

Request Certification for Basic Utilities such as Water, Electrical and Personal Reference for all Government Relocation Site

The City Housing and Land Management Office facilitate the preparation of Certification for Basic Utilities such as Water Installation, Electrical Installation and Personal Reference for all government relocation site allocatees as requirements for General Santos City Water District and SOCOTECO II.

Office or Division:	City Housing and Land Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Government Relocation Site Allocatees			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Lot payment Receipt		Order of Payment – City housing and Land Management Office Receipt – City Treasurers Office		
2. Oder of Payment for Certification (Php 36.00)		City Housing and Lad Management Office – Resettlement and Relocation Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply and Filled up the application form for the request of Certification	1.Issue and application form to the client and validate to the Masterlist if the applicant is the allocatees.		30 minutes	Administrative Assistant I, Administrative Aide I
	2.Issue an Order of Payments to the applicant		30 minutes	Administrative Assistant I, Administrative Aide I
2. Pay the Certification Fee		Php 36.00		City Treasurers Office
3. Present and Submit Receipt to the CHLMO	3. Receive and Prepare the Certification for Division and Department Head/ Assistant		8 hours	Administrative Assistant I,

Office for Certification Preparation	Department head Signature			Administrative Aide I
	4. Division Head and Department Head shall sign the prepared certification			Division Head and Department Head
4. Client should sign the Logbook for records purposes	5. Release the signed certification to the client		30 minutes	Planning Officer II, City Housing and Land Management CHLMO Department Head
	TOTAL		1 day, 1 hours and 30 minutes	
END OF TRANSACTION				