



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.The Barangay treasurer or representative should proceed to Cash division on a scheduled date per district to claim their checks and bring their official receipt.</p> <p>2.The official should indicate in the O.R those details stated in the check and vouchers (e.g Payor , date of check, amount to receive and others),</p>	<p>1.The paymaster should verify if the barangay is entitled and listed in the payroll prepared by the City Accounting Department.</p> <p>2.Make sure to advise the recipient to put his/her signature sign in the payroll and voucher for documentation.</p>		10 minutes	Paymaster/Cashier
Total			10 minutes	

COLLECTION OF PAYMENT FROM BENEFICIARIES OF SOCIALIZE HOUSING PROJECT

The Account management and Monitoring section issues order of payment to beneficiaries of Socialize Housing Program who will pay their monthly amortizations.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Beneficiaries of Socialize Housing Program			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Order of payment.		Housing Community Development and Resettlement Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Cash Division Window 1 or inside the office premise.	<p>1.Accept the approved order of payment.</p> <p>1.1Verify the date of issuance and the existence of assessment made.</p> <p>1.2 Issue an official receipt indicating proper particulars on the said transactions.</p>	As stated in the Order of payment	10 minutes	Cashier/Accountable officer
Total			10 minutes	