



OFFICE OF THE PRESIDENT
NATIONAL HOUSING AUTHORITY



NHA Memorandum Circular No. 2021 - 012

SUBJECT: AMENDMENT TO MC 2018-028 Section 3.1.5 "FINAL BILLING: BASIC REQUIREMENTS"

To update and to align Basic requirements for Billing under MC 2018-028 "Revised Guidelines for the Terms of Payment of the Acquisition of Developed Lots and Completed Housing Units in Permanent Housing Sites/LRBs through CBIA and Through Public Bidding", this Memorandum Circular is being issued.

I. AMENDMENT TO SECTION 3.1.5 "FINAL BILLING: BASIC REQUIREMENTS"

Section 3.1.5 "Final Billing: Basic Requirements" under MC 2018-028 is hereby amended to read as follows:

3.1.5 Final Billing: Basic Requirements

- a. Regular Projects
 - i. Letter request of contractor/developer
 - ii. As Built Plan with certification from General Services Department (GSD)
 - iii. Project Inspection and Completion Report by the Acceptance Committee
 - iv. GSD's certification of record custody of the individual TCTs under the name of NHA
 - v. GSD's certification of record custody of individual Tax Declaration

Refer to Checklist 6: Complete List of Requirements – Final Payment of MC 2018-028

- b. Calamity Projects
 - i. Letter request of contractor/developer
 - ii. As Built Plan with certification from General Services Department (GSD)
 - iii. Project Inspection and Completion Report by the Acceptance Committee
 - iv. GSD's certification of record custody of the individual TCTs under the name of NHA

Provided that the Calamity Project is under a **Full Grant Policy** and subject to the execution of Pro-Forma **Deed of Donation and Acceptance (Annex A)**, that clearly indicates the LGU's (Donee) responsibilities.

II. REPEALING CLAUSE

Under MC 2018-028 item 3.1.5 "Final Billing: Basic Requirements" is hereby amended.

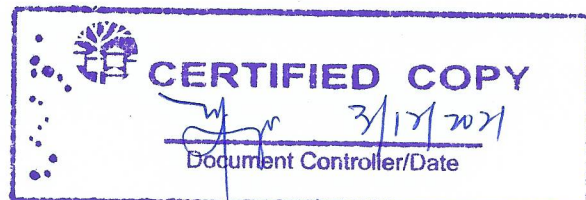
All other provisions of MC 2018-028 "Revised Guidelines for the Terms of Payment of the Acquisition of Developed Lots and Completed Housing Units in Permanent Housing Sites/LRBs through CBIA and Through Public Bidding", shall remain effective.

III. EFFECTIVITY

This Circular shall take effect immediately.

MARCELINO P. ESCALADA, JR.
General Manager

Date 05 March 2021



DEED OF DONATION AND ACCEPTANCE (Pro-Forma)
PROJECT
PROJECT LOCATION

KNOW ALL MEN BY THESE PRESENTS:

This DEED OF DONATION AND ACCEPTANCE made and entered into this ____ day of _____, 20__ by and between:

The NATIONAL HOUSING AUTHORITY, a government-owned and controlled corporation created and existing under and by virtue of Presidential Decree No. 757, as amended, with principal office and postal address at the Quezon Memorial Elliptical Road, Diliman, Quezon City, Metro Manila, herein represented in this Act by its General Manager, MARCELINO P. ESCALADA, JR., hereinafter referred to as the "DONOR";

-and-

The MUNICIPALITY OF _____, a government unit duly organized and existing under the laws of the Republic of the Philippines with principal office and postal address at _____, herein represented in this Act by its Mayor, _____, hereinafter referred to as the "DONEE".

-WITNESSETH that-

WHEREAS, the DONOR is the absolute owner of parcel/s of land situated in _____ by virtue of _____;

WHEREAS, the DONOR implemented the development of the above-said parcel/s of land to be known as _____ (Project) as permanent resettlement site for families affected by Typhoon "Yolanda" and other families living in danger areas willing to be relocated permanently;

WHEREAS, in accordance with the plans and specifications, physical development was undertaken which includes _____ fully developed lots and completed housing units including provision of power and water facilities and its appurtenances, more particularly described in the As-Built Plans hereto attached as Annex "____" and made integral part hereof;

