

# CITY MAYOR'S OFFICE

COA Compound, Brgy Del Carmen, Iligan City, 9200

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**Frontline Service** : a) **APPLICATION FOR RELOCATION ASSISTANCE**  
b) **APPROVAL OF APPLICATION FOR RELOCATION ASSISTANCE**

**Schedule of Availability of Service:** 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
On Mondays provision of services starts after flag raising

**Who May Avail of the Service** :

1. Filipino Citizen at least 21 years of age, not more than 60 years old
2. Head of the family with at least two (2) dependents
3. Resident of Iligan City for at least 10 years
4. Must not own any land (including family members)
5. Have not been a beneficiary of any housing project in the government or private entity
6. Must not be a professional squatter or member of a squatting syndicate
7. Those affected by government infrastructure projects, calamities and court eviction orders

**What are the requirements** :

1. Letter request
2. Proof of Dislocation
3. Certification of no landholdings issued by the City Assessor's Office
4. Proof of Income and Residency requirements
5. Photocopy of Marriage Contract or Affidavit of Cohabitation
6. Photocopy of Birth Certificate



**Duration** : 1 hr & 41 mins.

## How to avail of the service?

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit letter of intent and requirements.	Receive letter and check requirements.	3 mins.	Officer of the Day		As stated above
2	Secure schedule of HRO background investigation.	Inform client for the schedule for ocular inspection.	5 mins.	HRO Head		

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
<b>APPROVAL OF APPLICATION FOR RELOCATION ASSISTANCE</b>						
3	Follow-up the status of request or wait for official HRO notice.	<p>Client will be notified of status of application.</p> <p>Qualified client will receive orientation as to guidelines and policies.</p> <p>If not eligible for relocation assistance, client will be informed the reason/s of disapproval of the request.</p> <p>Conduct raffle of lots to all qualified applicants base on the available lots.</p> <p>Sign affidavit of undertaking to occupy the land within 60 days.</p>	<p>5 mins.</p> <p>1 hr.</p> <p>10 mins.</p> <p>15 mins.</p> <p>3 mins.</p>	<p>Officer of the Day</p> <p>Project Mgt. Unit</p> <p>HRO Head</p> <p>Project Mgt. Unit</p> <p>Project Mgt. Unit</p>		
<b>END OF TRANSACTION</b>						

