

City Urban Development and Housing Office External Services



1. Acceptance of Housing Application

Accept advance housing application for future housing project. Name included in the list of housing applicants.

Office or Division:	City Urban Development and Housing Office				
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:	G20 - Government to Ordzen				
Who may avail:	Informal Sector				
CHECKLIST OF I		WHERE TO SECURE			
Philippine Nationa	•	PSA, COMELEC or c/o Client			
case Philippine Natio		1 07 1, 001111			
Unavailable (1 photo					
Barangay Clearar		Barangay w	here the applica	int resides or	
Clearance/NBI Clear			on or NBI Brancl		
Any of the three)	rance (1 original -	l olice otati	on or Nor Branci	103	
3. 2x2 picture (1 orig	inal)	c/o Client			
4. Latest Community		Barangay where the applicant resides/City			
Certificate/Cedula (1		Treasury Of		ant recided only	
,	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1. Fill out the	1. Issuance of	None	2 minutes	Office Staff	
office client slip	client slip to the			CUDHO	
отпостительной	client			0020	
2. Submit	2. Accept and	None	5 minutes	Office Staff	
requirements	check			CUDHO	
	requirements	COBINO			
	submitted by				
	client				
	Ollotte				
3. Undergo	3. Conduct	None	10 minutes	Office Staff	
interview	interview with the	110110	10 1111110100	CUDHO	
IIIIOI VIOV	client				
	Gliefit				
	3.1 Encode name	None	3 minutes	Office Staff	
	of the client in the	None	o minutes	CUDHO	
				OUDITO	
	list of applicants				
	3.2 File submitted	None	2 minutes	Office Staff	
	requirements	INOLIC	2 IIIIIIUIGS	CUDHO	
	requirements			CODITO	
	TOTAL: None 22 Minutes				





2. Endorsement for MERALCO/SPWD Line Application

Office or	City Urban Development and Housing Office			
Division: Classification:	Simple			
Type of	Simple G2C – Government to Citizen			
Transaction:	G2C – Government to Citizen			
Who may avail:	Informal Sector			
CHECKLIST OF F		WHERE TO SECURE		
Principal:	<u> </u>		WIILKE 10 3L	COIL
1. Homeowners Clea	arance /	From Association		
Association Clearan		FIOTH ASSOCIATION		
2. MERALCO/SPWI		MERALCO/SPWD c/o Client		
(1 original)	Application Form	WERALOU/SPWD G/O CIIENI		
3. Philippine Nation	al ID or Voter's ID	PSA COMI	ELEC or c/o Clie	nt
Incase Philippine Na		P SA, COM		iit.
Unavailable				
(1 photocopy)				
4. Barangay Clearan	ice (1 photocopy)	Barangay c	/o Client	
5. Proof of ownership			ELEC or c/o Clie	nt
photocopy)	9 (1140	1 67 1, 66 1111		
Representative:				
Authorization lette	er (1 original)	c/o Principal Client		
2. Philippine Nationa		PSA, COMELEC or c/o Representative		
Incase Philippine Na		,		
Unavailable				
(1 photocopy)				
3. Philippine Nationa	al ID or Voter's ID	PSA, COMELEC or c/o Principal Client		
(In case Philippine N		,		'
Ùnavailable)				
(1 photocopy)				
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Fill out the office	1. Issue client slip	None	2 minutes	Office Staff
client slip	to client			CUDHO
2. Submit	2. Receive and	None	3 minutes	Office Staff
requirements	check			CUDHO
	requirements			
		1		
	2.1 Verify client's	None	5 minutes	Office Staff
name in the				CUDHO
masterlist		<u> </u>		
3. Receive 3. Issue		None	2 minutes	Head or
endorsement slip	• • • • • • • • • • • • • • • • • • • •			Office Staff
	to the client to be			CUDHO
submitted to OBO				
	TOTAL:	None	12 Minutes	





3. Orientation on Community Organizing

Orientation given to community on how to organize a community to become a legal and recognized community association.

