



## HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

### Internal Services

<b>4. PREPARATION AND DEVELOPMENT OF HOUSING TYPOLOGIES/ MODELS/ STANDARD DESIGN USING CONVENTIONAL BUILDING SYSTEM (SMALL SCALE: One Storey Dwelling Unit)</b>					
<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>					
<b>Office or Division:</b>		HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT			
<b>Classification:</b>		HIGHLY TECHNICAL TRANSACTIONS			
<b>Type of Transaction:</b>		-G2G			
<b>Who may avail:</b>		-REGIONAL OFFICES, STAFF DEPARTMENTS			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 style="text-align: right;"><i>Note:</i> <i>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
		3.2 Prepares complete set of working drawings, cost estimates and technical specifications based on the approved scheme  <i>Note: 1 team is in-charge of the preparation. Simultaneous projects shall be handled in a first in-first out basis</i>	None	10 days	Encoder: AUTOCAD Encoders Architectural- Architect Structural- Structural/ Civil Engineer Plumbing- Sanitary Engineer Electrical- Electrical Engineer Mechanical- Mechanical Engineer Fire Protection- FP Expert Estimates- Civil Engineers Technical Specifications- Architect
		3.3 Reviews set of plans, cost estimates and technical specifications  <i>Note: Additional 3 days shall be given to revise/amend as per review</i>	None	3 days	Supervisor of above items; HTRRD Manager; HSSG Group Manager
		3.4 Concerned officers sign complete set of plans and cost estimates and forward to HTRRD Manager	None	1 day	Concerned HTRRD Technical Officers/ Consultants; HTRRD Manager



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.5 HTRRD Manager forward complete set of plans and cost to HSSG Group Manager for signature and approval	None	2.5 hrs	HTRRD 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 HTRRD	None	1 day	NHA GM
		3.8 HTRRD receives the approved and signed documents	None	2.5 hrs	HTRRD Administrative Officer
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
		<b>TOTAL</b>	<b>None</b>	<b>25 days</b>	

*PREPARATION AND DEVELOPMENT OF HOUSING TYPOLOGIES/ MODELS/ STANDARD DESIGN USING CONVENTIONAL BUILDING SYSTEM (SMALL SCALE: One Storey Dwelling Unit) under Multi-Stage Processing*