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Department of Environment and Natural Resources  
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JAN 20 2004

## MEMORANDUM CIRCULAR

No. 2004- 02

**SUBJECT: REVISING MEMORANDUM CIRCULAR NO. 2003-15 DATED JULY 22, 2003 ENTITLED "CLARIFYING SECTION 1 (a) OF DAO NO. 67, S. OF 1990 ENTITLED GUIDELINES IN THE IMPLEMENTATION OF THE HANDOG TITULO PROGRAM"**

In view of the successful implementation of the Memorandum Circular No. 2003-15 dated July 22, 2003 which involve the issuance of the Certificate of Entitlement to Lot Allocation (CELA) covering areas in Metro Manila proclaimed for socialized housing purposes as additional procedures/processes in the implementation of the Handog Titulo Program of the government, the following provisions of Memorandum Circular No. 2003-15 is hereby revised as follows:

### **Section 1. Objectives**

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

### **Section 2. Scope and Coverage**

This Order shall cover 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 Department of Environment and Natural Resources (DENR), preparatory to the filing of appropriate public land applications.

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.

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

The Regional Executive Director (RED) of the Regional Office concerned 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 classifications:

- 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 the concerned Region or a previous *grantee/awardee of the government's housing project(s) or similar benefits*

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 of the location of the lot to be awarded as described in the reblocking scheme of the NHA, subject to final subdivision survey.

#### **Section 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. 730 or Act 3038, as the case maybe.

#### **Section 5. Grounds for Cancellation and Revocation**

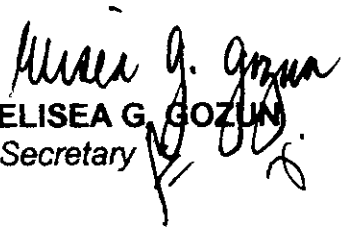
- a) Any misrepresentation or commission of fraud in the acquisition in the acquisition of the CELA and the disqualification of the subject beneficiary;
- b) Violation of any of the terms and conditions of the CELA imposed in this Order.

#### **Section 6. Collaboration with the Local Government Units concerned**

To facilitate the implementation of Presidential Proclamations of lands earmarked for *socialized housing where DENR is the lead agency, the Regional Executive Directors (RED) are encouraged to work closely with the local government unit (LGU) concerned in pursuit of accomplishing the post proclamation activities.*

The REDs are further authorized to enter into Memorandum of Agreements (MOAs) with the head of the concerned LGU for collaborative efforts, e.g. cost sharing of survey works, manning of the one-stop-shop for processing of land applications, co-signing of the CELA by the Regional Executive Director and the Mayor of the concerned LGU as the Chair of the Local Inter-Agency Committee tasked to implement the proclamations.

This Order takes effect immediately.

  
ELISEA G. GOZUN  
Secretary

**CERTIFICATE OF ENTITLEMENT TO LOT ALLOCATION (CELA)**

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

Pursuant to DENR Memorandum Circular No. 2004-\_\_\_\_\_ dated \_\_\_\_\_ and Proclamation No. \_\_\_\_\_ issued by Her Excellency, President Gloria Macapagal Arroyo, dated \_\_\_\_\_, a Certificate of Entitlement to Lot Allocation (CELA) is hereby granted to MR./MRS./MS. \_\_\_\_\_ married to \_\_\_\_\_ over a portion of the area covered by said Proclamation 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 Proclamation No. \_\_\_\_\_ only.

This Certificate is NON-TRANSFERRABLE and NON-NEGOTIABLE, and shall be presented to the DENR-Region \_\_\_\_\_ upon filing of the appropriate public land applications as evidence of their entitlement to acquire the abovesited lot.

Given this \_\_\_\_\_ day of \_\_\_\_\_, 2004 hereat \_\_\_\_\_

By Authority of the Secretary:

\_\_\_\_\_  
Regional Executive Director