



TREASURY DEPARTMENT

Internal Services

4. RELEASE OF P18,000.00 Interim Shelter Fund (ISF) <i>Payment/release of P18K ISF to qualified beneficiaries specifically informal settlers and/or informal settler families living or residing on top of a priority waterway; within the 3-meter easement of a priority waterway, and beyond 3-meter easement, and that the area is covered by a government flood control project, or by a complementary government project.in danger areas</i>	
Office or Division:	CASHIERING DIVISION, TREASURY DEPARTMENT
Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Client); G2B (Government to Business)
Who may avail:	All concerned qualified Beneficiaries
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Original/Certified True Copy of one (1)) government-issued valid Identification Card. However, where the claimant has designated an authorized representative during validation to receive the financial assistance, the ID to be presented must be in the representative's name. A special Power of Attorney shall be presented together with original/ photocopy of the ID of the Grantor/Beneficiary	From the Claimant
2. Properly accomplished Acknowledgement Receipt/Form	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits checklist of requirements to Cashier A-Treasury Department. Claims P18 K ISF <i>Note: Actual pay-out of 18K ISF shall be coordinated by Treasury Department to concerned operating units who shall subsequently inform/mobilize the concerned beneficiaries.</i>	Cashier receives/evaluates documents submitted by the client/beneficiary vis-a-vis the checklist of requirements per existing NHA rules and regulations.	None	5 mins per submitted required documents	Cashier A/SG16 Cashiering Division
2		If required documents submitted by client/beneficiary were found in order, Cashier releases the P18,000.00 ISF.	None	5 mins per claimant	Cashier A/SG16 Cashiering Division
3	Counts the money as to accuracy of the amount released per approved Disbursement Voucher.				
4	If moneys released were found in order, signs/affixes his/her signature on the space provided at the bottom portion of the Disbursement Voucher in acknowledgement of payment received.		None	5 mins per claimant	Cashier A/SG16 Cashiering Division
		TOTAL		15 Minutes per claimant	