



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY



NHA Memorandum Circular No. 2021 - 011

SUBJECT: AMENDMENT TO SECTION 2.0 "GUIDELINES AND PROCEDURES" OF MC NO. 2018-005 "GUIDELINES FOR THE TRANSFER AND TURNOVER OF NHA PERMANENT RESETTLEMENT PROJECTS FOR AFFECTED FAMILIES OF TS YOLANDA TO THE LOCAL GOVERNMENT UNITS (LGUS)"

I. RATIONALE

To achieve the immediate and effective Transfer and Turnover of Permanent Resettlement Projects for affected families of TS Yolanda and to align the documentation requirements prescribed by the Authority to the concerned LGUs, this Amendment to Section 2.0 of Memorandum Circular No. 2018-005 is hereby issued.

II. COVERAGE

The guidelines shall cover all **Transfer and Turnover of Permanent Resettlement Projects for Victims of TS Yolanda**.

III. AMENDMENT

Item **2.0 GUIDELINES AND PROCEDURES** is hereby amended, to read as follows:

2.2 The following physical components, documentation and responsibilities shall be **transferred and turned over to the concerned LGUs**

Physical Components

- a. Fully developed lots and completed housing units
- b. Electrical facilities
- c. Water distribution system within the subdivision (i.e., waterlines but exclusive of water source)
- d. Road network (roads, alleys, footpaths, culverts)
- e. Drainage System
- f. Community Facilities (to include parks, playgrounds, parking, etc.)

Documentation

- a. As-Built Plans
- b. Approved Subdivision Plan
- c. Individual Lot Titles in the name of the NHA
- d. Final Inventory and Quantification



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Document Controller/Date

3/15/2021

- 2.6 Upon perfection of the DODA, the LGU shall undertake the following:
- a. Transfer the ownership of the Individual Lot Titles from the name of the NHA to the respective beneficiaries
 - b. Secure Individual Tax Declaration
 - c. Coordinate with the local water district to facilitate the provision of water supply

Application/processing fee/s for the Individual Tax Declaration shall be borne either by the LGU or the beneficiary, at the option of the former.

IV. EFFECTIVITY

This Memorandum Circular shall take effect immediately.


MARCELINO P. ESCALADA, JR.
General Manager

Date: 05 March 2021

