



Requesting for Relocation, Verification Survey, Re-survey or Subdivision Survey of Awarded Urban Poor Homelot

ABOUT THE SERVICE

Beneficiaries of homelots under the Kaantabay program who encounter problems regarding lot measurements and boundaries may request for this service from the Housing and Settlement Development Office (HSDO).

Department / Office:		HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Beneficiaries of homelots under the Kaantabay program		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Photocopy of the technical description of the property Photocopy of Lot Plan 		<ul style="list-style-type: none"> Housing & Settlements Development Office - Housing & Technical Section 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the Service Go to HSDO and inform the Chief of Office or the Deputy Chief of Office about the details of the request Submit the requirements.			7 minutes	ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Devt. Officer I ROWENA V. BALISNOMO Administrative Officer V
	2. Survey Schedule The Chief of Office or the Deputy Chief of Office sets the survey schedule.		2 minutes	ENGR. ALBERT B. PAZ Engineer I (Civil / Geodetic) (Casual)
	3. Conduct of Survey (for Relocation and Verification only) The office surveyors conduct a field survey and submit their report to the Chief of Office.		3 – 5 days (relocation/ verification)	NOLAN T. ALINIANTE Survey Aide (Casual) EDMUNDO M. MARTINEZ Draftsman II
TOTAL		P	5 days and 7 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

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