

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



The Department through the Accounts Management and Monitoring Section issues certificate of full payment to fully paid 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
	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 photocopy)	HCDRD –Housing and Resettlement Division/Direct Sale Section
	4. Official Receipt (original and photocopy)	City Treasurer’s Office
	5. Special Power of Attorney(SPA) (if necessary) (1 original)	Client
	6. Valid ID (Any Government Issued Identification Card)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
	Authorization Letter (if necessary) (1 original)	Client
	7. Resolution of Committee on Substitution (If necessary)	Direct Sale Section

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