

Community Profiling for Informal Settlers Families

The City Housing and Land Management Office provides community profiling services especially to those informal communities threatened with Court Order demolitions and natural calamities who may also avail of the LGU's relocation projects. It will give details about the communities' profile as to how many numbers of families involved, what are the most common form of occupation and source of income each family has within the community affected. Data will serve as a screening / qualifying tool for the Local Housing Board for potential socialized housing beneficiaries.

Office or Division:	City Housing and Land Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Informal Settlers within General Santos City			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Letter request addressed to the Department Head		1. Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request for profiling	1. Receive letter request	None	5 minutes	Administrative Aide I (Resettlement and Relocation Division)
	2. Coordinate with Barangay / CA concerned		8 hours	Community Affairs Assistant II Administrative Aide I (Resettlement and Relocation Division)
	3. Conduct orientation in the Barangay / CA interview and house tagging		3 hours	Community Affairs Assistant II Administrative Aide I (Resettlement and Relocation Division)
	4. Conduct interview and geophysical tagging		24 hours	Community Affairs Assistant II Administrative Aide I

				(Resettlement and Relocation Division)
	5.Prepared Matrix of Profiled Families and Geophysical Map		16 hours	Administrative Aide I (Resettlement and Relocation Division)
	6. Submit report to DH/ADH		8 hours	Community Affairs Assistant II (Resettlement and Relocation Division)
	7. Prepare Endorsement of Matrix to the requesting party		10 minutes	Community Affairs Assistant II (Resettlement and Relocation Division)
2.Receive and acknowledge the matrix of families	8. Release the matrix of families		5 minutes	Administrative Aide I (Resettlement and Relocation Division)
	TOTAL		7 days, 3 hours and 20 minutes	
END OF TRANSACTION				