



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

28 NOV 2019

COMMISSIONER MELZAR P. GALICIA - *Galicia 12/10*

Housing and Land Use Regulatory Board (HLURB)
Sunnymede IT Center, 1614 Quezon Avenue
Brgy. South Triangle, Quezon City

Dear **Commissioner Galicia**:

This pertains to the request of the HLURB for the approval of the proposed organizational structure and staffing pattern (OSSP) of the **Human Settlements Adjudication Commission (HSAC)** pursuant to **Republic Act (RA) No. 11201¹** or the Department of Human Settlements and Urban Development (DHSUD) Act dated February 14, 2019.

Section 17 of the same RA provides that the Commission shall have the following powers and functions:

- Promulgate rules and regulations governing the hearing and disposition of cases before it and its Adjudicators, as well as those necessary to carry out its functions;
- Administer oaths, summon the parties to a controversy, and issue subpoenas requiring the attendance and testimony of witnesses or the production of such books, papers, contracts, record, statements of accounts, agreements, and others as may be material to a just determination of the case;
- Hold any person in contempt directly or indirectly and impose appropriate penalties therefore in accordance with law; and
- Enjoin or restrain, after due notice and hearing, any actual or threatened commission of any or all prohibited or unlawful acts or to require the performance of a particular act in any dispute within its jurisdiction which, if not restrained or performed forthwith, may cause grave or irreparable damage to any party or render ineffectual any decision in favor of such party.

¹ An Act Creating the Department of Human Settlements and Urban Development, Defining Its Mandate, Powers and Functions, and Appropriating Funds Therefor

In this regard, we are pleased to inform you of the approval of the creation of the following organizational units in the HSAC and the corresponding **503** (481 regular and 22 contractual) positions that shall serve as the staffing complement of the agency:

| Organizational Unit | No. of Positions | Position Title and Salary Grade (SG) of the Approved Head |
|--|-------------------------|--|
| • Office of the Executive Commissioner | 27 | Executive Commissioner, SG-30 |
| • Office of the Executive Clerk | 21 | Deputy Executive Director IV, SG-28 |
| • Public Affairs Division | 5 | Public Relations Officer V, SG-24 |
| • Information and Communications Technology Division | 6 | Information Technology Officer III, SG-24 |
| • Administrative Service | 31 | |
| ➤ Office of the Director (OD) | 2 | Director III, SG-27 |
| ➤ Human Resource Development Division | 10 | Chief Administrative Officer (AO), SG-24 |
| ➤ General Services Division | 14 | Chief AO, SG-24 |
| ➤ Records Division | 5 | Chief AO, SG-24 |
| • Finance Service | 14 | |
| ➤ OD | 2 | Director III, SG-27 |
| ➤ Accounting Division | 6 | Chief Accountant, SG-24 |
| ➤ Budget Division | 6 | Chief AO, SG-24 |
| • Planning and Management Service | 15 | |
| ➤ OD | 2 | Director III, SG-27 |
| ➤ Planning, Monitoring and Evaluation Division | 8 | Planning Officer V, SG-24 |
| ➤ Management Division | 5 | Chief AO, SG-24 |
| • Legal Service | 12 | |
| ➤ OD | 2 | Director III, SG-27 |
| ➤ Legal Assistance Division | 5 | Attorney VI, SG-26 |
| ➤ Enforcement Division | 5 | Attorney VI, SG-26 |
| Total, Central Office | 131 | |
| • 16 Regional Adjudication Branches | | |
| ➤ Small (10 Regions) ² | 210 | |
| a. Office of the Regional Adjudicator (ORA) | 8 | Director III, SG-27 |
| b. Legal Division (LD) | 6 | Attorney V, SG-25 |
| c. Administrative and Finance (AFD) | 7 | Chief AO, SG-24 |

² Regions I, II, CAR, IV-B, V, VIII, IX, X, XI, XII, XIII