

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>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
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</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</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			
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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