

Task Force Control and Prevention of Illegal Structures and Squatting Social Services

1. Monitoring of Anti-Squatting and Illegal Structures

Monitoring of illegal activities such as the construction of illegal structures, and buying and selling of lands introduced by professional squatters and squatting syndicates in different areas of Quezon City.

Office or Division:	Task Force COPRISS			
Classification:	Simple, Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Quezon City Residents Private Entities Other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Provided by the Complainant		
2. Certified True Copy Transfer Certificate of Title		City Assessor's Office		
3. Updated Real Estate Tax Clearance or Latest Tax Declaration		City Assessor's Office		
4. Location Map or copy of Vicinity Map		City Assessor's Office		
6. Other documents as may be required:				
a. Special Power of Attorney to their authorized representative		Law firm office		
b. Affidavit of No Consent		Law firm office		
For Homeowners Association Re-Blocking				
1. Letter Request		HomeOwners Office		
2. HomeOwners Board Resolution duly signed by the home owner's officials or board of directors.		HomeOwners Office		
3. Home Owners approved subdivision plan		Department of Building Official		
4. Memorandum of Agreement		Law Firm		
5. HomeOwners list of members or beneficiaries		HomeOwners Office		
6. Picture of the affected structures		Homeowners office or complainant		
7. Certificate to File Action		Barangay Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request	1. Received the letter	None	2 Min.	Jaime Nathalie Magno Receiving Clerk TF COPRISS
2.	2. Evaluation of letter request for dissemination to respective District Coordinator	None	1 Hour	Marlowe Y. Jacutin Head TF COPRISS
3. Assist TF COPRISS Personnel locating the address given	3. Conduct Ocular inspection / investigation based on the indorsement / request :	None	1 Day	<i>District Coordinators</i> TF COPRISS
4.	4. Conduct dialogues / meeting	None	5 days	<i>Marlowe Jacutin,</i> <i>District Coordinators</i> TF COPRISS
5.	5.Submission of report based on the conducted dialogues for appropriate action of Office Head	None	3 days	<i>District Coordinators</i>
6.	6. Evaluation of report and determine whether for continuous monitoring or for clearing. (referred to no.2 service)	None	5 days	<i>Marlowe Jacutin</i> <i>Head</i>
TOTAL:		None	14 days 1 hour and 2 min.	

2. Clearing of Illegal Structures Built Within the City

Dismantling operation of illegal structures such as residential houses, vendor stalls, encroachments, and others. Provision of truck service for the disposal of waste materials gathered from the operation.

Office or Division:	Name of Department/Office
Classification:	Simple, Complex
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government
Who may avail:	Quezon City Residents Private Entities Other Government Agencies

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
5. Certificate to file action		Barangay Hall		
6. Letter Request		Provided by the Complainant		
7. Certified True Copy Transfer Certificate of Title		City Assessor's Office		
8. Updated Real Estate Tax Clearance or Latest Tax Declaration		City Assessor's Office		
9. Location Map or copy of Vicinity Map		City Assessor's Office		
6. Other documents as may be required:				
c. Special Power of Attorney to their authorized representative		Law firm office		
d. Affidavit of No Consent		Law firm office		
For Homeowners Association Re-Blocking				
7. Letter Request		HomeOwners Office		
8. HomeOwners Board Resolution duly signed by the home owner's officials or board of directors.		HomeOwners Office		
9. Home Owners approved subdivision plan		Department of Building Official		
10. Memorandum of Agreement		Law Firm		
11. HomeOwners list of members or beneficiaries		HomeOwners Office		
6. Picture of the affected structures		Homeowners office or complainant		
7. Certificate to File Action		Barangay Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit letter request	1. Received the letter	None	2 Min.	Jaime Nathalie Magno Receiving Clerk TF COPRISS
2.	2. Evaluation of letter request for dissemination to respective District Coordinator	None	1 Hour	Marlowe Y. Jacutin Head TF COPRISS
3. Assist TF COPRISS Personnel locating the address given	3. Conduct Ocular inspection / investigation based on the indorsement / request :	None	1 Day	<i>District Coordinators</i> TF COPRISS
4.	4. Conduct dialogues / meeting	None	5 days	<i>Marlowe Jacutin,</i> <i>District Coordinators</i> TF COPRISS
5.	5. If the dialogues failed to reach for an Amicable Settlement, the case maybe indorse, referred or elevated into:court,government agencies concern,City Attorney's Office	None	2 days	<i>Sheriff,other government agencies,City Attorney's Office</i>
6.	6. Issuance of Memorandum from the City Attorney's Office ordering TF COPRISS to demolish subject structures based on existing Anti-Squatting Laws Issuance of Demolition Notices (Paunawa sa Pagbabaklas)	None	1 day	<i>City Attorney</i>
7.	7. Request for Certificate of Compliance (Quezon City Local Housing Board)	None	3 days	<i>Marlowe Jacutin,District Coordinators</i> TF COPRISS
8.	8. Scheduled of Meeting by the QC Local Housing Board	None	3 months	<i>QC Local Housing Board Committee</i>

9.	9. QC LHB issuance of a Certificate of Compliance	None	3 months	<i>QC Local Housing Board Chairman</i>
10.	10. Request for Pre-Demolition Conference (PDC) at Presidential Commission for the Urban Poor (PCUP)	None	3 days	<i>Marlowe Jacutin, District Coordinators TF COPRISS</i>
11.	11. Request for Police Assistance QC PNP District Director / QC PNP Legal	None	3 days	<i>Marlowe Jacutin, District Coordinators TF COPRISS</i>
12.	12. Issuance of Directive from National Capital Regional Police Office (NCRPO) addressed to TF COPRISS, QC District Operation and Planning Division (DOPD) Camp Karingal	None	6 months	<i>Philippine National Police Chief</i>
13.	13. Request for Clearance / City Attorney's Office	None	1 day	<i>Marlowe Jacutin, TF COPRISS Head, District Coordinators, TF COPRISS</i>
14.	14. Issuance of Clearance / City Attorney's Office	None	3 months	<i>City Attorney's Office</i>
15.	15. Issuance of Final Demolition Notices to affected family/ies / structure owner/s	None	1 day	<i>Marlowe Jacutin, Head TF COPRISS</i>
16.	16. Pre-Demolition Meeting (TF COPRISS Office)	None	1 day	<i>Marlowe Jacutin, District Coordinator</i>
17.	17. Implementation	None	1 month	<i>Marlowe Jacutin, District Coordinators</i>
TOTAL:		None	1 year 4 months 21 days 1 hour and 2 min.	

Notes should be written in font 11.