

1. SOCIALIZED HOUSING UNIT AND SOCIALIZED CONDOMINIUM UNIT



This is a program wherein the Quezon City Government initiates construction of socialized housing/condominium projects and makes the constructed units available for application to its qualified residents through a housing loan scheme with a maximum loanable amount of Seven Hundred Fifty Thousand Pesos (P 750,000.00).

Office or Division:	Direct Sale Section under Housing and Resettlement Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government	
Who may avail:	Qualified informal settler families, government employees and other Quezon City residents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Proof of Income (Certificate of Employment and Compensation, Certificate of Engagement, Pay slip, ITR [1 original, 1 photocopy])	Employer of Client, BIR	
2. Birth Certificate	PSA	
3. If married, Marriage Contract / Birth Certificate ng asawa nito (1 original, 1 photocopy)	Client (applicant), BIR, Post Office, DFA, PSA, SSS	
4. Valid ID o (preferably QCitizen ID) at company ID na may lagda (1 photocopy)	Client (applicant), BIR, Post Office, DFA, PSA, SSS	
5. If married, Valid ID o (preferably QCitizen ID) ng asawa (1 photocopy) 1x1 photo (4 piraso)	Client (applicant), BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG	
6. Proof of Billing	Client to secure from Meralco, Maynilad and others	
7. Barangay Clearance	Barangay Hall	
8. Certificate of No Property	City Assessor's Office	
9. Family Photos 3R - size (2 piraso)	Client (Applicant)	

10. NBI Clearance (1 original, 1 photocopy)	NBI
11. BIR TIN ID (1 photocopy)	BIR
12. Recommendation from HCDRD Development Officer , if Informal Settler Family (ISF)	Development Officer of HCDRD – Housing and Resettlement Division/Community Development Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant shall submit all the requirements to the Direct Sale Section of the Housing, Community Development and Resettlement Department (HCDRD) for pre-evaluation	1.Receive application with attached requirements .	None	10 minutes	<i>Administrative Aide IV</i>
2. The applicant must ensure that the application and requirements were examined by the HCDRD personnel in charge.	2.Screen and Pre evaluate application and submitted requirements	None	3 days	<i>Administrative Aide IV Housing and Homesite Regulation Officer II Direct Sale Section</i>
3. The applicant shall attend the orientation /seminar which will be conducted at the HCDRD.	3.Conduct orientation / seminar.	None	1 day	<i>Section Head, Housing and Homesite Regulation Officer IV Direct Sale Section</i>
4. The applicant shall sign in loan documents on the scheduled date and encode the necessary information in other required documents, forms or pleadings. The applicant will be assisted by the HCDRD personnel in charge.	4.Facilitate the signing of beneficiary loan documents and include other documents/ forms/ pleadings for encoding.	None	3 days	<i>Section Head, Administrative Aide IV Direct Sale Section</i>
5. After the signing of loan documents and other requirement, applicant must be informed that	5.Review application and loan documents and submit to PAG-IBIG Fund.	None	2 days	<i>Section Head, Administrative Aide IV Direct Sale Section</i>

these documents will be re-evaluated at HCDRD				
	Total	None	9 days and 10 minutes	
Socialized Housing Unit at Socialized Condominium Unit	Highly Technical Transaction			