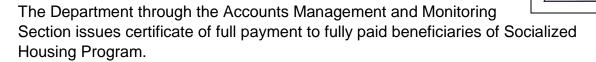
## 4. BENEFICIARY/IES ACCOUNTS SERVICES AND MANAGEMENT –ISSUANCE OF CERTIFICATE OF FULL PAYMENT



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		
1. Letter Request (1 original)	Client		
2. Contract to Sell (2 photocopy )	HCDRD –Housing and Resettlement		
	Division/Direct Sale Section		
3. Title and/or Technical Description (2	HCDRD –Housing and Resettlement		
photocopy)	Division/Direct Sale Section		
4. Official Receipt (original and photocopy)	City Treasurer's Office		
5. Special Power of Attorney(SPA)	Client		
(if necessary) (1 original)			
6. Valid ID (Any Government Issued	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-		
Identification Card)	IBIG		
Authorization Letter (if necessary)	Client		
(1 original)			
7. Resolution of Committee on Substitution	Direct Sale Section		
(If necessary)			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter     requesting for a     certification of full     payment to Accounts	Endorsement to CTO for Certificate of Payment	None	1 day	H&HRO II Accounts Management and Monitoring Section (AMMS)
Management and Monitoring Section.	2. Preparation of certificate of full payment upon release of certificate of payment from CTO		1 day	AMMS
Release of Certificate of Full Payment	Simple transaction	1		