



FINANCIAL MANAGEMENT DEPARTMENT (Fund Sourcing Division-FSD)

External Services

3. APPROVED PRICING PROPOSAL UNDER THE GOVERNMENT EMPLOYEES HOUSING PROGRAM (GEHP) FOR SPECIAL TAKE-OUT ARRANGEMENT WITH HDMF/PAG-IBIG

This program established under Administrative Order No. 9 dated 12 April 2011 "Directing the NHA to Formulate, Implement and Manage a Housing program for Military and Police Personnel.

NHA shall be the lead agency for the implementation of the revitalized Government Employee and AFP/PNP Housing Program. The NHA shall principally carry out all the housing projects and activities under the Program and shall report directly to the Office of the President on the progress and completion of the program.

The NHA is hereby authorized to adopt its Community Based Initiative Approach (CBIA) and any other applicable financing and procurement programs to ensure the timely implementation of the projects and their completion under the program in accordance with applicable laws and government rules and regulation.

Office or Division:	Fund Sourcing Division - FSD
Classification:	(Policy Review) Core: Direct Services
Type of Transaction:	Government-to-Citizen (G2C) and Government to Government (G2G)
Who may avail:	AFP/PNP, BFP, BJMP & BuCor, uniformed men and women and Government Employee/s

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Project Profile	Developer
2. Status of Land Acquisition	Developer
3. Land Use or Lot allocation	Developer and Accounting. Dept.
4. Project Cost Estimate (PCE)	Accounting Submitted by Regional/District Office
5. Project Complete Report (PCR)	Accounting Dept.
6. Memorandum of Agreement (MOA)	Government Employees Housing Program (GEHP) Coordinator/ Developer
7. Cost of Completed Development for Sale	Accounting Dept.
8. Abstract Physical Accomplishment /Variation Cost (signed)	Developer/ Regional /District Office
9. Memorandum proposal (historical background and costing)	Originating Regional/District Office or can be officially endorsed by the GEHP Coordinator



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	NHA Technical Working Group (TWG)	1.1 Attends regular/scheduled Zoom meeting.	None	Within the Day	Technical Working Group (TWG) Regional/District Manager/s HDMF/Pag-IBIG representatives
		1.2 Receives instructions from the Chairman of NHA TWG.	None	Within the Day	FSD: Financial Planning Specialist B
	GEHP Coordinator endorsed the concerned projects ready for disposition	1.3 Receives the documents submitted from GEHP Coordinator.	None	Within the Day	FSD: Financial Planning Specialist B Sr Financial Planning Analyst A
	Requesting Regional/District Manager submits Memorandum Request with attached supporting documents	1.4 Receives the documents submitted from requesting Regional/District Office.	None	Within the Day	FSD: Financial Planning Specialist B Sr Financial Planning Analyst A
	Concerned Accounting staff handling the account	1.5 Validates and reconciles the documents received with Accounting records.	None	3 days	FSD: Financial Planning Specialist Specialist B Sr Financial Planning Analyst A



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Concerned Accounting staff handling the account	1.5 Validates and reconciles the documents received with Accounting records.	None	3 days	FSD: Financial Planning Specialist Specialist B Sr Financial Planning Analyst A
		1.6 Analyzes the report submitted/gathered. 1.7 Reconciles accounts with discrepancies. 1.8 Prepares working paper for analysis: comparing the balance of Accounting and project office record.	None	3 days	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst
	Regional/District Office Submits the updated documents to reconcile the data	1.9 Coordinates to request copies of documents with discrepancies with : a. Coordinator GEHP b. Secretariat of TWG of NHA (for MTO account) c. concerned Region and District offices	None	1 day	FSD: Financial Planning Specialist/ Sr. Financial Planning Analyst Regional/District Office Coordinator GEPH TWG Secretariat
		1.10 Prepares the summary or matrix of computation of selling prices to the FMD Manager to be presented at TWG meeting	None	1 day	FSD: Financial Planning Specialist B FMD Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.11 Prepares the draft Memorandum and Memorandum Circular (MC) for review of FSD, FMD Manger and TWG Chairman.	None	3 days	FSD: Financial Planning Specialist B Sr. Financial Planning Analyst
		1.12 FSD Division Manager, FMD Manager and TWG Chairman reviews the submitted draft Memorandum and Memorandum Circular.		2 days	FSD Manger FMD Manager TWG Chairman
		1.13 Finalizes the Memorandum and Memorandum Circular with supporting documents and RDTF for initial of the FSD & FMD Managers, TWG Chairman and signature of the General Manager (GM)	None	1 day	FSD: Financial Planning Specialist B (initial) FSD/FMD Manager TWG Chairman (initial) General Manager (signature)
		1.14 File the documents gathered from various offices per Project	None	1 day	Sr. Financial Planning Analyst B



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	The General Manager approves the submitted Memo and MC and turn over the document to Corporate Planning Dept (CPD)	1.15 Follow-up the approval of Memorandum and MC	None	2 days	General Manager Sr. Financial Planning Analyst
	Corporate Planning Dept. (CPD) receives the approved Memo and MC from the OGM for numbering	1.16 Receives the copy of approved MC with corresponding reference number		1 day	Sr. Financial Planning Analyst CPD concerned staff
		1.17 Provides copies of approved MC to concern Regional/District Office 1.18 Prepares covering RDTF for initial of FSD & FMD Managers and noted by FSG Manager		1 day	Sr. Financial Planning Analyst Initials of FSD & FMD Managers and noted by FSG Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Concerned Regional/District Office	1.19 Files the approved Memo and MC with supporting documents per Project	None	1 day	Sr. Financial Planning Analyst B
	TWG MTO Coordinator GEHP Coordinator	1.20 Furnished copies to other requesting Dept./Office with covering RDTF.	None	1 day	Sr. Financial Planning Analyst B
		TOTAL		27 Days	