

**7.CENSUS-SURVEY OF QUEZON CITY INFORMAL
SETTLERS AND POTENTIAL BENEFICIARIES –REQUEST
FOR ISSUANCE OF CENSUS MASTERLIST –
(ASSOCIATION/INSTITUTIONS/
LANDOWNER(S)/GOVERNMENT)**



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.

HCDRD processes request for a copy of masterlist.

Office or Division:	Census –Survey Section under Census and Planning Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen ;G2G-Government to Government	
Who may avail:	ISFs / Association / Institutions / Landowner (s) / Government Agency	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request from Association / Institution / Landowner(s) / Government for issuance of a copy of a masterlist to HCDRD.	1.Receive letter request and validate records of requesting party	None	3 minutes	<i>Assistant Department Head / Division Head / Section Head Census Survey Section</i>
2. Follow up request and receives the result of verification from Census Survey Section.	2.Report validation result as per client request	None	10 days	<i>Assistant Department Head / Division Head / Section Head Census and Planning Division</i>
	TOTAL	None	10 days, 0 Hour(s), 3 minutes	
Request For Issuance Of Census Masterlist – (Association/Institutions/ Landowner(S)/Government)	Highly Technical Transaction			