



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

**TO :** ALL CONCERNED EMPLOYEES

**FROM :** THE DIRECTOR  
Administrative Service and Concurrent Vice Chairman  
Housing Steering Committee (HSC)

**SUBJECT :** AUTHORITY TO MOVE-IN (A-T-M) of PROJECT H.O.P.E.

**DATE :** FEB 13 2004

This is to inform all awardees of housing unit/s under Project H.O.P.E. that the Housing Steering Committee (HSC) made some revisions on the above subject. Henceforth, all awardees who want to secure the said A-T-M shall comply with the following:

1. Letter of request for said purpose with the description and location of awarded unit;
2. Two (2) recent colored I D pictures, 1x1;
3. Updated Certificate of Payment of Project HOPE Amortization, MRI and FRI and
4. Signature of awardee.


All awardees who secured A-T-M before, but decided to defer moving to their awarded housing unit are requested to surrender the same to the Office of the Housing Steering Committee (HSC) Secretariat at Caoili Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City. A new A-T-M will be issued by the HSC.

Should you have any clarification/query on the matter, do not hesitate to contact our office at Tel. Nos. 9276896 and 9296626 local 2122.

FOR INFORMATION AND STRICT COMPLIANCE, PLEASE.

  
RAMON M. EZPELETA

Noted:

  
MANUEL D. GEROCHI  
USEC for Land Management  
And Concurrent Chairman  
Housing Steering Committee

Let's Go Green