

## Request for Permanent House Number Plates

The City Housing and Land Management Office provides house number installation to all the residential and commercial buildings for easy identification and location of addressee / residents within the city based on the property index of lots as provided by the City Assessor's Office.

|  |  |                         |                               |   |
|--|--|-------------------------|-------------------------------|---|
| <b>Office or Division:</b>             | City Housing and Land Management Office  |                         |                               |   |
| <b>Classification:</b>                 | Simple   |                         |                               |   |
| <b>Type of Transaction:</b>            | G2C  |                         |                               |   |
| <b>Who may avail:</b>                  | Residents of the City  |                         |                               |   |
| <b>CHECKLIST OF REQUIREMENT/S</b>      |  | <b>WHERE TO SECURE</b>  |                               |   |
| 1.Payment of P 138.00 for House Plates |  | 1.House owners          |                               |   |
| <b>CLIENT STEPS</b>                    | <b>AGENCY ACTIONS</b>  | <b>FEEES TO BE PAID</b> | <b>PROCESSING TIME</b>        | <b>PERSON RESPONSIBLE</b>   |
|  | 1.Schedule house numbering per barangay and Coordinate with Barangay officials |                         | 4 hours                       | Administrative Aide I (HHPP Burial Section)                                 |
|  | 2. Issue Official Receipt  |                         | 5 minutes                     | Planning Officer II (Housing Homesite and Physical Planning                 |
| 1.Pay to the field collector           |  | Php 138.50              | 5 minutes                     | Planning Officer II (Housing Homesite and Physical Planning                 |
|  | 4.Install house plates   |                         | 15 minutes                    | Administrative Aide I (HHPP Burial Section) (5)                             |
|  | 1. Submit Quarterly Report to Department Head                                  |                         | 30 minutes                    | Planning Officer II, City Housing and Land Management CHLMO Department Head |
|  | <b>TOTAL</b>   |                         | <b>4 hours and 55 minutes</b> |   |
| <b>END OF TRANSACTION</b>              |  |                         |                               |   |

