



COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT

External Services

2. DISPOSITION OF COMMERCIAL/INDUSTRIAL/INSTITUTIONAL (C/I/I) LOTS / PROPERTIES THROUGH DIRECT SALE, STRAIGHT LEASE OR LEASE WITH OPTION TO PURCHASE (ESTATE BASED) Board Resolution No. 6645 dated February 28, 2020 as implemented under Memorandum Circular No. 2020-019 dated 28 February 2020 on the Revised Schemes through Re-Pricing with Reduction of Existing Amortization Interest Rates on Instalment Sale of Estate-Based Commercial, Mixed-Use and Institutional lots be Offered for Disposition and Board Resolution No. 6693 dated 24 July 2020 Re: Updated Guidelines on the Lease with Option to Purchase for Estate-Based Commercial, Mixed-Use and Institutional Lots as an Amendment to Memorandum Circular No. 2521 dated March 20, 2013		
A mode of acquisition through purchase or lease which is open to the actual occupant as first priority.		
Office or Division:	Regional/District Offices	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government-to-Business; G2G - Government-to-Government; G2C - Government-to-Citizen	
Who may avail:	Applicants for Purchase or Lease of Estate Based C/I/I Lots/Properties	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Individuals or Single Proprietorships		
1. Sworn Letter of Intent (original)	Secure Form from District Office	
2. 2x2 ID picture	Any reputable photography stores and services	
3. Government-issued picture IDs such as: (at least 2 IDs)		
·Driver's License	Land Transportation Office (LTO)	
·Passport	Department of Foreign Affairs (DFA)	
·GSIS/SSS/PHILHEALTH/PAGIBIG	GSIS/SSS/PHILHEALTH/PAGIBIG	
·Government Office	Government Office where applicant works	
·BIR (digitized)	Bureau of Internal Revenue (BIR)	
·Voter's ID	Commission on Elections (COMELEC)	
·PRC/IBP/OWWA	PRC/IBP/OWWA	
·Senior Citizen/PWD/Solo Parent ID	Local Office of the Senior Citizen Affairs (OSCA)	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individuals or Single Proprietorships	
·Solo Parent Identification Card	City/Municipal Social Welfare and Development (C/MSWD) Office
·Persons with Disabilities (PWD)	Office of the Mayor / Office of the Brgy. Captain / National Council on Disability Affairs (NCDA or its regional counterpart DSWD Offices / Participating organizations with memorandum of agreements with the Department of Health
4. For married applicants	
·Marriage Certificate (1 certified copy and 1 photocopy)	Civil Registry or Philippine Statistics Authority (PSA)
·Affidavit of Separation-In-Fact (For applicants not legally separated/annulled) (1 original)	Lawyer
5. For legally separated, marriage is annulled, marriage declared null and void	
·Certificate of Finality of the appropriate Court Decision (1 original)	From the Court where the case is filed
6. If naturalized citizen, Alien Certificate of Registration (ACR) (1 original and 1 photocopy)	Philippines Bureau of Immigration Office
7. Any or a combination of the following documents to support financial capability	
·Income tax Returns for the last two years duly stamped received by BIR (1 original and 1 photocopy)	Bureau of Internal Revenue (BIR)
·Affidavit of Income or Affidavit of Support from immediate members of the family (1 original)	Lawyer
·Affidavit or Certification of existing bank deposit (1 original)	Applicant's Bank/s
·Certificate of Employment (1 original)	Applicant's Employer/s
·Business Permit and DTI Registration (1 original and 1 photocopy)	Department of Trade and Industry (DTI)
8. Special Power of Attorney, if applicant is represented (1 original)	Person being Represented



