

11. PROVIDE ASSISTANCE TO COMMUNITY ASSOCIATIONS/INDIVIDUAL, LANDOWNER OR OTHER SECTORS OF SOCIETY / GOVERNMENT INSTITUTIONS IN ACCORDANCE WITH R.A. 7279



The HCDRD through the Community Development Section initiates the set-up of community organizations in the depressed/blighted areas to bring greater social awareness and participation. Likewise, the section provides assistance to an individual, community associations, landowners or other sectors of society, act on their requests and queries in accordance with Republic Act 7279.

Office or Division:	Community Development Section under Housing and Resettlement Division
Classification:	Qualified for Multi-Stage Processing
Type of Transaction:	G2C - Government to Citizen ; G2G - Government to Government
Who may avail:	Clients whose concerns are within the mandate / jurisdiction of this Department
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request letter with complete personal circumstances, address and contact number with attached documents	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with attached documents to Community Development Section.	1.Receive Letter Request	None	5 minutes	Community Development Officer Community Development Section

2.Report to Community Development Officer for further case review	2.Conduct Preliminary Investigation	None	2 days	Community Development Officer Community Development Section
	2.1 Conduct Ocular Inspection	None	1 day	Community Development Officer Community Development Section
	2.2 Prepare invitations to concerned parties for a meeting subject to confirmation	None	2 days	Community Development Officer Community Development Section
	2.3 Conduct meetings with concerned parties	None	3 days	Community Development. Officer Community Development Section
	2.4 Review and analyze the situation	None	2 days	Section Head Community Development Officer Community Development Section

3. Attend consultation and arbitration meetings at the area or HCDRD Conference Room.	3. Prepare Reports and Recommendations based on the submitted investigation report.	None	10 days	<i>Section Head / Community Development Officer Community Development Section</i>
4. Attend final meeting for the preparation of final report at the area	4. Submit Final Report of Action Taken	None	5 days	<i>Section Head/ Community Development Officer Community Development Section</i>
	TOTAL:	None	26 days, 0 Hour(s), 5 minutes	
Provide Assistance to Community Associations/Individual, Landowner or Other Sectors of Society/Government Institutions in accordance with RA 7279.	Qualified for Multi-Stage Processing			