

MARIKINA SETTLEMENTS OFFICE

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
 DEPARTMENT HEAD/OIC: ARVIN R. SANTOS
 Tel no.: 646-2317



ISSUANCE OF BUILDING/ELECTRICAL/WATER/BUSINESS CLEARANCES

	Client Step/ Procedure	Office/person Responsible	Location of Office	Processing Time
1.	The applicant shall submit the application with complete requirements @ the front desk.	<ul style="list-style-type: none"> MSO Processor assign in the front desk upon verification of the requirements shall issue acknowledgement receipt of application (ARA) Data encoding of the application Verification on the masterlist of records of the name of applicant Determining any delinquency of payment filed in the office records. 	Second floor City Hall Building.	1st day
2	Field Inspections (Community Inspector)	MSO inspectors conduct actual inspection to check the application is in accordance w/ the policies & ordinances of the City Govt.	Second floor City Hall Building	2nd & 3rd day
3	Checking & evaluation	Head of Office, Check & examine the clearance application if sufficient and of any necessary supplemental requirements (approval / Disapproved / Pending)	Second floor City Hall Building	4th day
4	Clearance Preparation	<ul style="list-style-type: none"> Clearance processor, facilitation of clearance applied & printing Clearance approval, (Head of office) Signature & approval of the applied clearances 	Second floor City Hall Building	
5	Releasing	MSO Processor assign in the front desk shall release the clearance to the applicant	Second floor City Hall Building	5th day

REQUIREMENTS FOR SECURING CLEARANCES

(Mga Kaukulang Papeles sa Pagkuha ng Lisensya)

BUILDING, ELECTRICAL, BUSINESS, WATER (Istruktura, Elektrikal, Negosyo, Patubig)

* Basic Documents Needed (Mga Pangunahing Dokumentong Kailangan)

CLEARANCE APPLICATION FORM

(Sipi ng Aplikasyon para sa Lisensiya)

COMMUNITY ASSOCIATION CLEARANCE

(Pahintulot ng Samahan sa hinihinging Serbisyo)

MARIKINA SETTLEMENTS OFFICE

NOTARIZED AFFIDAVIT OF WAIVER (FOR NON TAKE-OUT ONLY)
(Notaryadong Kasunduan sa Pag-okupa ng Palupa)

PHOTOCOPY OF ANY VALID I.D. OF THE APPLICANT
(Duplika ng Karampatang Pagkakakilanlan ng Aplikante)

(CONSTRUCTION PLAN) FOR THE CONSTRUCTION OF TWO STOREY AND UP CONCRETE
STRUCTURE
(Plano ng ipagagawang istraktura kung magtatayo ng Dalawang palapag o higit pang
sementadong istraktura)

PHOTOCOPY OF OLD CLEARANCE
(Kopya ng lumang Pahintulot)

* Additional Requirement for the Applicant's Representative
(Karagdagang Papeles para sa Representante ng Aplikante)

AUTHORIZATION LETTER FROM THE APPLICANT
(Awtorisadong Kasulatan mula sa Aplikante)

PHOTOCOPY OF ANY VALID I.D. OF THE REPRESENTATIVE
(Duplika ng Karampatang Pagkakakilanlan ng Representante)

* Additional Requirement for the ERC Take-out Community
(Karagdagang Papeles para sa Taga-ERC Take-out na Komunidad)

LATEST RECEIPT OF PAYMENT IN MONTHLY AMORTIZATION
(Huling Resibo ng Kabayaran para sa Buwanang Amortisasyon)

* Additional Requirement for the Deceased Awardee
(Karagdagang Papeles para sa Pumanaw na Nagawaran ng Palupa)

DEATH CERTIFICATE OF THE DECEASED AWARDEE
(Sertipikasyon ng Pagpapatunay ng Pagkamatay ng Nagawaran ng Palupa)

EXTRA JUDICIAL SETTLEMENT OF FAMILY (ON WHOM TO WAIVE THE LOT AND STRUCTURE)
(Kasunduan ng Pamilya kung Kanino Ipapangalan and Lupa at Bahay)

* Additional Requirement for a Substitute housing Beneficiaries
(Karagdagang papeles para sa kwalepekadong myembro na ipapalit)

SOCIAL HOUSING FINANCE CORPORATION (SHFC) APPROVED AMENDED MASTERLIST OF
BENEFICIARIES
(SHFC) Inaprubahan at Inamyendahang talaan ng benepestaryo)

Household survey form (if not yet submitted)
(Aplikasyon para sa pampamilyang talaan kung hindi pa nakakapag- sumite sa MSO)

For recommendations, suggestions and complaints, contact the department head
concerned or the City Personnel Office.