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Partnerships/Corporations/CorporationSole/Other Non-Profit Organizations					
1. Sworn Letter of Intent (1 original)		Secure Form from District Office			
2. 2x2 ID picture of authorized representative and/or signatory (1)		Any reputable photography stores and services			
3. Certificate of Registration with government agency (e.g. , Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) (1 photocopy)		Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), etc.			
4. Board Resolution authorizing the company to purchase CII units from NHA, and designating an authorized representative and/or signatory to sign documents (1 original)		Corporate Secretary of the Board of the company			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Receives Invitation to Apply, Sworn Letter of Intent (SLOI) form and Occupancy Verification (OV) Form	1.1 Issues Invitation to Apply, Sworn LOI form and Occupancy Verification Form	NONE	30 Minutes	EM Chief, EM Unit - District Office
2	Submits Sworn LOI with complete supporting documents	2.1 Accepts and evaluates application and submitted supporting documents	NONE	1 Hour	EM Supervisor, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.2 Verifies if the applicant is entitled to the Incentive Packages (IP) under BR No. 6693 dated 24 July 2020 *	NONE	30 Mins.	EM Supervisor, EM Unit - District Office
		2.2.1 Applicants who submitted to the District Office (DO) the SLOI within the 60-calendar day period reckoned from the receipt of the Invitation to Apply are entitled to avail of the IP			
		2.2.2 Those who submitted after the prescribed period are not eligible to avail of the IP			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepares/reviews/signs Memorandum of Award (MOA) and initials Notice of Award (NOA)	NONE	4 Hours	EM Supervisor, EM Unit District Manager - District Office

Note: The compliant applicant, who will respond to the Invitation to Apply by the District Office within sixty (60) calendar days reckoned from date of receipt thereof, has the privilege to avail of the Incentive Package (IP) offered below:*

1DIRECT SALE

1.1 Non-imposition of the “One-time ten Percent (10%) Occupancy Fee”

2STRAIGHT LEASE/LEASE WITH OPTION TO PURCHASE

2.1 The initial payment shall be equivalent to one (1) month deposit and one (1) month advance rental based on the lease rate for the first year of the lease term.

2.2 Allow the lessee to pay the required second (2nd) month deposit on a staggered basis by paying the same at least in equal monthly installment within the remaining months of the first (1st) year of the lease term, free of delinquency interest charges.

2.3 To allow application of the deposit should the Lessee misses to pay one (1) month rental only starting on the second year of the lease term but the same shall be replenished by the Lessee within three (3) months thereafter. This privilege is granted once yearly starting on the second year of the lease term to free up the Lessee from imposition of delinquency interest, provided, however, that same Lessee has no record of arrearages within the life of the lease term.



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.4 Transmits proposed MOA, NOA together with complete records folder to Regional Office	NONE	4 Hours	EM Assistant, EM Unit - District Office
		2.5 Reviews/Initials MOA, NOA and recommends for approval of RM/GM	NONE	1 Day	EM Chief, EM Unit - Regional Office
		2.6 Signs*/Approves* MOA/NOA	NONE	1 Day	Regional Manager - Regional Office Manager - Legal Department / General Manager - Main Office
		2.7 Transmits signed MOA, NOA with complete records folder to District Office	NONE	4 Hours	EM Assistant, EM Unit - Regional Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.8 Notifies awardee in writing of approval, issuance of OR and advises Adwardee to go to the District Office to sign contract.	NONE	1 Day	EM Specialist, EM Unit - District Office
3	Receives Notice of Award <i>Compliance to award within five (5) days from receipt of NOA</i>	3.1 Releases Notice of Award	NONE	10 Minutes	EM Specialist, EM Unit - District Office
<p><i>Note: * Additional ten (10) days if the GM will approve the award and sign the appropriate contract. If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial. The levels of delegated authority to approve/dispose shall be governed by NHA-BR-6425 and NHA-MC No. 2018-37</i></p> <ul style="list-style-type: none"> • Regional Manager – Php500,000.00 and below – One (1) Day • General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks • NHA Board of Directors – Above Php10 Million (Board schedule) 					



