



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.

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|---|--|--|------------------------|---------------------------|
| 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.

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|--|--|------------------------|--|--|
| 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 | | |