Office or Division:	City Urban Development and Housing Office			
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	ho may avail: Informal Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter/Endorsement letter		c/o Client		
(1 original)				
2. Community Profile		c/o Client		
3. List of possible as		c/o Client		
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON
	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Fill out the office	1. Issuance of	None	2 minutes	Office Staff
client slip	client slip to the			CUDHO
	client			
2. Submit	2. Receive and	None	3 minutes	Office Staff
requirements	check			CUDHO
	requirements			
	submitted			
3. Undergo	3. Conduct	None	10 minutes	Office Staff
interview	interview with the			CUDHO
4.5	client		4.1	0.60, 2.00, 2.60
4. Prepare for the	4. Set schedule of	None	1 hour	Office Staff
meeting of Interim Officers	meeting with Interim Officer			CUDHO or
Officers	interim Officer			HHRO IV CUDHO
5. Prepare for the	5. Prepare and	None	3 days	Office Staff
assembly meeting	Deliver Notice of	None	3 days	CUDHO
assembly meeting	Invitation for the			CODITO
	conduct of			
	Orientation			
6. Record	6. Orientation on	None	3 hours	Office Staff
attendance and	how to organize a		0	CUDHO
prepare minutes of	community			
the meeting				
J	TOTAL:	None	3 Days, 4	
			Hours and	
			15 minutes	





4. Technical Assistance to Community Associations

Assistance and guidance given to community association in addressing issues and concerns through proper procedures and process in relation with the association.

Office or	City Urban Development and Housing Office				
Division:					
Classification:	Simple				
Type of	G2C – Government to Citizen				
Transaction:					
Who may avail:	Informal Sector				
CHECKLIST OF I		WHERE TO SECURE			
1. Request Letter (1		c/o Client			
2. Community Association original)	2. Community Association Profile (1		c/o Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
1. Fill out the office client slip	Issuance of client slip to the client	None	2 minutes	Office Staff CUDHO	
2. Submit requirements	2. Accept and check requirements submitted by the client	None	5 minutes	Office Staff CUDHO	
3. Undergo interview	3. Conduct interview with the client	None	10 minutes	Office Staff CUDHO	
4. Prepare available documents for assistance	4. Guide in following procedures and preparing documents to be used or submitted.	None	20 minutes	Office Staff CUDHO Or HHRO IV CUDHO	
	4.1 Endorse to concerned department/office/agency if needed	None	5 minutes		
	TOTAL:	None	42 Minutes		



5. Profiling/Census of ISFs

Actual interview with the households to gather data which includes name, age, income, source of income, family composition, number of years of stay in the area, place of origin and membership to any government financing institution.

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Office or	City Urban Development and Housing Office			
Division:				
Classification:	Simple			
Type of	G2C – Government to Citizen			
Transaction:				
Who may avail:	Informal Sector			
CHECKLIST OF F	REQUIREMENTS WHERE TO SECURE			CURE
None		None		
OLIENT OTERO	AGENCY	FEES TO	PROCESSIN	PERSON
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE
1. Undergo interview	Conduct interview with the client	None	15 minutes	Office Staff CUDHO
2. Proofread profile information and then sign by the client and the interviewer	2. File and encode data	None	5 minutes	Office Staff CUDHO
	TOTAL:	None	20 Minutes	



6. Report Complaints on Illegal Structures

Response to complaints on illegal structures occupying government properties such as open spaces, parks, easement of roads, and other government properties.

Office or	City Urban Development and Housing Office – Anti-Squatting Task				
Division:	Force				
Classification:	Simple				
Type of	G2C – Government to Client				
Transaction:					
Who may avail:	Who may avail: Residents of San Pedro				
CHECKLIST OF F	CHECKLIST OF REQUIREMENTS WHERE TO SECURE				
1. Documents showing	g proof of ownership	Registry of Deeds			
(1 photocopy)					
2. Homeowner's Clear	, ,		s' Association		
3. Complaint Letter (1		c/o Client			
4. Picture/s of the illeg	al structure/s	c/o Client			
(original)	AGENCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
1. Fill out the office	1. Issuance of	None	2 minutes	Office Staff	
client slip		None	2 minutes	CUDHO	
Ciletit Silp	client slip to the client			CODIO	
	Client				
2. Submit	2. Check and	None	5 minutes	Office Staff	
complaint letter	accept submitted	None	J minutes	CUDHO	
Complaint letter	complaint letter			OODITO	
3. Submit	3. Validate and	None	3 days	Office Staff	
documents	accept submitted	CUDHO			
showing proof of	proof of ownership			Or	
ownership	through			HHRO IV	
(Title/s/DOAS)	verification (if			CUDHO	
	needed)				
	,				
4. Assist and guide	4. Inspection of	None	1 hour	Office Staff	
assigned	the area being	CUDHO			
personnel in-	complained				
charge to conduct					
inspection					
	TOTAL:	None	3 Days, 1		
			Hour and 7		
			Minutes		