



ESTATE MANAGEMENT DEPARTMENT

External Services

3. REQUEST FOR CERTIFICATION OF AWARD	
For the awardee to prove its ownership over the lot award for any legal purposes.	
Office or Division:	District Offices
Classification:	Simple
Type of Transaction:	G2C- Government-to-Citizen
Who may avail:	Awardees/ Prospective Awardees of Residential Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Proforma Request Form	NHA District Office
2. Any (1) Government-issued ID with signature	
Driver's License	Land Transportation Office (LTO)
Postal ID	Philippine Postal Corporation (PHILPOST)
Voter's ID	Commission on Elections (COMELEC)
Passport	Department of Foreign-Affairs (DFA)
GSIS/SSS/PHILHEALTH/PAG-IBIG Card/UMID	GSIS/SSS/PHILHEALTH/PAGIBIG
NBI/Police Clearance/ID	National Bureau of Investigation (NBI)/Police Station
Government Office I.D.	Government Office where applicant works
Barangay Certification with Picture	Secretary's Office-Barangay Hall
DSWD Certification/ Solo Parent ID	City/Municipal Social Welfare and Development (C/MSWD) Office
PRC/IBP/OWWA	PRC/IBP/OWWA
Senior Citizen ID	Local Office of the Senior Citizen Affairs (OSCA)
Persons with Disabilities (PWD) ID	Office of the Mayor/Office of the Brgy. Captain/ National Council on Disability



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON	
1	Submits Proforma Request Form and any (1) Government-issued ID with signature	1.1	Checks the submitted documents	None	10 minutes	EM Staff (EMA/EMS), DO	
		1.2	Validates award against Lot Inventory System (LIS) data	None	15 minutes		
		1.3	Requests status of accounts from Finance Unit.	None	1 hour		
			If in arrears, advises awardee to update/activate account prior to issuance of certification.				
2	Receives Order of Payment, pays arrearages and Certification Fee, and receives the Certification of Award	2.1	Issues Order of Payment	None	10 minutes	Cashier, Finance Unit, DO	
		2.2	Issues Official Receipt and accepts Payments	Payments for arrearages plus Php20.00-Certification Fee	15 minutes		
		2.3	Prepares the Certification of Award	None	30 minutes		EM Staff (EMA/EMS), DO
			Signs the Certification of Award				District Manager or authorized alternate signatory if the DM is not around
		2.4	Issues Certification of Award	None	10 minutes		EM Staff (EMA/EMS), DO
TOTAL				Php20.00 plus payments for arrearages	2 hrs. & 30 mins.		