



# **Integrated Housing Authority**



## Home Lot Program for Government Employees (SanCaville Subdivision)

The Home lot Program is the city's initiative to provide low-cost, yet decent housings to the government employees and their family.

<b>Office or Division:</b>	City Mayor's Office/ San Carlos Integrated Housing Authority			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may Avail:</b>	Permanent government employees (local & national) who do not have land ownership			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
City Assessor's Certificate (of no land ownership)		City Assessor's Office		
Letter of Intent addressed to the City Mayor		Applicant		
OHRM/ NGA Certification (certifying that applicant is a permanent government employee)		OHRM for local government employees, NGA concerned for national government employees		
SANCARGEM-MPC Certification that the applicant is a member of the cooperative		SANCARGEM-MPC		
Certification of Net Take Home Pay as certified by the City Accountant/ NGA's authorized official (subject for evaluation by PAG-IBIG)		Accounting and Internal Audit Services for local government employees, NGA concerned for national government employees		
Barangay Certification (proof of residency)		Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit all documentary requirements to SCIHA Office	Receive and assess the completeness of the requirements Review the documents submitted Forward the Letter of Intent to the Mayor for notation Forward the complete document to the SANCAVILLE Special Committee for evaluation and approval	None	2 minutes  10 minutes	<i>Administrative Aide II Housing and Homesite Regulations Officer I SANCAVILLE Special Committee</i>
<b>Total</b>		<b>none</b>	<b>12 minutes</b>	
<b>End of transaction</b>				