

1. Shopping Method

Proseso para sa may halagabg 200,000.00 pababa

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| Office: | Bids and Awards |
| 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>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office |
| | 1.1. Itakda ang petsa ng inspeksyon kung kinakailangan. | Wala | 5 minute/s | <i>Housing and Homesite regulation Officer</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office |
| | 1.2. Gawin ang naitakdang inspeksyon | Wala | 2 oras | <i>Housing and Homesite regulation Officer</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office |

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| 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>Housing and Homesite regulation Officer Housing & Resettlement Office or Housing and Homesite Regulation Assistant Housing & Resettlement Office</i> |
| 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.

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|---|---|------------------------------|------------------------|--|
| Office: | Housing and Resettlement Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizens | | | |
| Who may avail: | 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>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office |
| | 1.1. I-encode ang kaukulang halaga na ibinayad ng client. | Wala | 5 minute/s | <i>Housing and Homesite Regulation Officer</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>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office |
| | 2.1. I-file sa folder ng beneficiary ang photocopy na resibo. | Wala | 5 minute/s | <i>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office |
| TOTAL | | Wala | 15 minute/s | |

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