

## 2. BENEFICIARY/IES ACCOUNTS SERVICES AND MANAGEMENT - Amortization Payment



The Department through Accounts Management and Monitoring Section issues order of payment to beneficiaries of Socialized Housing Program who will pay their monthly amortizations.

<b>Office or Division:</b>	<b>Accounts Management and Monitoring Section under Support Services Division</b>
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Quezon City Socialized Housing Program Beneficiaries

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for order of payment at Accounts Management and Monitoring Section.	1. Issue Order of Payment	None	5 minutes	<i>Housing and Homesite Regulatory Officer II</i> Accounts Management and Monitoring Section
2. Present Official Receipt of Payment from City Treasurer's Office to Accounts Management and Monitoring Section.	2. Record /(Entry) to the individual ledger on payment made on a particular program.	None	5 minutes	<i>H&amp;HRO II</i> Accounts Management and Monitoring Section
	TOTAL	None	10 minutes	
<b>Amortization Payment</b>	<b>Simple Transaction</b>			