



3. Request for Certification of Lot Payments

The Certification of Lot Payments is among the requirements for the lot titling of beneficiaries under the housing projects facilitated by the City Housing and Land Management Office.

Office or Division:	City Accountant's Office - Financial Records and Information Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2G – Government to Government			
Who may avail:	Lot owners of relocation sites, Regulatory Bodies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate for titling (1 original copy)		City Housing and Land Management Office (CHLMO)		
2. Official receipt(s) of lot payment(s) (1 original copy)		City Treasurer's Office - Cash Receipts Division		
3. Official receipt for certification fee (1 original copy)		City Treasurer's Office - Cash Receipts Division		
4. Valid Government-issued ID (present the original and submit 1 photocopy)		At citizen availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Receive and check completeness of requirements	None	3 min	<i>Administrative Aide IV</i> (Financial Records and Information Division)
	1.2 Verify official receipts and the certificate for titling as to name and details of lot and update ledger	None	10 min	<i>Administrative Aide IV</i> (Financial Records and Information Division)
	1.3 Prepare Certification & Indicate Official Receipt Number, Date & Amount	None	10 min	<i>Administrative Aide IV</i> (Financial Records and Information Division)
	1.4 Approve Certification	None	5 min	<i>City Accountant</i> (City Accountant's Office)
2. Receive certification and affix name, signature, date and time in logbook	2. Release certification	None	2 min	<i>Administrative Aide IV</i> (Financial Records and Information Division)
	TOTAL	None	30 min	
END OF TRANSACTION				