



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

Internal Services

5. PREPARATION AND DEVELOPMENT OF HOUSING TYPOLOGIES/ MODELS/ STANDARD DESIGN USING CONVENTIONAL BUILDING SYSTEM (MEDIUM SCALE: Community Facilities)					
<i>It is the task of HTRRD to continue the development of schemes not only of house typologies and models, but of necessary facilities. Site planning also needs to adapt to changing requirements of the environment.</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		
Basic Design Parameters Based on the Need of the Requesting Office			Concerned Regional Office/Staff Department		
Budget Requirement Based on the Need of the Requesting Office			Concerned Regional Office/Staff Department		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Concerned Regional Office/ Staff Department identifies and submit requirements based on the need and Approved Work Program	1.1 HTRRD receives and assess the requirements	None	2 days	HTRRD Administrative Officer and Technical Staff
		1.2 Prepares at least 3 schematic design based on approved work program including review of supervisor	None	3 days	3 HTRRD Architects
		1.3 Division Manager approves the design for endorsement to the HTRRD Department Manager	None	1 day	HTRRD Division Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Concerned Regional Office/ Staff Department receives the approved design	<p>2.1 Department Manager approves the design and submits to the Concerned Regional Office/ Staff Department for review and comments</p> <p><i>Note: Duration of activity shall resume upon receipt of the approved design from the Concerned Regional Office/ Staff Department</i></p>	None	1 day	HTTRD Department Manager; Concerned Regional Office/ Staff Department
3	Concerned Regional Office/ Staff Department transmits the approved design	3.1 HTTRD receives approved design	None	3 hrs	Concerned Regional Office/ Staff Department; HTTRD Administrative Officer



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>3.2 Prepares complete set of working drawings, cost estimates and technical specifications based on the approved scheme</p> <p><i>Note: 1 team is in-charge of the preparation. Simultaneous projects shall be handled in a first in-first out basis</i></p>	None	15 days	Encoder: AUTOCAD Encoders Architectural- Architect Structural- Stuctural/ Civil Engineer Plumbing- Sanitary Engineer Electrical- Electrical Engineer Mechanical- Mechanical Engineer Fire Protection- FP Expert Estimates- Civil Engineers Technical Specifications- Architect
		<p>3.3 Reviews set of plans, cost estimates and technical specifications</p> <p><i>Note: Additional 3 days shall be given to revise/amend as per review</i></p>	None	3 days	Supervisor of above items; HTRRD Manager; HSSG Group Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.4 Concerned officers sign complete set of plans and cost estimates and forward to HTTRD Manager	None	1 day	Concerned HTTRD Technical Officers/ Consultants; HTTRD Manager
		3.5 HTTRD Manager forward complete set of plans and cost to HSSG Group Manager for signature and approval <i>Note: Subject to availability of the Managers</i>	None	2.5 hrs	HTTRD Manager; HSSG Group Manager
		3.6 HSSG Group Manager presents approved plans and documents to NHA General Manager for final approval thru NHA Assistant General Manager <i>Note: Additional 3 days shall be given to revise/amend as per HFO's instruction</i>	None	1 day	HSSG Group Manager; NHA AGM; NHA GM
		3.7 NHA General Manager approves the documents and forward the signed documents to HTTRD	None	1 day	NHA GM
		3.8 HTTRD receives the approved and signed documents	None	2.5 hrs	HTTRD Administrative Officer



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Concerned Regional Office/ Staff Department receives approved complete set of working drawings, cost estimates and technical specifications	4.1 HTRRD disseminates approved complete set of working drawings, cost estimates and technical specifications with transmittal letter	None	1 day	HTRRD; Concerned Regional Office/ Staff Department
		TOTAL	None	30 days	
<p><i>PREPARATION AND DEVELOPMENT OF HOUSING TYPOLOGIES/ MODELS/ STANDARD DESIGN USING CONVENTIONAL BUILDING SYSTEM ((MEDIUM SCALE: Community Facilities) under Multi-Stage Processing</i></p>					