



## 2. Orientation and Model-Units Tour at 1Bataan Village Housing Showroom

The Bataan Human Settlement Office through the Housing Showroom Facility shall conduct orientation, presentation, and tour to model units to interested applicants for 1Bataan Village Housing Projects

<b>Office or Division:</b>	Bataan Human Settlement Office - Community Affairs & Development Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail:</b>	Informal Settler Families (ISF), Authority of the Freeport Area of Bataan (AFAB) Workers, and interested Formal Sectors

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING	PERSON RESPONSIBLE
<b>1. Walk-in Clients</b> 1.1 Log in the attendance or visitor's form before entering the Conference room  1.2 Fills-out and accomplishes the PABAHA! survey and feedback forms	<b>1.1 Guard on-duty will assist the clients before entering the Conference Room</b>	NONE	2 minutes	<i>Security Guard on-duty</i> External Security Agency
	<b>1.2 Orientation and Model units Tour</b> 1.2.1 Presents audio-visual presentation and orient the visitors about the 1Bataan Village housing projects; 1.2.2 Assists the visitors in filling out the survey forms; 1.2.3 Shows and tour the visitors at the model units; 1.2.4 Record and encode the survey form on the data management system	NONE	2 hours	<i>Administrative Aide VI</i> Community Affairs Division
<b>2. Visitors from Barangay</b> 2.1 Barangay official will coordinate the schedule of orientation to the assigned personnel of 1Bataan Village Housing Showroom	<b>2.1 Schedule of Orientation and Model units tour of Barangay</b> 2.1.1 Assigned personnel will plot in their calendar the schedule of orientation of each barangay; 2.1.2 Coordinate and inform the Barangay for their schedule of orientation;	NONE	10 minutes	<i>Administrative Aide VI</i> Community Affairs Division
	<b>2.2 Guard on-duty will assist the clients before entering the Conference Room</b>	NONE	2 minutes	<i>Security Guard on-duty</i> External Security Agency



2.3 Fills-out and accomplishes the PABAHAJ survey and feedback forms	<b>2.3 Orientation and Model units Tour</b> 2.3.1 Presents audio-visual presentation and orient the visitors about the 1Bataan Village housing projects; 2.3.2 Assists the visitors in filling out the survey forms; 2.3.3 Shows and tour the visitors at the model units; 2.3.4 Record and encode the survey form on the data management system	NONE	2 hours	<i>Administrative Aide VI</i> Community Affairs Division
<b>TOTAL</b>		<b>NONE</b>	<b>4 hours ,14 minutes</b>	