

CITIZENS' CHARTER- Special Programs and Project Division (SPPD):

1. Housing Project

R.A. No. 10752, otherwise known as “*An Act Facilitating the Acquisition of Right of Way, Site or Location for National Government Infrastructure Projects*” mandated the LGUs to assist, through a Memorandum of Agreement, the Department of Interior and Local Government (DILG) and the Housing and Urban Development Coordinating Council (HUDCC), on housing projects, relocation and resettlement of all informal settlers across the province.

Office or Division:	Provincial Administrators Office – Special Project and Program Division			
Classification:	Simple			
Type of Transaction:	G2C – Government Services to Transacting Beneficiaries			
Who may avail:	Housing Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter to avail the <i>Pabahay</i> Project (1 original copy)		<ul style="list-style-type: none"> - If the housing project is intended for the Barangay – Letter request of the Barangay Captain. - If the housing project is intended to an Association – Letter request of the President of the Association. - If the housing project is intended for the IPs – Letter request of the Council of <i>Datu (Elders)</i>. 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the letter Request	Endorsed the letter to the National Housing Authority and the Provincial Administrator for comment and action.	None	2 Minutes	(<i>Project Development Officers</i>)
TOTAL:		None	2 Minutes	