



COMMUNITY SUPPORT SERVICES DEPARTMENT

External Services

5. ACCESS TO CREDIT ASSISTANCE FROM MICROFINANCE INSTITUTIONS					
Coordination with financing institutions for possible funding / capital assistance to relocatees inclined to put up business and to those with existing business requiring additional capital					
Office or Division:		Community Support Services Department - Socio-Economic Development Division			
Classification:		Complex			
Type of Transaction:		G2C			
Who may avail:		Awardees and Members of Awardee-Families in NHA- Administered Resettlement Projects			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Accomplished Business Survey Form			NHA Project Office		
MFI Requirements					
- Application Form (1 original)			MFI Office		
- NHA Certification (1 original, 1 photocopy)			NHA Project Office		
- Barangay Certificate/Clearance (1 original, 1 photocopy)			Secretary's Office-Barangay Hall		
- Valid / Current Government Issued ID (2 original and 1 photocopy each)			BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG		
- ID pictures (1x1 and 2x2) two copies each			Beneficiary-applicant		
As required:					
- Business Survey Form (1 original)			NHA Project Office		
- Business Plan (1 original)			NHA Project Office / MFI		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Accomplishes Business Survey Form	1.1 Conducts interview and pre-evaluation of loan applicant; assists in accomplishing form	None	30 minutes	Community Support Services Unit



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2 Provides information on lending program and orientation schedule	None	30 minutes	Community Support Services Unit
2	Attends MFI credit facilities orientation session	2.1 Assists in the conduct of credit facilities orientation	None	4 hours	Community Support Services Unit
		2.2 Issues application form	None	5 minutes	
3	Submits application with complete documentary requirements to Project Office	3.1 Check completeness of requirements	None	2 hours	Community Support Services Unit / MFI
		3.2 Transmits application and requirements to MFI	None	2 hours	
		3.3 Assists MFI in credit investigation	None	4 hours	
4	Attends MFI training (Business Management Seminar, Values Formation, etc.)	4.1 Facilitates availability of the training venue, sound system and other logistics needed for the conduct of training	None	4 hours	Community Support Services Unit / MFI
		4.2 Assists MFI in the conduct of training	None	2 hours	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5	Prepares Business Plan, if required	5.1 Assists in the preparation of Business Plan and ensure its completeness	None	4 hours	Community Support Services Unit / MFI
	Submits Business Plan to Project Office	5.2 Transmits Business Plan to MFI	None	3 hours	
		5.3 Notifies client in writing on the application status	None	1 hour	
6	Receives loan/ check from MFI	6.1 Releases Checks to beneficiary-applicant only	None	2 hours	MFI
		TOTAL	None	3 days, 5 hours, 5 minutes	