



Applying for Homelot

ABOUT THE SERVICE

Landless urban poor families in the city may apply for homelots under the *Kaantabay Sa Kauswagan* program.

Amortizations for these homelots are paid to the city government.

Department / Office:		HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Urban poor families whose income is below P15,000.00 a month		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Homelot Application Form 		<ul style="list-style-type: none"> Housing and Settlement Development Office 		
<ul style="list-style-type: none"> Barangay Certificate of Residency, for both husband and wife 		<ul style="list-style-type: none"> Barangay Hall 		
<ul style="list-style-type: none"> Photocopy of Voter's Affidavit or Voter's ID of husband or wife 		<ul style="list-style-type: none"> COMELEC 		
<ul style="list-style-type: none"> Certificate of Membership in the accredited urban poor association or Affidavit of Undertaking that the applicant will join, be a member and abide the Constitution and By-laws of the homeowner's organization in the resettlement area/site where the applicant will be resettled 		<ul style="list-style-type: none"> Urban Poor Association 		
<ul style="list-style-type: none"> Certification, for both husband and wife as to aggregate landholding 		<ul style="list-style-type: none"> City Assessor's Office Provincial Assessor's Office Register of Deeds 		
<ul style="list-style-type: none"> Affidavit that the applicant does not own any real property within the Philippines 		<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> Certification of non-availment of housing loan 		<ul style="list-style-type: none"> Government Service and Insurance System Social Security System HDMF-Pag-Ibig 		
<ul style="list-style-type: none"> Income Tax Return or, in the absence thereof, Affidavit of Income 				
<ul style="list-style-type: none"> Photocopy of Marriage Contract 				
<ul style="list-style-type: none"> 2" x 2" picture of both husband and wife 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry and Interview Go to the HSDO and inquire about the availability of vacant homelots at various Urban Poor Projects. Applicant asks for a copy of an Application and Survey Form.	2. A clerk interviews the applicant and informs him/her about the procedures to be followed in applying for a resettlement lot.		2 minutes	WILFREDO C. MARAÑO III Project Development Officer II BARBARA S. TENORIO Administrative Aide I HENRY F. DURA Administrative



				Aide (Casual)
3. Payment of Application Fee	4. If the applicant is qualified under the program, he/she pays the application fee.	P5.00	3 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
5. Preparation of Requirements Applicant fills up the Application Form and prepares all the requirements.				
6. Secure Clearances, after payment of required fees	7. Secure clearances from the following city government offices, pay fees and submit documents required: These offices check whether the applicant has outstanding accountabilities under any of their programs.		3 - 5 minutes for every transaction with the different offices	<ul style="list-style-type: none"> - City Treasurer's Office - License Division - City Assessor's Office - City Engineer's Office - Metro PESO - City Social Welfare and Development Office
8. Submission of Forms and Requirements	9. After securing requirements and clearances, applicant submits the documents attached to the Homelot Application Form for recording and processing to the Receiving Clerk of HSDO. Ask for one copy of the application form for file and for personal reference.		2 minutes	HENRY F. DURA Administrative Aide (Casual) BARBARA S. TERORIO Administrative Aide I
10. Recommendation / Endorsement of Application for Homelot to the Naga City Urban Development & Housing Board (NCUDHB) Naga City Urban Development & Housing Board (NCUDHB) prioritizes			10 minutes	ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Dev't. Officer I



<p>the applications and submits them to the Field Inspection & Monitoring Team for Investigation and validation The team submits a report on this regard to the Board during its regular for disposition.</p> <p>Applicant is notified about the disposition</p> <p>If the application is approved, the applicant shall be notified for the date of the awarding of lot</p>				
TOTAL	P 5.00	22 minutes		

HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE

HSDO Bldg., Naga City Hall Complex, Juan Q. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Engr. Rolando S.I. Campillos, City Government Department Head I / Housing and Settlement Development Officer I

Tel No. (054) 205-2980 loc 1150

E-mail: upao@naga.gov.ph