



Release and Distribution of Titles to Beneficiaries who have already fully-paid their lots

ABOUT THE SERVICE

Beneficiaries of the *Kaantabay Sa Kauswagan* Program are issued with individual Land Title of their fully-paid homelot as a solid testament of their ownership of the property.

| Department / Office: | | HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE | | |
|--|--|--|-----------------|--|
| Classification: | | Simple | | |
| Type of Transaction: | | G2C - Government to Citizens | | |
| Who may avail | | Beneficiaries of the Program | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Deed of Sale • Certificate of Full Payment | | <ul style="list-style-type: none"> • Housing & Settlements Development Office | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for the Service Go to HSDO and inform the Department Head or his Assistant Head of Office about the details of the request | 2. Check the record (Log book) if the beneficiary has already been issued with the Deed of Sale & Certificate of Full Payment. If not, he/she shall first secure the same from the office. | | 5 minutes | ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Devt. Officer I ROWENA V. BALISNOMO, Administrative Officer V AIMME F. ALBA Clerk II |
| | 3. Order the office investigator to inspect the area to verify if there is an actual settlement on the lot by the beneficiary <i>* The office will not issue the title to the intended beneficiary unless he/she is the one occupying, possessing or using the lot for residential purposes).</i> | | | ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Devt. Officer I ROWENA V. BALISNOMO, Administrative Officer V |
| | 4. Office investigator inspect the lot and provide a detailed report afterwards to the Department Head of his Deputy | | | NOLAN T. ALINIANTE-Admin. Aide (Casual) |
| | 5. Release of the title to the beneficiary | | | ROWENA V. BALISNOMO, |



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|--------------|--|---|-----------|--------------------------|
| | who complied all the required documents. | | | Administrative Officer V |
| TOTAL | | P | 5 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:

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