



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

Internal Services

3. FORMULATION OF GUIDELINES AND MEMORANDUM CIRCULAR (MC) ON HOUSING DESIGN AND SITE PLANNING					
<i>The development is being done on a continuing basis to be able to be responsive to the environmental, institutional and social setting that keep on changing, and to be able to improve from past experiences and best practices. The procedures for this function entail varying degrees of consultations through meetings, workshops or seminars during the drafting stage. In some instances, orientation seminars and workshops will also need to conduct in disseminating the approved guidelines</i>					
Office or Division:		HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT			
Classification:		HIGHLY TECHNICAL TRANSACTIONS			
Type of Transaction:		G2G			
Who may avail:		-REGIONAL OFFICES -STAFF DEPARTMENTS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
REPORT ON THE ISSUES/CONCERNS ON HOUSING SITES AND DESIGN <i>- 1 set of Original document</i>			REGIONAL OFFICES		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Identifies issues/concerns on housing sites and design	1.1. HTRRD receives and assess the report on the identified issues/concerns on housing sites and design	None	1 day	Concerned REGIONAL MANAGER/STAFF DEPARTMENT MANAGER
2	Schedules/ conducts consultation meetings/ discussion	2.1 HTRRD Coordinates with the neighboring REGIONAL OFFICE/ STAFF DEPARTMENT, schedules/ conducts consultation meetings/ discussion on the identified issues <i>Note: Complicated Issues shall be needing additional days for the seminar & workshop to review/ study the issues</i>	None	1 day	HTRRD Senior Technical Staff



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Sends comments/ recommendation based on consultation meetings/discussions	3.1 Consolidates/collates best practices from Regional Offices for the drafting of policy/guidelines	None	2 days	HTTRD Senior Technical Staff
		3.2 Drafts the policy based on the consolidated references	None	5 days	HTTRD Senior Technical Staff
4	Attends consultation meetings	4.1 Conducts consultation meetings/ disseminates draft policy to REGIONAL OFFICES/ concerned staff departments prior to finalization of guidelines/ proposals <i>Note: Shall there be any revisions, additional 3 days shall be given to amend the draft policy prior to submission to CPD</i>	None	1 day	HTTRD Senior Technical Staff and HTTRD Department Manager; REGIONAL OFFICES Senior Technical Staff and Regional Manager
		4.2 Submits approved draft of guidelines/MC to HSSG Group Manager for review and/or endorsement to CPD	None	1 day	HTTRD Manager; HSSG Group Manager
		4.3 Endorses approved draft of guidelines/MC to CPD for review	None	1 day	HSSG Group Manager; CPD
		4.4 CPD shall review the approved draft policy and return the same document to HTTRD for finalization <i>Note: Shall there be any revisions, additional 3 days shall be given to amend the draft policy and return the revised draft to CPD</i>	None	4 days	CPD



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.5 Finalizes the Guidelines/MC	None	2 days	HTTRD
		4.6 HTTRD Manager recommends approval and submits to HSSG Group Manager for endorsement to NHA General Manager thru CPD <i>Note: Additional 7 days shall be given to revise/amend as per GM's instruction</i>	None	1 day	HTTRD Manager; HSSG Group Manager; CPD; NHA GM
		4.7 NHA General Manager returns approved Guidelines/MC to HTTRD thru CPD	None	4 hrs	NHA GM; CPD
5	Concerned REGIONAL OFFICE receives approved Guidelines/MC	5.1 CPD submits a copy of the approved Guidelines/MC to Records for dissemination to all Regional Offices and Staff Departments	None	4 hrs	CPD; Records
		TOTAL	None	20 days	