



# Silay Housing Authority Office

## External

### Application for Lot in the Resettlement Site

Informal Settler Families of Silay City who are in need to be relocated just like those who are living in danger areas, ejected by Court Orders, Barangay Settlements, DPWH or CPDO Certification and Barangay Certification (Clearing of roads of Illegal Obstruction or Road Clearing) are priorities for relocation of the Housing Office. As a safety measure, all walk-in clients are required to wear masks and sanitize with alcohol before entering the office. Likewise, all staff are also required to wear their masks at all times.

<b>Office or Division:</b>	<b>Silay Housing Authority Office</b>	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Citizen to Government	
<b>Who may avail:</b>	Informal Settler Families of Silay ejected by Court Orders, with threat for ejection, Brgy. Settlement, living in danger areas and in lots with infrastructure projects of the government.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Barangay Certificate -as to the number of years of residency and if house is located in danger area (1 original)	Barangay Hall	
2. Picture of Actual House (Front, Back, Side)	Photo Shops/ Computer Shops	
3. Marriage Contract (Married/Widow) or Birth Certificate (Single) (1 photocopy)	Philippine Statistics Agency or Local Civil Registrar	
4. ID Picture of applicant and co-applicant (1 piece 1x1 or 1 piece 2x2)	Photo Shops	
5. Certificate of No Real Properties (1 original)	City Assessor's Office	
6. Affidavit of No Obligation and Qualification for the Purchase of lot (3 original)	SHAO City Legal Office/ Hall Of Justice/ Notary Public	
7. Court Order/ Barangay Settlement/ DPWH/ CPDO Certification/ Brgy. Certification (Clearing of roads of Illegal Obstruction or Road Clearing)	Barangay Hall, CPDO, DPWH, Landowner, Hall of Justice	
8. Valid Government ID (1 photocopy)	Any Government ID	



9. Waiver of Rights (1 photocopy) As Needed		City Legal Office or Private Attorneys		
10. Special Power of Attorney (1 photocopy)		City Legal Office or Private Attorneys		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up Basic Client Interview Form and submit.	-Check if the interview form is filled out right. -Check if the applicant is an awardee of any resettlement sites or CLOA holder (also Spouse's name) - Give requirements -Encode all information in the computer/ system	None	10 minutes	Enumerator & Housing Personnel
2. Answer the survey asked by the enumerator.	Questioning the applicant with regards the questionnaire	None	20 minutes	Coordinator & Enumerator
3. Submit Copy of Qualification (Court Order/ Brgy. Settlement, Brgy Certification for Danger Area, Government Infrastructure) and Photos	Receive the required documents and get their contact number for background investigation	None	5 minutes	Officer-in-Charge-Housing Office & Enumerator
4. Wait for Ocular Inspection and Validation	Schedule for Ocular Inspection and Validation of applicants	None	1 week	Enumerator
5. Wait for the schedule of orientation if qualified	Text the qualified beneficiaries the information about the scheduled orientation.	None	30 minutes	Coordinator & Enumerator
6. Attend the scheduled orientation	Orientation conducted by the office	None	½ day	Coordinator & Enumerator
7. If applicant have decided for resettlement, Fill up application forms and	Give out application forms and receive.	None	10 minutes	Coordinator



submit other requirements.				
8. Wait for the evaluation and approval of application form.	Evaluation of application, make recommendation to the Chairman and approval of application forms.	None	3 days	OIC-Housing Office
9. Wait for the drawing of lots	Schedule Drawing of Lots	None	4 days	OIC-Housing Office & Coordinator
10. Go to the office for the drawing of lots or lot allocation and ready to transfer	Drawing of Lots	None	½ day	OIC-Housing Office/ Coordinator/ City Mayor
	TOTAL	None	15 days and 75 minutes	

### Community Homeowners Association Registration

Homeowners Association who wish to register their association with the Department of Human Settlements and Urban Development (DHSUD) can seek the assistance of the Silay Housing Authority Office.

<b>Office or Division:</b>	<b>Silay Housing Authority Office</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Homeowners Association who are registered with the Department of Human Settlements and Urban Development (DHSUD).			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Complete Reportorial at Department of Human Settlements and Urban Development (DHSUD)		Department of Human Settlements and Urban Development (DHSUD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Assist HOAs for registration with DHSUD and reportorial requirements/ compliance.	Assist with the paper works and check.	None	1-2 weeks	Coordinator



2. HOA's should wait for the approval of their requirements or papers.	Plan and propose for other socialized housing projects of LGU	None	Dependent on the availability of funds and assistance from other national shelter agencies and NGOs (optional)	Mayor/ City Administrator/ OIC- Housing Office
	TOTAL	None	Minimum of 1-2 weeks	