

NATIONAL HOUSING AUTHORITY REQUEST FOR A CERTIFICATION OF AWARD

CLIENTS: Awardees of Residential Units

REQUIREMENTS:

1. Request Form
2. Any one Government-issued picture ID with signature

Request with Incomplete requirements will not be accepted

FEES: Certification Fee: Php 20.00

**SCHEDULE OF AVAILABILITY
OF SERVICE:** Monday to Friday, 8:00 A.M. to 5:00 P.M.

Step	Client	Agency Activity/Action	Person/Office Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Submits Proforma Request Form	1. Checks documents 2. Validates award against Lot Inventory System (LIS) data 3. Requests status of accounts from Finance Unit. If in arrears, advises awardee to update/activate account prior to issuance of certification.	EM Staff EM Staff EM Staff Head, EM Unit	Project Office Project Office Project Office	30 minutes	Day 1

Skip Step Number 3 when certification is requested for purposes of accessing social services and livelihood training/services.

REQUEST FOR A CERTIFICATION OF AWARD

2	Receives Order of Payment, pays arrearages Certification Fee, and receives the Certification of Award	<ol style="list-style-type: none"> 1. Issues Order of Payment 2. Issues Official Receipt 3. Prepares Certification of Award and signs Certification of Award *alternate signatory if the Project Manager is not around 4. Issues Certification of Award 	<p>EM Staff</p> <p>Cashier</p> <p>EM Staff Project Manager</p> <p>EM Staff</p>	<p>Project Office</p> <p>Project Office</p> <p>Project Office Project Office</p> <p>Project Office</p>	<p>5 minutes</p> <p>5 minutes</p> <p>10 minutes 10 minutes</p> <p>10 minutes</p>	<p>} Day 1</p>
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