

### 3. ISSUANCE OF CLEARANCE FOR WATER CONNECTION 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 requirements of the utility companies.

<b>Office or Division:</b>	<b>Basic Utilities Section under the 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 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.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. 1 Original and 1 photocopy of Barangay Clearance for Water Connection Application		Barangay
2. 1 Original and 1 photocopy Valid ID of the applicant (preferably QC Citizen ID)		Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)
3. 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 the following: <ul style="list-style-type: none"> <li>a. Social Housing Finance Corporation (SHFC) / National Home Mortgage Finance Corporation (NHMFC) validated payment receipt</li> <li>b. Certificate of Award</li> <li>c. Lease Purchase Agreement (LPA)</li> <li>d. Contract/Agreement</li> </ul>		Client, Implementing Agency/ies of the Housing Programs (SHFC, NHA, NGCHP, GK)
4. Notarized Undertaking		secure form from HCDRD
5. If through a representative: Submit the following; <ul style="list-style-type: none"> <li>➤ Authorization from applicant</li> </ul>		Client (Applicant)

<p>➤ 1 Original (to be presented only 1 photocopy - Valid ID of representative (preferably QC Citizen ID)</p>		(To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The applicant must submit the accomplished application form and required documents to the personnel in charge.	Check and validate submitted documents and process clearance required for (MWSI/MWC) clearance	None	3 days	<i>Section Chief</i> <i>Administrative V Encoder/Field &amp; Project Coordinator</i> Basic Utilities Section  Support Services Division
2. The applicant will return on the scheduled day (due date) to claim the certification for MWSI/MWC Clearance at HCDRD. (Within 1-3 days maximum processing period at HCDRD.	Release MWSI/MWC) clearance	None	3 minutes	<i>Section Chief</i> <i>Administrative V Encoder/Field &amp; Project Coordinator</i> Basic Utilities Section  Support Services Division
	<b>Total</b>		<b>3 days</b>  <b>0 hour</b>  <b>3 minutes</b>	
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