

# CITY MAYOR'S OFFICE

COA Compound, Brgy Del Carmen, Iligan City, 9200

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**Frontline Service** : **PROVIDE TECHNICAL AND SURVEY SERVICES (HOUSING AND RESETTLEMENT PROGRAM)**

**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** :  
A. Community/Homeowners Association  
B. City Housing Beneficiaries  
C. Non-Government Organizations and private foundations  
with joint undertakings with City Government

**What are the requirements** :  
1. Letter Request  
2. Photocopy of Certificate of Title and Sketch Plan

**Duration : 16 hrs & 23 minutes**

## How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Submit letter and requirements.	Receive letter application and check for requirements.	3 mins.	Officer of the Day		
2	Get and secure survey schedule.	Client will be notified for the schedule for survey.	5 mins.	HRO Head		
3	Applicant(s) will guide/accompany HRO Surveyor.	Conduct survey to land area for subdivision scheme. Give recommendations for mitigating measures.	2 days 15 mins.	Survey Planning &Techl. Support Unit Survey Planning &Techl. Support Unit		
<b>END OF TRANSACTION</b>						