



Silay Housing Authority Office

External



I. Application for Lot in the Resettlement Site

Informal settlers who are under threat of ejectment, those living in dangers areas and in lots with government projects are priorities for relocation in the city's infrastructure projects. As safety measure, all walk-in clients are required to wear max and sanitize with alcohol before entering the office. Likewise, all staff are also required to wear their masks at all times.

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| Office or Division: | Silay Housing Authority Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | Citizen to Government | | | |
| Who may avail: | Informal Settler Families of Silay ejected by Court Orders, with threat for ejectment, living in danger areas and in lots with infrastructure projects of the government. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Barangay Certificate as to the number of years of residency (1 original) | | Barangay Hall | | |
| 1. Marriage Contract or Birth Certificate (1 photocopy) | | Philippine Statistics Agency or Local Civil Registrar | | |
| 2. ID Picture of applicant and co-applicant (1 piece 1x1 or 1 piece 2x2) | | Photo Shops | | |
| 3. Certificate of No Real Properties (1 original) | | City Assessor's Office | | |
| 4. Affidavit of No Obligation and Qualification for the Purchase of lot (3 original) | | City Legal Office | | |
| 5. Court Order/ Barangay Settlement/ Proof of Structure is located at danger area or affected by government infrastructure project | | | | |
| 6. Valid Government ID (1 photocopy) | | Any Government ID | | |
| 7. Waiver of Rights (1 photocopy) As Needed | | City Legal Office or Private Attorneys | | |
| 8. Special Power of Attorney (1 photocopy) | | City Legal Office or Private Attorneys | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Copy of Court Order/ Brgy. Settlement/ Proof that the area is in a danger zone or affected by government infrastructure project | 1. Receive the required documents and get their contact number for background investigation | None | 5 minutes | Officer-in-Charge-Housing Office |
| 2. Answer the survey asked by the enumerator. | 2. Background Investigation | None | 3 days to 1 week | Coordinator |
| 3. Attend at scheduled orientation | 3. Orientation | None | ½ day | Coordinator |
| 4. Fill up application forms and submit other requirements | 4. Give out application forms and receive | None | 5 minutes | Coordinator |
| 5. Wait for the evaluation of application | 5. Evaluation of application, make recommendation to the Chairman | None | ½ day | OIC-Housing Office |



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| 6. Wait for the approval of application | 6. Approval of application | None | 5 days | OIC-Housing Office & Coordinator |
| 7. Wait for the drawing of lots | Schedule Drawing of Lots | None | 3 days to 6 days | OIC-Housing Office & Coordinator |
| 8. Go to the office for the drawing of lots and ready to transfer | Drawing of Lots | None | ½ day | OIC-Housing Office & Coordinator |
| | TOTAL | None | 14 ½ days and 10 minutes | |

II. Community Homeowners Association Registration

Homeowners Associations who wish to register their association with the HLURB can seek the assistance of the Silay Housing Authority Office.

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| Office or Division: | Silay Housing Authority Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Homeowners Association who are registered with the Housing Land Use Regulatory Board. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Complete Reportorial at HLURB | | Housing Land Use and Regulatory Board | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Assist HOAs for registration with HLURB and reportorial requirements/ compliance. | Assist with the paper works and check. | None | 1-2 weeks | Coordinator |
| 2. None | 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 week | |

III. On-site Community Housing Program

This service caters to the informal settlers who intend to purchase the land they are occupying from the lot owner.

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| Office or Division: | Silay Housing Authority Office |
| Classification: | Complex |
| Type of Transaction: | G2C |
| Who may avail: | Informal Settler Families of Silay who are interested to purchase the land that they are staying in. |



| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|---|--|--|--|
| Requirements needed by the Social Housing Finance Corporation | | Social Housing Finance Corporation | | |
| Complete Reportorial at HLURB | | Housing Land Use and Regulatory Board | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit a personal letter of intent addressed to the City Mayor. | Receive the required documents. | None | 2 minutes | City Mayor/ City Administrator |
| 2. Coordinate with concerned Agencies organizations/ parties | Write or meet with the concerned agencies | None | 1 week | Chairman/ Officer In Charge- Housing Office |
| 3. Initial Dialogue with the affected parties | Meeting with the concerning parties | None | ½ day | Chairman/ Officer In Charge- Housing Office/ Coordinator |
| 4. Conduct initial Background Investigation and Site Inspection | Schedule the background investigation and site inspection | None | 1-2 weeks | Chairman/ Officer in Charge- Housing Office/ SHFC |
| 5. Attend the scheduled orientation | Orientation | None | ½ day | Officer in Charge- Housing Office |
| 6. Organizing/ Mobilizing and preparation of documentary requirements for enrolment of the project to SHFC. | Assist the HOA with their documents and requirements needed | None | Dependent on the completion of the requirement from the landowner(s) and homeowner(s) | Officer In Charge- Housing Office/ Coordinator |
| 7. | Project Approval and Loan Take Out | None | 6 months to 3 years or depending on the action taken by the concerned agencies and organizations | SHFC/ Officer in Charge-Housing Office/ Coordinator/ National and Local Offices |
| 8. Treasurer will collect for the monthly amortization or the beneficiary may go to the SHFC to pay directly. | Collection | It will depend on how much is your loan take out | 6 months to 25 years | SHFC/ City Treasurer/ Officer in Charge- Housing Office/ Coordinator/ Homeowner Associations Members |
| | TOTAL | None | Minimum of 3 weeks, 1 day and 2 minutes | |