

## 6. CENSUS-SURVEY OF QUEZON CITY INFORMAL SETTLERS AND POTENTIAL BENEFICIARIES -REQUEST FOR STRUCTURAL MAPPING



The HCDRD is mandated to conduct census survey in the community of urban poor in all districts of the City to determine the exact location and number of the informal settler families (ISFs) occupying different areas in every barangay and to gather vital information/ data relative to their living condition as well as to prepare and consolidate records of their socio-economic profile.

The HCDRD processes request for a copy of the structural map.

<b>Office or Division:</b>	<b>Census –Survey Section under Census and Planning Division</b>	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	ISFs / Association / Institutions / Landowner (s) / Government Agency	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request (1 original copy)		Client (Applicant)
Land Title (1 certified true copy)		Register of Deeds
Vicinity map/location map (1 certified true copy)		Client
Tax Declaration (1 certified true copy)		City Assessor’s Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for structural mapping with attached requirements to Census Survey Section.	1. Receive letter request and check if required documents are attached.	None	3 minutes	<i>Section Head Census Survey Section</i>
2. Follow up for validated/verified copy of structural map of the area concerned at Census Survey Section.	2. Release copy of structural map	None	5 days	<i>Section Head Division Head Census Survey Section</i>
	TOTAL	None	5 days, 0 Hour(s), 3 minutes	
<b>Request For Structural Mapping</b>	<b>Complex Transaction</b>			