



## 8. CENSUS-SURVEY OF QUEZON CITY INFORMAL SETTLERS AND POTENTIAL BENEFICIARIES –REQUEST FOR ISSUANCE OF INDIVIDUAL CENSUS CERTIFICATE

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 individual census certificate.

<b>Office or Division:</b>	<b>Census –Survey Section under Census and Planning Division</b>	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Informal Settler Families in Quezon City	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request (1 original copy)		Client
Census Tag		Client/ISF (Individual)

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter requesting for issuance of individual census certificate to Census Survey Section.	1. Receive letter request with attached census tag.	None	3 minutes	<i>Section Head Census Survey Section</i>
2. Get the requested copy of individual census certificate from Census Survey Section.	2. Release copy of individual census certificate after record verification.	None	1 day	<i>Department Head Assistant Department Head Division Head Section Head Census and Planning Division</i>
	TOTAL:	None	1 day, 0 Hour(s), 3 minutes	
<b>Request For Issuance Of Individual Census Certificate)</b>	<b>Simple Transaction</b>			