



HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT

Internal Services

2. REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS (for projects Above Php50Million)

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.

Office or Division:	HOUSING TECHNOLOGY AND TECHNICAL RESEARCH DEPARTMENT	
Classification:	HIGHLY TECHNICAL	
Type of Transaction:	G2B/G2G	
Who may avail:	REGIONAL OFFICES	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	COVERSHEET - 1 original copy in 20 x 30	REGIONAL OFFICES
	INDEX OF DRAWINGS - 1 original copy in 20 x 30	
	ARCHITECTURAL DRAWINGS - 1 original copy in 20 x 30	
	STRUCTURAL DRAWINGS - 1 original copy in 20 x 30	
	SANITARY/ PLUMBING DRAWINGS - 1 original copy in 20 x 30	
	ELECTRICAL DRAWINGS - 1 original copy in 20 x 30	
	MECHANICAL DRAWINGS - 1 original copy in 20 x 30	
	ELECTRONICS DRAWINGS - 1 original copy in 20 x 30	
	DESIGN ANALYSES AND COMPUTATIONS -1 set of photocopy	
	A. STRUCTURAL	
	B. PLUMBING	
	C. ELECTRICAL	
	D. MECHANICAL	
	E. ELECTRONICS	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
TECHNICAL SPECIFICATIONS - 1 set of photocopy		REGIONAL OFFICES			
COST ESTIMATES - 1 set of photocopy					
PROJECT PROFILE - 1 set of photocopy					
PROJECT FEASIBILITY STUDY - 1 set of photocopy					
SITE INSPECTION REPORT - 1 set of photocopy					
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 HTRRD	1.1 Receives plans and documents	None	2 hrs	HTRRD 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	7 days	HTRRD Evaluator (2 Teams): Architectural- Architect Structural- Stuctural/ Civil Engineer Plumbing- Sanitary Engineer Electrical- Electrical Engineer
		1.3 HTRRD Evaluators 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 HTRRD Manager</i>	None	1 day	Mechanical- Mechanical Engineer Fire Protection- FP Expert



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.4 HTTRD Manager signs approved documents and submits to HSSG Group Manager for endorsement to the NHA Assistant General Manager	None	2hr	HTTRD Manager; HSSG Group Manager
		1.5 Group Manager endorses to the NHA Assistant General Manager for signature and approval	None	2 hr	HSSG Group Manager; NHA Assistant General Manager
		1.6 NHA Assistant General Manager forwards signed documents to NHA General Manager for signature and approval	None	4 hr	NHA Assistant General Manager; NHA General Manager
		1.7 NHA General Manager forwards signed documents to HTTRD	None	4 hr	NHA General Manager
		1.8 HTTRD receives the approved and signed documents	None	30 mins	HTTRD Administrative Officer
2	Regional Offices requesting review receives approved documents	2.1 Returns approved and signed documents to Requesting Regional Office with transmittal letter	None	1 hr 30 mins	HTTRD; Regional Office/ Contractors
		TOTAL	None	10 Days	

REVIEW / EVALUATION OF HOUSING PLANS AND SITE DEVELOPMENT PLANS OF NHA HOUSING PROJECTS is covered under RA 9485