



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

Internal Services

1. REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS (for projects Php50 Million and below) <i>Assistance for review of prepared plans upon the request of concerned Regional Offices. Assistance for review of prepare plans may be requested from HTTRD. However, mandatory review shall be required for projects: a) with areas 30 hectares and above, b) with multi-storey buildings, and c) for housing for victims of calamities and emergency situations. It is encouraged to be required of projects that deviate from the standard models or when the site is considered complicated due to its topography or other such features.</i>	
Office or Division:	HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT
Classification:	COMPLEX
Type of Transaction:	G2B/G2G
Who may avail:	REGIONAL OFFICES
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COVERSHEET - <i>1 original copy in 20 x 30</i>	REGIONAL OFFICES
INDEX OF DRAWINGS - <i>1 original copy in 20 x 30</i>	
ARCHITECTURAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
STRUCTURAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
SANITARY/ PLUMBING DRAWINGS - <i>1 original copy in 20 x 30</i>	
ELECTRICAL DRAWINGS - <i>1 original copy in 20 x 30</i>	
MECHANICAL DRAWINGS - <i>1 original copy in 20 x 30</i>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ELECTRONICS DRAWINGS - <i>1 original copy in 20 x 30</i>	REGIONAL OFFICES
DESIGN ANALYSES AND COMPUTATIONS - <i>1 set of photocopy</i>	
A. STRUCTURAL	
B. PLUMBING	
C. ELECTRICAL	
D. MECHANICAL	
E. ELECTRONICS	
TECHNICAL SPECIFICATIONS - <i>1 set of photocopy</i>	
COST ESTIMATES - <i>1 set of photocopy</i>	
PROJECT PROFILE - <i>1 set of photocopy</i>	
PROJECT FEASIBILITY STUDY - <i>1 set of photocopy</i>	
SITE INSPECTION REPORT - <i>1 set of photocopy</i>	



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Regional Offices requests and forwards plans and related documents for review and evaluation to HTTRD	1.1 Receives plans and documents	None	2 hrs	HTTRD Administrative Officer
		1.2 Reviews/ evaluates plans and gives comments/findings based on submitted documents <i>Note: Two (2) Teams are in-charge of the review process. Reviews of more than 2 simultaneous projects shall be handled on a first-in first out basis</i>	None	2 days	HTTRD Evaluator (2 Teams): Architectural- Architect Structural- Structural/ Civil Engineer Plumbing- Sanitary Engineer
		1.3 Prepares report and submits to the immediate supervisor for validation <i>Note: Additional 5 days shall be given for reviews needing amendment/revision prior to approval of HTTRD Manager</i>	None	1 day	Electrical- Electrical Engineer Mechanical- Mechanical Engineer Fire Protection- FP Expert
		1.4 HTTRD Manager signs approved documents and submits to HSSG Group Manager for signature and approval	None	4 hrs	HTTRD Manager; HSSG Group Manager
		1.5 HSSG Group Manager forwards signed documents to HTTRD	None	6 hrs	HSSG Group Manager
		1.6 HTTRD receives the approved and signed documents	None	30 mins	HTTRD Administrative Officer



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Regional Offices	2.1 Returns approved and signed documents to Requesting Regional Office with transmittal letter	None	3 hrs 30 mins	HTTRD; Regional Office
		TOTAL	None	5 Days	
<i>REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS is covered under RA 9485</i>					