



Securing HSDO Certification necessary for Building and Occupancy Permit, Water and Electrical Connection Application

ABOUT THE SERVICE

Beneficiaries of homelots under the Kaantabay Program are issued a certification by Housing and Settlement Development Office to facilitate processing of their building permit, water and electrical connections.

Department / Office:		HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE		
Classification:		Simple		
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"> Barangay Clearance 		<ul style="list-style-type: none"> Barangay Hall 		
<ul style="list-style-type: none"> Application Form from the office of the particular service applied for 		<ul style="list-style-type: none"> Housing and Settlements Development Office 		
<ul style="list-style-type: none"> Certification from the Urban Poor Association where the applicant is a member 		<ul style="list-style-type: none"> Urban Poor Association 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Requirements. Present the requirements to the HSDO clerk.			1 minute	AIMME F. ALBA Administrative Aide IV (Clerk II) NANCY A. VARUA Administrative Aide I (Casual) GERMAN G. SIOCO, JR. Administrative Aide I (Casual)
	2. Verification Applicant is referred to the Project Officer for verification of the name of the applicant in the master list.		2 minutes	WILFREDO C. MARAÑO III Project Development Officer II EDMUND M. MARTINEZ Draftsman II ROWENA V. BALISNOMO Administrative Officer V
3. Payment of				



Certification Fee. Applicant pays the Certification Fee.			3 minutes	Local Revenue Collection Office CITY TREASURER'S OFFICE
4. Applicant goes back to the HSDO and submits the Official Receipt for recording.			2 minutes	BARBARA S. TENORIO Administrative Aide I HENRY F. DURA Administrative Aide I (Casual)
	5. Preparation and Issuance of Certification. Program Officer prepares the Certification form. The Chief of Office or Deputy Chief of Office then signs it. Applicant receives a copy of the Certification Form.		5 minutes	EDMUND M. MARTINEZ Draftsman II GERMAN G. SISCO, JR. Administrative Aide I (Casual) ROWENA V. BALISNOMO Administrative Officer V ENGR. ROLANDO S.I. CAMPILLOS CGDH I Housing & Settlement Dev't. Officer I
TOTAL		P	13 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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