

7. DIRECT-SALE PROGRAM



A program that aims to help Informal Settler Families (ISFs) acquire the lot wherein their house structures

Office or Division:	Direct Sale Section under Housing and Resettlement Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen;G2G-Government to Government	
Who may avail:	ISFs/Beneficiaries of Socialized Housing Projects under Direct Sale Scheme-Lot Only	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requirements for the association:		
1. DHSUD, HOA Registration	DHSUD	
2. Census master list of said lot	HCDRD/HOA	
Requirements for individual beneficiaries:		
1. HOA Membership/ Clearance	Community Association	
2. Barangay Clearance – 1 original	Barangay	
3. Birth Certificate of Beneficiary – 1 original Certified True Copy from PSA Marriage Contract (if married)	PSA	
4. Valid Identification (government-issued ID) -1 photocopy with 3 specimen signatures	Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)	
5. Certificate of Employment and compensation/ Affidavit of Income	Employer/Applicant	
6. If Overseas Filipino Worker (OFW) Contract of Service and Special Power of Attorney (SPA) (Executed with the appropriate Consulate Office)- original copy	Client	
7. Application Form	HCDRD	
8. Certification of No Property	City Assessor's Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The concerned community association of the said lot will write to the Housing Community Development and Resettlement Department (HCDRD) stating their intention to purchase the lot wherein their houses are built.	1. Receive request with attached requirements and forwards to the Office of the Department Head.	None	10 minutes	<i>Receiving Clerk/s</i> HCDRD
	1.1 Review documents submitted.	None	2 days	<i>Department Head</i> HCDRD <i>Division Head</i> Housing and Resettlement Division
	1.2 Prepare Contract to Sell (CTS)	None	3 days	<i>Section Head</i> Direct Sale Section
2. The concerned community association shall be informed of the steps to be undertaken by HCDRD.	2. Conduct an ocular inspection.	None	2 days	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
	2.1 Make a recommendation to the Quezon City Council for an ordinance authorizing the Mayor to acquire the said lot/property.	None	2 days	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
3. The Community Association and HCDRD will select the beneficiary.	3. Facilitate and guide the CA in the selection of program beneficiary.	None	3 days	<i>Division Head</i> Housing and Resettlement Division <i>Section Head</i> Direct Sale Section

4. The concerned Community Association will write to the City Appraisal Committee for the price of the lot to be sold.	4. Request CA a copy of the appraisal report.	None	10 minutes	<i>Section Head</i> Direct Sale Section
5. The concerned Community Association will write to the City Council for approval of the Subdivision plan.	5. Request CA for a copy of approved ordinance.	None	10 minutes	<i>Section Head</i> Direct Sale Section
6. There will be signing of the Memorandum of Agreement (MOA) between the community association and the City Mayor stating the policy and agreement with regard to the lot which will be purchased.	6. Facilitate the signing of the MOA	None	1 day	<i>Department Head</i> <i>Division Head</i> Housing and Resettlement Division <i>Section Head</i> <i>H&HRO II</i> Direct Sale Section
7. The private surveyor of the concerned community association will submit the Subdivision Plan and Technical Description to the DENR for approval; unless it is funded by the Quezon City Government, submission of said documents will be done by the latter.	7. Request for a copy upon approval.	None	15 minutes	<i>Section Head</i> <i>H&HRO II</i> Direct Sale Section

8. The concerned Community Association shall be informed of the transmittal of the Transferred Certificate Title (TCT) to the Registry of Deeds.	8.Notify CA as regards n processing the partition of lots according to the approved subdivision plan.	None	15 minutes	<i>Section Head H&HRO II</i> Direct Sale Section
9.Each eligible beneficiary will sign the Contract to Sell. Present proof of Proceed to Payment for Awards and Processing Fee.(Ref. Ord.NC-75 S-89)	9.Facilitate the signing of the contract to sell.	P 130 (Ref. Ord.NC-75 S-89)	2 days	<i>Section Head H&HRO II</i> Direct Sale Section
10.Get an Order of Payment from HCDRD to pay for their monthly amortization.	10.Issue an order of Payment and advise to proceed to the Quezon City Treasurer's Office	None	5 minutes	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
11.Execute a Deed of Absolute Sale between the fully paid beneficiary and the Quezon City Government.	11.Facilitate the execution of DOA.	None	1 day	<i>Department Head HCDRD Division Head Housing and Resettlement Division Section Head Direct Sale Section</i>
12. The program beneficiaries will be informed of the HCDRD's (authorized personnel) coordination with the BIR and Registry of Deeds for the transfer of titles under their names	12.Notify program beneficiaries regarding process for the transfer of title/s.	None	15 minutes	<i>Section Head Direct Sale Section</i>
	Total	P130.00	16 days 1 hour 20 minutes	
Direct-Sale Program	Highly Technical Transaction			