

13. RELOCATION AND RESETTLEMENT PROGRAM

The program that relocates and resettles persons and other informal settler families (ISFs) living in danger areas. The HCDRD shall, prior to relocation, ensure the availability of a relocation or resettlement site that is compliant with the requirement of existing laws.



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:	Informal Settler Families in Quezon City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 original copy)		Client		
Valid ID (Any Government Issued Identification Card) 1 photocopy (to present original copy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG		
Investigation Report and Other Required Documents (1 original copy)		HCDRD-Community Development Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter request with attached requirements to Community Development Section.	1. Receive letter request and checks attached requirements.	None	5 minutes	<i>Community Development Officer</i> Community Development Section

2.Attend consultation meetings / Social Preparation at the site or at Barangay.	2.Assigned Development Officer initiates series of meetings and dialogues in compliance with Republic Act 7279.	None	5 days	<i>Community Development Officer Community Development Section</i>
3.Submit the list of relocation requirements to HCDRD front desk	3.Submit Report from Development Officer assigned based on the investigation report submitted.	None	10 days	<i>Community Development Officer Community Development Section</i>
4.Attend pre-relocation seminar at the site or at Barangay.	4. Conduct pre-relocation seminar at the site or at Barangay.	None	1 day	<i>Community Development Officer Community Development Section</i>
	4.1Endorse the list and requirements for pre-qualification of data to NHA	None	10 days	<i>Department Head Assistant Department Head HCDRD Section Head Community Devt. Section</i>
5.Attend orientation and receive schedule of actual relocation at the area or HCDRD Conference Room.	5.Guide the client and implement the selection of beneficiaries as per NHA qualification.	None	10 days	<i>Community Development Officer Community Development Section</i>
	TOTAL:	None	36 days, 0 Hour(s), 5 minutes	
Relocation and Resettlement Program	Service is covered under RA 7279; Qualified for Multi-stage processing.			