



3. ISSUANCE OF CLEARANCE FOR WATER CONNECTION PROGRAM (Clearance for Socialized Housing Basic Utilities Services)

To help the informal settler families (ISFs) and qualified program beneficiaries to secure clearance in lieu of Transfer of Certificate of Title (TCT) as proof of ownership as per requirement of the utility companies.

Office or Division:	Basic Utilities and Servicing Section under Support Services Division		
Classification:	Simple Transaction		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Quezon City Informal Settlers, Community Mortgage Program, Direct Purchase/Buying (private property HOA), Gawad Kalinga Project, Q.C. Direct Sale Program, NGHCP, NHA and Quezon City Socialized Housing Program Beneficiaries, Quezon City Resettlement.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Barangay Clearance for water connection application		Barangay	
2. Valid ID of applicant (preferably QC Citizen ID)		Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)	
3. If beneficiary of Community Mortgage Program (CMP), Direct Sale, National Housing Authority (NHA), National Government Center Housing Project (NGCHP), and Gawad Kalinga (GK), submit any the following: <ul style="list-style-type: none"> a. Social Housing Finance Corporation (SHFC) / National Home Mortgage Finance Corporation (NHMFC) validated payment receipt b. Certificate of Award c. Lease Purchase Agreement (LPA) d. Contract to Sell e. Contract/Agreement 		Client	
4. Notarized Undertaking		secure form from HCDRD	

<p>5. If thru representative: Submit the following;</p> <ul style="list-style-type: none"> ➤ Authorization from applicant ➤ Valid ID of representative (preferably QC Citizen ID) 		<p>Client (Applicant)</p> <p>(To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant must submit a request letter addressed to HCDRD to secure water (MWSI/MWC) clearance.	1.Receive the request and give them application form and list of requirements.	None	3 minutes	<i>Administrative Aide VI</i>
2. The applicant must submit the accomplished application form and required documents to the personnel in-charge to check and validate if the requirements are complete.	2.Check and validate submitted documents and process clearance required for (MWSI/MWC) clearance	None	3 days	<i>Section Chief/ H and HRO II Administrative Aide VI Basic Utilities and Servicing Section Support Services Division</i>
3. The applicant will return on the scheduled day (due date) for the release of certification after processing at HCDRD. (Within 1-3 days)	3.Verify if clearance is duly signed by the Department Head.	None	5 minutes	<i>Administrative Aide VI</i>
4. The applicant will receive the released water clearance & photocopy of notarized undertaking (for Maynilad only) from the personnel-in-charge of HCDRD.	4.Release MWSI/MWC) clearance	None	2 minutes	<i>Section Chief/ H and HRO II Administrative Aide VI Basic Utilities and Servicing Section Support Services Division</i>

	Total		3 days 0 hour 10 minutes	
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