aide VI</i>
2. The applicant must submit the accomplished application form and required documents to the personnel in-charge.	2.Check and validate submitted documents and process clearance required for electric connection at MERALCO.	None	3 days	<i>Section Chief/ H and HRO II Administrative Aide VI Basic Utilities and Servicing Section Support Services Division</i>
3. The applicant will return on the scheduled day (due date) to get the MERALCO and Electrical certification/ clearance from HCDRD. (processing period at HCDRD – maximum :3 days)	3.Release Meralco and Electrical Certification / Clearance	None	5 minutes	<i>Section Chief/H and HRO II Administrative Aide VI/Encoder Basic Utilities and Servicing Section Support Services Division</i>
	Total		3 days, 0 hour and minutes	
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