

1. Application for Housing Project

Proseso para sa mga aplikante ng programang pabahay ng pamahalaang bayan ng Guiguinto.

Office:	Housing and Resettlement Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizens			
Who may avail:	Mga informal settler (ISF), Residente ng Bayan ng Guiguinto sa loob ng 10 taon o higit pa, Rehistradong Botante sa Bayan ng Guiguinto sa loob ng 10 taon o higit pa, wala pang pag-aaring lupa o bahay. May kakayanang magbayad ng murang pabahay, may trabaho o pinagkakakitaan. Hindi pa naging benepisyaryo ng kahit anong programang pabahay ng pamahalaan, 20 to 50 years old.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully Accomplished Application Form (1 original copy)		Housing and Resettlement Office		
2. Barangay Clearance na nagpapakita kung ilan taon na naninirahan sa Guiguinto. 1 kopya		Barangay Hall		
3. Cedula (1 photocopy)		Municipal Treasurer's Office o sa Barangay.		
4. Latest Police/NBI Clearance (1 photocopy)		Guiguinto Police Station or NBI Office		
5. Family Picture (sa labas ng bahay) (1 original copy)		Client		
6. Marriage Contract (1 photocopy)		Client, Municipal Civil Registrar o Philippine Statistics Authority		
7. Birth Certificate (lahat ng miyembro ng pamilya) (1 photocopy bawat miyembro)		Client, Municipal Civil Registrar o Philippine Statistics Authority		
8. Certificate of Employment with details on compensation/salary (Photocopy o Original) 1 kopya		Client (Employer/Company)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Application form at ipasa ang mga kaukulang dokumento.	1. Suriin ang kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipoproceso.	Wala	10 minute/s	<i>Assistant Engineer</i> Housing & Resettlement Office or <i>Administrative Aide VI</i> Housing & Resettlement Office
	1.1. Itakda ang petsa ng inspeksyon kung kinakailangan.	Wala	5 minute/s	<i>Assistant Engineer</i> Housing & Resettlement Office or <i>Administrative Aide VI</i> Housing & Resettlement Office
	1.2. Gawin ang naitakdang inspeksyon	Wala	2 oras	<i>Assistant Engineer</i> Housing & Resettlement Office or <i>Administrative Aide VI</i> Housing & Resettlement Office
2. Sumadya sa tanggapan ng Housing & Resettlement Office every 5th of the month upang malaman kung qualified.	2. Ipaskil sa tanggapan ng Housing ang mga qualified applicants (pinto).	Wala	30 days	<i>Assistant Engineer</i> Housing & Resettlement Office or <i>Administrative Aide VI</i> Housing & Resettlement Office
TOTAL		Wala	30 araw, 2 oras at 15 minuto	

2. Payment Monitoring and Evaluation of Gawad Kalinga (GK) & Samahan ng Mahihirap Para sa Kinabukasan (SMPK) Beneficiaries

Proseso para sa pagtatala ng mga beneficiaries na nagbabayad sa proyektong pabahay.

Office:	Housing and Resettlement Office			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
	GK and SMPK Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy ng resibo (1 kopya)		Municipal Treasurer's Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pumunta sa tanggapan ng HARO at ipasa ang kopya ng resibo.	1. Suriin ang ipinasa na photocopy ng beneficiary. (resibo)	Wala	5 minute	<i>Assistant Engineer</i> Housing & Resettlement Office or <i>Administrative Aide VI</i> Housing & Resettlement Office
	1.1. I-encode ang kaukulang halaga na ibinayad ng client.	Wala	5 minute/s	<i>Assistant Engineer</i> Housing & Resettlement Office
2. Sumulat sa logbook para sa mga recorded payments.	2.1. Hanapin ang folder/file ng beneficiary	Wala	5 minute/s	<i>Assistant Engineer</i> Housing & Resettlement Office
	2.1. I-file sa folder ng beneficiary ang photocopy na resibo.	Wala	5 minute/s	<i>Assistant Engineer</i> Housing & Resettlement Office
TOTAL		Wala	15 minute/s	

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