



## ESTATE MANAGEMENT DEPARTMENT

### External Services

<b>4. AWARD OF RESIDENTIAL UNITS</b>	
Award is a form of recognition of merit given to an individual or group after careful consideration in compliance to existing policies. The recipient of an award is called an "awardee" who is found eligible to acquire or possess ownership over a certain property.	
<b>Office or Division:</b>	District Offices
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C- Government-to-Citizen
<b>Who may avail:</b>	Homeless Low-Income Families/ Informal Settlers
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Sworn Application Form	NHA District Office
2. Proof of Income for Employed Applicants (any of the following)	
Employer's Certificate of Complensation	Office where applicant works
BIR Certified Income Tax Return	Bureau of Internal Revenue (BIR)
Affidavit of Income for non-formal earners	Executed by the Applicant
3. Proof of Identity/Civil Status	Civil Registry Philippine Statistic Authority (PSA)
<b>For Single Applicants</b>	
Birth Certificate	Civil Registry or Philippine Statistics Authority (PSA)
Any two (2) government-issued ID and photocopies with 3 specimen signature	Concerned Government Agency
Affidavit of Single but Head of the Family	Private Lawyer, Awardees/Co-awardees
<b>For Married Applicants</b>	
Marriage Certificate	Civil Registry or Philippine Statistics Authority (PSA)
Any two (2) government-issued ID and photocopies with 3 specimen signature	Concerned Government Agency
Affidavit of Separation-in-Fact (for applicants not legally separated/annulled)	Executed by the Applicant
Decree of Annulment/Legal Separation	Court



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Solo Parent</b>	
Marriage Certificate, if applicable	Civil Registry or Philippine Statistics Authority (PSA)
Any two (2) government-issued ID and photocopies	Concerned Government Agency
Solo Parent ID	Department of Social Welfare and Development (DSWD) / Local Government Unit (LGU)
4. Specific Program/ Project Requirements (To be posted at the premises of the District Office)	Regions/District Offices
<b>List of Acceptable Government-Issued ID</b>	
Driver's License	Land Transportation Office (LTO)
Postal ID	Philippine Postal Corporation (PHILPOST)
Voter's ID / Voter's Certification	Commission on Elections (COMELEC)
Passport	Department of Foreign-Affairs (DFA)
GSIS/SSS/PHILHEALTH/PAG-IBIG Card/UMID	GSIS/SSS/PHILHEALTH/PAGIBIG
NBI/Police Clearance/ID	National Bureau of Investigation (NBI)/Police Station
Government Office I.D.	Government Office where applicant works
TIN Number / ID	Bureau of Internal Revenue (BIR)
Barangay Certification with Picture	Secretary's Office-Barangay Hall
DSWD Certification/ Solo Parent ID PRC/IBP/OWWA	City/Municipal Social Welfare and Development (C/MSWD) Office
	PRC/IBP/OWWA
Senior Citizen ID	Local Office of the Senior Citizen Affairs (OSCA)
Persons with Disabilities (PWD) ID	Office of the Mayor/Office of the Brgy. Captain/ National Council on Disability



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1	Submits application with complete documentary requirements to District Office (DO)	1.1	Evaluates documents and interviews applicant.	None	15 minutes	EM Staff (EMA/EMS), DO
		1.2	Encodes, Generates, validates and reviews names of applicants against NHA Alpha List.	None	1 day	LIS Operator EM Chief/Head
		1.3	Packages Prequalification Report, Group Award/Sales Report//Lease Agreement/Lease Report / Masterlist of Beneficiaries with Lot Allocation(MBLA).	None	1 hour	LIS Operator EM Chief/Head District Manager, DO
		1.4	Transmits generated and signed documents to Regional Office (RO)	None	1 hour	EM Chief/Head District Manager,DO
		1.5	Reviews and approves Group Award/Sales Report//Lease Agreement/Lease Report or Masterlist of Beneficiaries of Lot Allocation	None	1 day	Regional Manager (RO)
		1.6	Returns approved documents to DO	None	1 day	EMU Staff, RO



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		1.7 Restores file in the LIS directory and generates Individual Notice of Award (INA)/Notice of Lot Allocation (NLA)/Report on Loans Granted (ROLG)	None	1 hour	LIS Operator, DO
		1.8 Reviews and signs the generated Individual Notice of Award (INA)/Notice of Lot Allocation (NLA)/Report on Loans Granted (ROLG)	None	1 hour	EMU Staff (EMA,EMS), District Manager (DM), DO
		1.9 Sends PQ e-file and scanned/hard copy of Pre-qualification (PQ)/ Approved Group Award/Sales Report (AGA/SR)/Masterlist of Beneficiaries with Lot Allocation (MBLA)/Report on Loans Granted (ROLG) to EMD for Lot Inventory System (LIS) updating.	None	1 hour	District EM Staff, Program EM Staff, Regional Office (RO), EMD staff



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
2	Receives Individual Notice of Award	2.1	Delivers Individual Notice of Award (INA)/Notice of Lot Allocation (NLA) or advises awardee either through text message, phone call or email to sign contract within 5 days in extra ordinary situation	None	1 day	EMD Staff (EMA,EMS), District Manager, DO
			*For applicants disqualified or subject of confirmation, prepares and issues Notice of Disapproval or Notice of Confirmation (pro-forma), as applicable			
		2.2	Provides Finance Unit a copy of Group Award/Sales Report (GA/SR), Lease Award/Lease Report (LA/LR) or Report on Loans Granted (ROLG) together with the e-file for data transfer from Lot Inventory System (LIS) to Billing and Collection System (BCS) and forwards a copy of said documents to Accounting Department.	None	1 hour	LIS Operator, EM Staff (EMA,EMS), DO



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
		2.4	Packages documents: Masterlist of Beneficiaries with Lot Allocation (MBLA), Report on Loans Granted (ROLG), Group Award/Sales Report (GA/SR), Lease Award/Lease Report (LA/LR), Inventory Summary Report (ISR), Detailed Lot Inventory Report (DLIR) and endorses to EMD.	None	1 day	LIS Operator, EM Staff (EMA,EMS), DO
		2.5	Creates account in Billing and Collection System (BCS)	None		Finance Unit Staff, DO
3	Signs contract with spouse (if married) and witness and have contract notarized	3.1	Prepares/Signs/Notarizes Contracts	None	1 day	EM Staff (EMA/EMS)/ District Manager, DO/ Corporate Legal Counsel, RO
4	Receives Order of Payment and pays the first monthly amortization	4.1	Issues Order of Payment.	None	30 minutes	EMD Staff (EMA,EMS), DO
		4.2	Accepts payment and issues Official Receipt	None		Cashier, Finance Unit DO
<b>TOTAL</b>				<b>None</b>	<b>5 days,</b>	
<p>NOTE:</p> <p>Points to consider in the processing time:</p> <ol style="list-style-type: none"> <li>1. availability of the signing authorities in the District Office/Regional Office</li> <li>2. transmittal of documents from the District Office to beneficiaries/means of transportation</li> <li>3. availability of foms online</li> </ol>						