



Securing Deed of Sale, Deed of Usufruct, Contract to Sell, and other Legal Documents of Awarded Homelot

ABOUT THE SERVICE:

Beneficiaries of the Kaantabay Sa Kauswagan Program are issued with the necessary legal documents pertaining to their acquisition, possession, use of homelot awarded to them under the program

Department / Office:		HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE		
Classification:		Complex		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Beneficiaries of the <i>Kaantabay Sa Kauswagan</i> Program		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Building Permit		City Engineer's 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. The Head of Office or his Deputy attends to the request and endorses the client to the project officer of the site where she resides for the details of other requirements that he/she needs to accomplish and submit		3 - 5 minutes	ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Devt. Officer I ROWENA V. BALISNOMO, Administrative Officer V
3. Brings the receipts of lot payment made to counter-check with office record (<i>for fully paid beneficiary</i>).	4. Assessment clerk counterchecks the receipts of lot payment of the beneficiary with the office record and computes any deficiency in payment found for reimbursement or additional payment for fully paid beneficiary. Checks the record list of beneficiaries for those who are requesting for contracts and other Deeds.		5 – 10 minutes	EDMUND M. MARTINEZ-Draftsman II- Assigned-Assessment Clerk
5. Pays Certification for Full Payment fee at the City Treasurer's	6. Prepares Certificate of Full payment for fully paid beneficiaries	P 50.00	3 – 5 minutes	City Treasurer's Office



7. Produce the necessary Building Permit	8. Request the beneficiary to produce the necessary Building Permit of the constructed dwelling/house			ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Devt. Officer I ROWENA V. BALISNOMO, Administrative Officer V
	9. Prepares the Deed of Sale or Deed of Usufruct, Contract to Sell, etc.		15 – 20 minutes per document / contract	AIMME F. ALBA- Clerk II
10. Signs the particular Deed of Absolute , Contract to Sell or any other legal documents conveying the right to own, possess or use the property	11. Endorses to the City Mayor for his signature and to the City Legal Office for notarization		1 - 3 days	City Mayor Office City Legal Office
12. Receives the document from the office	13. Releases the document to the beneficiary		1 - 3 minutes	AIMME F. ALBA- Clerk II
TOTAL		P50.00	3 days and 40 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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