



1. Application for Housing Project

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

Office or Division:	Housing and Resettlement Office			
Classification:	Simple			
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 Guiguinto Municipal Housing Project 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 ng bawat miyembro)		Client, Municipal Civil Registrar o Philippine Statistics Authority		
8. Certificate of Employment with details on compensation/salary (1 Photocopy o Original)		Client (Employer/Company)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Magsadya sa tanggapan ng Housing and Resettlement Office, ipasa ang Guiguinto Municipal Housing Project Application form at ipasa ang mga kaukulang kalakip na dokumento.	1. Suriin ang kaukulang dokumento. Tanging ang mga application na may kumpletong dokumento ang tatanggapin at ipoproceso.	Wala	10 minuto	<i>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office or <i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office
	1.1. Kontakin ang aplikante sa pamamagitan ng pag text o pag tawag makalipas ang 1 araw na makatapos ma beripika ang mga ipinasang dokumento.	Wala	1 araw	<i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office <i>Clerk/Encoder</i> Housing & Resettlement Office
TOTAL		Wala	1 araw at 10 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 or Division:	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 humingi ng order of payment..	1. Ibigay ang order of payment ng naaayon sa halagang babayaran ng benipisyaryo	Wala	5 minuto	<i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office <i>Clerk/Encoder</i> Housing & Resettlement Office
2. Magbayad sa MTO.	2. Magbayad ng kaukulang halaga	P1000/ buwan	5 minuto	Municipal Treasurer's Office
3. Pumunta sa tanggapan ng HARO at ipasa ang kopya ng resibo.	3.1. Suriin ang ipinasa na photocopy ng beneficiary. (resibo)	Wala	5 minuto	<i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office <i>Clerk/Encoder</i> Housing & Resettlement Office
	3.2. I-encode ang kaukulang halaga na ibinayad ng client.	Wala	3 minuto	<i>Housing and Homesite Regulation Officer</i> Housing & Resettlement Office
4. Sumulat sa logbook para sa mga recorded payments.	4. Hanapin ang folder/file ng beneficiary	Wala	2 minuto	<i>Housing and Homesite Regulation Assistant</i> Housing & Resettlement Office <i>Clerk/Encoder</i> Housing & Resettlement Office





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

	4.1. I-file sa folder ng beneficiary ang photocopy na resibo.	Wala	2 minuto	<i>Housing and Homesite Regulation Assistant Housing & Resettlement Office</i> <i>Clerk/Encoder Housing & Resettlement Office</i>
TOTAL		1000/buwan	22 minuto	

note ang resolution no.

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