



RELEASING OF FINANCIAL BURIAL ASSISTANCE

This program provides immediate intervention to individuals, and/or death of a family members thru the extension of Guarantee Letters to funeral parlors within the City to defray the cost of funeral service.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All Quezon City Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Certified true copy of Death Certificate reflecting Quezon City address. 2. Duly notarized original copy of Funeral Contract. 3. Certificate of Indigency from the barangay. 4. Valid Government I.D. of Representative. 5. Valid Government I.D. of Deceased. 		Social Services Development Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Proceed to Cash Division's window number 1 to 5. 2. Presents claim stub from the SSDD after they submitted those documents required by the said department. 	<ol style="list-style-type: none"> 1. Accept the approved claim stub and verify the validity of the documents. 2. Verify if the name of the beneficiary is indicated in the payroll register. 3. Release the cash to the authorized representative. 	N/A	10 minutes	Cashier/Paymaster
Total			10 minutes	

RELEASING OF BARANGAY SHARES FROM REAL PROPERT TAX (RPT) AND COMMUNITY TAX COLLECTIONS (CTC)

All Barangay are entitled to receive their share from CTC and RPT on a quarterly basis as one of their source of income.

Office or Division:	Cash Division			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Barangay Treasurers or other officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt or the Accountable forms No. 51.		Barangay officials		



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	