



JUL 22 2003

**MEMORANDUM CIRCULAR**

No. 2003- 15

**SUBJECT: CLARIFYING SECTION 1(a) OF DAO NO. 67, S. 1990 ENTITLED "GUIDELINES IN THE IMPLEMENTATION OF THE HANDOG TITULO PROGRAM"**

In order to clarify Section 1 (a) of DAO 67, s. 1990, the following additional procedures/processes in the implementation of the "Handog Titulo" Program are hereby promulgated:

**Section 1. Objectives**

1. To uplift the social standing of the informal settlers/occupants in Metro Manila by regularizing their tenurial status
2. To ensure that lands proclaimed by the President are disposed of to the intended beneficiaries in the most expeditious and equitable manner

**Sec. 2. Scope and Coverage**

This Order shall cover only the issuance of Certificate of Entitlement to Lot Allocation (CELA) within the proclaimed areas for socialized housing purposes, the disposition of which is exclusively vested with the DENR, preparatory to the filing of appropriate public land applications to be piloted in DENR-National Capital Region.

A CELA is an award given to intended beneficiaries who are occupying portion(s) of the proclaimed area subject to final subdivision survey based on subdivision/reblocking scheme that may be promulgated. It is an evidence of the intended beneficiaries' entitlement to acquire the said portion of the proclaimed area.

**Sec. 3. Issuance of the Certificate of Entitlement to Lot Allocation (CELA).**

The Regional Executive Director (RED) of DENR-NCR is authorized to issue the Certificate of Entitlement to Lot Allocation (CELA) to the beneficiaries.

The intended beneficiary of CELA must have all the following qualifications:

- a) A natural-born Filipino citizen of legal age;
- b) Intended beneficiaries as predetermined by the Beneficiary Selection Committee composed of but not limited to HUDCC/NHA/PCUP/LGU as confirmed by the DENR;
- c) A head of the family, and
- d) Must not own any piece of land in NCR, or a previous grantee/awardee of the government's housing project(s)

Prior to the issuance of CELA, the following documents shall be submitted:

- a) Household Census/Survey tag/Alpha listing issued by the National Housing Authority (NHA);
- b) Any valid identification card, and
- c) Certification as bonafide beneficiary/occupant issued by the Beneficiary Selection Committee.

The CELA shall contain the general information on the location of the lot to be awarded as described in the reblocking scheme of the NHA, subject to the final subdivision survey.


**Sec. 4. Terms and Conditions of CELA**

- a) It is non-transferable and cannot be waived except through hereditary succession;
- b) It shall form part of the requirements for acceptance of public land application(s) in addition to the requirements as prescribed under R.A. No. 730 or Act NO. 3038, as the case maybe;

**Sec. 5. Grounds for Cancellation and Revocation**

- a) Any misrepresentation or commission of fraud in the acquisition of the CELA and the disqualification of the subject beneficiary.
- b) Violation of any of the terms and conditions of the CELA imposed in this Order.

This Order takes effect immediately.

  
ELISEA G. GOZUN  
Secretary

Republic of the Philippines  
Department of Environment and Natural Resources  
NATIONAL CAPITAL REGION  
Congressional Plaza Bldg., #51 Congressional Ave.  
Project 8, Quezon City

**CERTIFICATE OF ENTITLEMENT TO LOT ALLOCATION**

No. \_\_\_\_\_

Pursuant to DENR Memorandum Circular No. \_\_\_\_\_ dated \_\_\_\_\_ and Proclamation No. \_\_\_\_\_ issued by Her Excellency, Pres. Gloria Macapagal-Arroyo, dated \_\_\_\_\_, a **Certificate of Entitlement to Lot Allocation** is hereby granted to MR/MRS/MS \_\_\_\_\_, married to, of \_\_\_\_\_ over a portion of the area covered by said Proc. No. \_\_\_\_\_, situated in \_\_\_\_\_, as described in the reblocking scheme of the National Housing Authority (NHA), subject to final subdivision survey.

This Certificate is subject to the existing rules/regulations and governing Code of policy and or those which may thereafter be promulgated, and to the terms and conditions of DENR-DAO No. \_\_\_\_\_, dated \_\_\_\_\_.

This Certificate entitles the grantee to a lot allocation within the area covered by Proc. No. \_\_\_\_\_ only.

This Certificate is **NON-TRANSFERABLE** and **NON-NEGOTIABLE**, and shall be presented to the DENR-NCR upon filing of the appropriate public land application as evidence of their entitlement to acquire the above-cited lot.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 2003 hereat  
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By Authority of the Secretary:

**CORAZON C. DAVIS**  
Regional Executive Director