



## Request for Building Material Assistance

### ABOUT THE SERVICE

Infrastructure projects of the national or city government may affect the house/place of abode of urban poor residents. Affected parties may request the Housing & Settlements Development Office for assistance in procuring needed building materials so that they can repair/rebuild their homes or beneficiaries of the program that need immediate help may also request for this kind of assistance.

<b>Department / Office:</b>		<b>HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Urban Poor Residents/		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Report or endorsement from the Barangay or Urban Poor Association where the requesting party resides</li> </ul>		<ul style="list-style-type: none"> <li>From the Barangay where the requesting party resides or from the Urban Poor Association where he/she belongs</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the Service  Inform the Chief of Office or his deputy about your request.	2. Department Head will direct the Office site Investigator to schedule the inspection of the area of the requesting party.		5 minutes	ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Dev't. Officer I  ROWENA V. BALISNOMO Administrative Officer V
	3. Site Inspection, Verification and Validation  The Field Investigation, Verification and Monitoring Team conducts an ocular inspection of the site.  A report of the undertaking is prepared and submitted to the Department Head. Later, to be approved by the City Mayor.		3 hours	NOLAN T. ALINIANTE Administrative Aide I (Casual)  EMMANUEL V. JACOBO Administrative Aide I (Casual)
	4. Preparation of the Program of Work / Bill of Materials to be purchased			



	A program of work, identifying the building materials assistance required is prepared.		2 hours	<p>ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing &amp; Settlement Dev't. Officer I</p> <p>ROWENA V. BALISNOMO Administrative Officer V</p> <p>ENGR. ALBERT A. PAZ Engineer I (Civil / Geodetic) (Casual)</p>
	<p>5. Submission of Recommendation to the City Mayor</p> <p>The program of work is forwarded to the City Mayor for approval and disposition.</p>		5 minutes	<p>ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing &amp; Settlement Dev't. Officer I</p> <p>ROWENA V. BALISNOMO Administrative Officer V</p>
<b>TOTAL</b>		P	5 hours 10 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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