WHEREAS, there is a need to transfer the completed Project to the DONEE including the award, transfer and causation of the occupancy of the units to the beneficiaries to enable the DONEE to administer, operate, maintain and/or improve the completed components of the same in accordance with its function and responsibilities pertaining to such facilities;

WHEREAS, pursuant to Sangguniang Bayan Resolution No. ____ dated _____, the DONEE was authorized to accept the completed house and lot units including power supply system, water supply system, road network and drainage system from the DONOR for the DONEE's administration, operation, management and/or maintenance hereto attached as Annex "____" and made integral part hereof;

WHEREAS, pursuant to Board Resolution No. 4115 dated May 27, 1999, the DONOR was authorized to transfer/donate completed project components falling under operation and/or maintenance of other agencies;

WITNESSES:

Municipality representative

NHA representative

For Municipality of _____

Mayor
DONEE

For NHA:

MARCELINO P. ESCALADA, JR.
General Manager, NHA
DONOR



NOW THEREFORE, for and in consideration of the foregoing premises, the **DONOR** by these presents hereby **CONVEYS, CEDES, and TRANSFERS** by way of transfer in favor of the **DONEE** the above-mentioned components in the aggregate amount of **PESOS: _____** **ONLY** as per Final Inventory/Quantification duly approved by the **DONOR** hereto attached as **Annex "_____"** and made integral part hereof subject to the following conditions:

1. The components hereby transferred shall be exclusively utilized by the residents and beneficiaries of the Project and not for any other purposes;
2. The **DONEE** shall cause the award, transfer/relocation and occupancy of the turned-over completed housing units;
3. The **DONEE** shall not alter or modify the use of the property and any components thereof nor shall cede, sell, transfer or lease or in any manner encumber or dispose of in whole or in part without prior written approval of the **DONOR**;
4. All expenses to be incurred in the registration of the Deed of Donation and transfer of titles with the Registry of Deeds shall be for the account of the **DONEE**;
5. The **DONEE** shall be responsible in securing the Individual Tax Declaration from their respective Assessor's Office;
6. The **DONEE** shall coordinate with the local water district to facilitate the provision of water supply;
7. The **DONEE** shall be responsible for the administration, operation, rehabilitation and proper maintenance of the donated facilities;
8. The lots shall revert to the **DONOR** in the event that any of the above conditions is violated or not complied with;
9. The **DONEE** does hereby accept without qualification whatsoever this transfer made in its favor by the **DONOR** under the afore-cited terms and conditions;
10. The foregoing conditions shall be annotated at the back of the titles to be issued to the **DONEE**.

The **DONEE** by these presents, does hereby accept with gratitude the herein donation in accordance with the purpose above-stated.

IN WITNESS WHEREOF, the **PARTIES** have affixed their signatures this ____ day of _____, 20____.

NATIONAL HOUSING AUTHORITY

MUNICIPALITY/CITY OF

By:

By:

MARCELINO P. ESCALADA, JR.
General Manager

HON.
Mayor



SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

Republic of the Philippines)
Quezon City)s.s.

BEFORE ME, a Notary Public for and in Quezon City personally appeared **MARCELINO P. ESCALADA JR.** in his capacity as General Manager of the **NATIONAL HOUSING AUTHORITY** with NHA ID No. 61654 issued at Quezon City, known to me and to me known to be same person who executed the foregoing instrument and acknowledged to me that the same is his free and voluntary act and deed and that of the entity he represents.

This instrument refers to the DEED OF DONATION AND ACCEPTANCE of PROJECT in LOCATION, consisting of four (4) pages including this page where this acknowledgement is written and sealed with my notarial seal.

WITNESS MY HAND AND SEAL this ____ day of _____, 20__.

NOTARY PUBLIC

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of : _____

ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____ personally appeared **HON.** _____, in his capacity as Mayor of the **MUNICIPALITY/CITY OF** _____ with ID No. _____ issued at _____, known to me and to me known to be same person who executed the foregoing instrument and acknowledged to me that the same is his free and voluntary act and deed and that of the entity he represents.

This instrument refers to the DEED OF DONATION AND ACCEPTANCE of PROJECT in LOCATION, consisting of four (4) pages including this page where this acknowledgement is written and sealed with my notarial seal.

WITNESS MY HAND AND SEAL this ____ day of _____, 20__.

NOTARY PUBLIC

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