

SILAY HOUSING AUTHORITY

LOCATION : 1st Level Silay City Hall, Silay City
HEAD OF OFFICE : Alore V. Golez

ABOUT THE SERVICE

The office is primarily responsible for the planning, implementation, monitoring, supervision, control and effective maintenance and operation of the resettlement project. It also mobilizes Localized Community Mortgage Program of Social Housing Finance Corporation (SHFC).

APPLICATION OF LOT IN THE RESETTLEMENT PROJECT

ABOUT THE SERVICE

This service facilitates the processing of applications to avail award of lot at the Resettlement Project.

WHO MAY AVAIL OF THE SERVICE

Informal Settler Families of Silay ejected by Court Orders, with threat for ejection, living in danger areas and in lots with infrastructure projects of the government.

REQUIREMENTS

- Barangay Certificates as to the number of years of residency
- Marriage Contract
- ID Picture of applicant and co-applicant
- Certificate of no real properties from City Assessor's Office
- Affidavit of no obligation for the purchase of lot
- Court Order/Barangay Settlement/Proof that the structure is located at the danger area or affected by government infrastructure project.

FEES

None

HOW TO AVAIL OF THE SERVICE

RESETTLEMENT

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit Copy of Court Order / Barangay Settlement / Proof that the area or affected by government infrastructure project	5 minutes	OIC-Housing Office
2. Background investigation	1 day to 2 weeks	Coordinator
3. Orientation	½ day	Coordinator

4. Fill up application forms and submit other requirements	Dependent on the completion of the requirement of the applicant(s)	Coordinator
5. Evaluation of application and make recommendation to the Chairman	10 minutes	OIC-Housing Office
6. Approval of application	1 week	OIC-Housing Office & Coordinator
7. Schedule Drawing of Lots	½ day	OIC-Housing Officer & Coordinator
8. Drawing of Lots	3 days to 1 week	OIC-Housing Officer & Coordinator
9. Facilitate Transfer of resettlers	3 days to 1 week	OIC-Housing Officer & Coordinator
10. Organize into Homeowners Association	1 month	OIC-Housing Officer & Coordinator

LOCALIZED COMMUNITY MORTGAGE PROGRAM

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Submit a personal letter of intent addressed to the City Mayor	2 minutes	City Mayor/City Administrator
2. Coordinate with concerned Agencies organizations/ parties	1 week	Chairman/ OIC-Housing Office
3. Initial Dialogue with the affected parties	½ day	Chairman/OIC-Housing Office/ Coordinator
4. Conduct initial Background Investigation and Site Inspection	1-2 weeks	OIC-Housing Office/ Coordinator/ SHFC
5. Orientation	½ day	OIC-Housing Office
6. Organizing/ Mobilizing and preparation of documentary requirements for enrolment of the project to SHFC.	Dependent on the completion of the requirement from the landowner(s) and the homeowners(s)	OIC-Housing Office / Coordinator
7. Project Approval and Loan Take Out	6 months to 3 years or depending on the action taken by the concerned agencies and organizations	SHFC/OIC-Housing Office/Coordinator/National and Local Offices
8. Collection	6 months to 25 years	SHFC/City Treasury/OIC-Housing Office/Coordinator/Members of Homeowner Associations

OTHER SERVICES

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Assist HOAs for registration with HLURB and reportorial requirements/compliance	1-2 weeks	Coordinator
2. Plan and propose for other socialized housing projects of LGU	Dependent on the availability of funds and assistance from other national shelter agencies and NGOs (optional)	Mayor/City Administrator/ OIC-Housing Office