



2. ISSUANCE OF CLEARANCE FOR ELECTRIFICATION PROGRAM (Clearance for Socialized Housing Basic Utilities Services)

To help the informal settler families (ISFs) and qualified program beneficiaries to secure clearance in lieu of Transfer of Certificate of Title (TCT) as proof of ownership as per the requirement of the utility companies.

Office or Division:	Basic Utilities Section under the Support Services Division	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Quezon City Informal Settlers, Community Mortgage Program, Direct Purchase/Buying (private property HOA), Gawad Kalinga Project, Q.C. Direct Sale Program, NGHCP, NHA and Quezon City Socialized Housing Program Beneficiaries, Quezon City Resettlement.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	1 Original and 1 Photocopy of Barangay Clearance for MERALCO/electrical connection application	Barangay Hall
2.	1 Original and 1 Photocopy Valid ID of the applicant (preferably QC Citizen ID)	BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG
3.	MERALCO Inspection Report (Yellow Card)	MERALCO
4.	If the beneficiary of Community Mortgage Program (CMP), Direct Sale, National Housing Authority (NHA), National Government Center Housing Project (NGCHP), and Gawad Kalinga (GK), submit any of the following: <ul style="list-style-type: none"> a. Social Housing Finance Corporation (SHFC) / National Home Mortgage Finance Corporation (NHMFC) validated payment receipt b. Certificate of Award c. Lease Purchase Agreement (LPA) d. Contract/Agreement 	Client, Implementing Agency/ies of the Housing Programs (SHFC, NHA, NGCHP, GK)

5. Notarized Undertaking	secure form from HCDRD
6. MERALCO bill for reconnection, and relocation of meter with the same name	Client
7. MERALCO bill, & waiver for transfer of service name	Client
8. If through a representative: Submit the following; <ul style="list-style-type: none"> ➤ Authorization Letter from the applicant ➤ 1 original (to be presented only) and 1 photocopy- Valid ID of applicant and representative (preferably QC Citizen ID) 	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant must submit the required documents to the personnel in charge.	Check and validate submitted documents and process clearance required for electric connection at MERALCO.	None	3 days	<i>Section Chief</i> <i>Administrative V Encoder/Field & Project Coordinator</i> Basic Utilities Section Support Services Division
2. The applicant will return on the scheduled day (due date) to claim the MERALCO and Electrical certification/clearance from HCDRD. (processing period at HCDRD – maximum: 3 days)	Release Meralco and Electrical Certification / Clearance	None	3 minutes	<i>Section Chief</i> <i>Administrative V Encoder/Field & Project Coordinator</i> Basic Utilities Section Support Services Division
	Total		3 days,	

			0 hour and 3 minutes	
Issuance Of Clearance For Electrification Program (Clearance For Socialized Housing Basic Utilities Services)	Simple Transaction			