

3. BENEFICIARY/IES ACCOUNTS SERVICES AND MANAGEMENT – REQUEST FOR INDIVIDUAL ACCOUNT BALANCES / STATEMENT OF ACCOUNT



The Department through Accounts Management and Monitoring Section issues/releases Individual Ledger Account to beneficiaries of Socialized Housing Program.

Office or Division:	Accounts Management and Monitoring Section under Support Services Division			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Quezon City Socialized Housing Program Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID (Any Government Issued ID) Original Copy		BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
Authorization Letter (if necessary) (1 original)		Beneficiary		
Special Power of Attorney (if necessary) 1 original)		Beneficiary		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for individual ledger account at Accounts Management and Monitoring Section.	1. Release/Issue Individual Ledger Account	None	10 minutes	<i>H&HRO II</i> Accounts Management and Monitoring Section
	TOTAL	None	10 minutes	
Request For Individual Account Balances / Statement Of Account)	Simple Transaction			