

[MEMORANDUM CIRCULAR NO. 157, July 15, 2008]

PRESCRIBING GUIDELINES, PROCEDURES AND TIMEFRAMES IN THE CONDUCT OF EVALUATION, COMPLETE STAFF WORK (CSW) AND APPROVAL OF PROPOSED PROCLAMATIONS FOR HOUSING PURPOSES

Pursuant to Memorandum Circular No. 68 s. 2006, as amended by Memorandum Circular No. 147 s. 2007, the following guidelines are hereby issued to facilitate the evaluation, conduct of complete staff work (CSW), and approval of proposed proclamation for housing purposes.

SECTION 1: Objectives

- 1.1 Facilitate the issuance of proclamations for housing purposes by specifying the requirements, processes and timeframe for the evaluation and CSW by concerned agencies;
- 1.2 Harmonize the roles and collaboration of concerned agencies, particularly the *Housing and Urban Development Coordinating Council (HUDCC)* and the *Department of Environment and Natural Resources (DENR)* in the processing of proposed proclamations for housing sites;
- 1.3 Rationalize the issuance of housing proclamations pursuant to national and local development plans and the land disposition schemes stipulated in the Urban Development and Housing Act (UDHA), which shall not be limited to transfer of ownership, but to include lease, with option to purchase, usufruct or such other variations as deemed most expedient;
- 1.4 Encourage the LGUs to be the primary actor in the identification of areas for proclamation as socialized housing sites and in curtailing new occupation and invasion of public and government lands by informal settlers in accordance with the provisions of the UDHA and related policies.

SECTION 2: Scope

This guideline shall apply to all requests for the issuance of a Presidential Proclamation or Executive Order to reserve or designate public land and/or government-owned land for housing purposes.

SECTION 3: General Principles

- 3.1 HUDCC shall be the clearing agency of all requests for proclamation

for housing purposes. All requesting parties, including government agencies shall coordinate with the HUDCC regarding proposed housing proclamations to be endorsed to the DENR and the Office of the President.

3.2 Pursuant to the Urban Development and Housing Act, the LGU is responsible for identifying lands for socialized housing and resettlement areas for the immediate and future needs of the underprivileged and homeless in the urban areas. As such, as much as possible, requests for proclamation for socialized housing purposes should be proposed or endorsed by the LGU concerned.

3.3 For purposes of proposals for housing proclamation, the proponent shall be required to submit a sketch map and boundary description identifying the proposed area for proclamation. The said sketch map is only indicative and shall be subject to actual and final survey upon signing of the Proclamation by the President. The area and technical descriptions covered by the proclamation may change based on actual ground survey.

3.4 Other requirements by concerned government agencies with respect to proposed proclamation shall still apply.

SECTION 4: Creation of a Pre-Proclamation Committee

4.1 A Pre-Proclamation Committee (PPC) shall be created in areas with public lands or government lands identified for possible proclamation as housing site in order to facilitate the review and evaluation of the same by concerned agencies.

4.2 The PPC shall be composed of representatives from the following offices:

HUDCC Regional Office

DENR - PENRO/CENRO

DENR Mines and Geosciences Bureau Regional Office

NHA Regional Office/Project Office

DPWH Regional/District Engineering Office

DOH Regional Office

Provincial Health Office

City/Municipal Planning Office

PCUP-FOD

Land Owner/Administrator

HUDCC and DENR-PENRO/CENRO shall sit as Chairperson and Vice Chairperson, respectively. The concerned agencies shall designate focal persons to be members of the PPC. Other agencies may also be invited by HUDCC to become members of the PPC as maybe deemed necessary.

4.3 The PPC shall have the following functions:

- i. Conduct joint site inspection and evaluation of the proposed area;