	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Upon receipt of Order of Payment, pays the following:	<p>4.1 Prepares and signs the Order of Payment for initial payment and notarial fee.</p> <p>4.2 Receives payment and issues Official Receipt</p>	<p>4.1 Sale: a. Applicant who are qualified to avail of the IP: Non-imposition of the "One-time ten Percent (10%) Occupancy Fee" downpayment of at least 10% of the Total Selling Price (TSP) b. Applicant ineligible to avail of IP: Downpayment of at least 10% of the Total Selling Price (TSP) with One-time ten Percent (10%) Occupancy Fee</p> <p>4.2 Lease: a. Applicant who are qualified to avail of the IP:One (1) month deposit and one (1) month advance based on offered lease rate b. Applicant ineligible to avail of IP:Two (2) months deposit and one (1) month advance based on offered lease rate</p>		<p>EM Specialist, EM Unit District Manager (EM Chief - as an alternate signatory) - District Office</p> <p>Cashier - District Office</p>



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.3 Notarial Fee	3. Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1Million below Php 2,000.00 for Selling Price above Php 1Million		
5	Signs contract with spouse (if married) and witness	5.1 Prepares contract and sign as witness	NONE	10 Minutes	EM Specialist, EM Unit District Manager - District Office
		5.2 Transmit contract with signed MOA/NOA and complete records folder for review of Chief Corporate Attorney	NONE	10 Minutes	EM Assistant - District Office
		5.3 Reviews/signs* contract and CCA notifies DO of schedule of notarization of contract 5.3.1 If with Chief Corporate Attorney	NONE	1 Day	Chief Corporate Attorney Regional Manager - Regional Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>5.3.2 If without Chief Corporate Attorney, it will be coursed through the Legal Department.</p> <p>5.3.3 If with or without Chief Corporate Attorney ' but the nature of transaction requires handling by the Legal Department such as ' existing accounts with Proclamations and Restrictions, Nuisance, etc.</p> <p>5.4 Notarizes contract and transmits notarized contract with complete records folder to DO</p>	NONE	<p>(Additional 5 days)</p> <p>4 Hours</p>	<p>Attorney IV - Legal Department</p> <p>Chief Corporate Attorney</p> <p>EM Specialist, EM Unit - Regional Office</p>
<p><i>Note: * Additional ten (10) days if the GM will approve the award and sign the appropriate contract.</i></p> <p><i>If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial.</i></p> <p><i>The levels of delegated authority to approve/dispose shall be governed by NHA-BR-6425 and NHA-MC No. 2018-37</i></p> <ul style="list-style-type: none"> • <i>Regional Manager – Php500,000.00 and below – One (1) Day</i> • <i>General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks</i> • <i>NHA Board of Directors – Above Php10 Million (Board schedule)</i> 					



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6	Receives copy of notarized contract	5.1 Releases copy of notarized contract	NONE	10 Minutes	EM Supervisor, EM Unit - District Office
		5.2 Files perfected contract in Awardee's records folder and central file	NONE	10 Minutes	EM Assistant, EM Unit - District Office
TOTAL:				20 days (considering the days for approval)	



COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT

External Services

3. DISPOSITION OF COMMERCIAL/INDUSTRIAL/INSTITUTIONAL(C/I/I) LOTS / PROPERTIES THROUGH NEGOTIATED SALE	
A mode of disposition through purchase or lease of commercial/industrial and prime properties which is open to participation by any interested party, resorted to only after two (2) failed biddings and with valid pricing.	
Office or Division:	COMMERCIAL/INDUSTRIAL BIDS AND AWARDS COMMITTEE (COINBAC)
Classification:	Complex Transaction
Type of Transaction:	G2B - Government-to-Business; G2G - Government-to-Government; G2C - Government-to-Citizen
Who may avail:	Applicants for Purchase or Lease of Non-Estate Based C/I/I Lots/Properties
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Individuals or Single Proprietorships	
1. Sworn Letter of Intent (original)	Secure Form from District Office
2. 2x2 ID picture	Any reputable photography stores and services
3. Government-issued picture IDs such as: (at least 2 IDs)	
·Driver's License	Land Transportation Office (LTO)
·Passport	Department of Foreign Affairs (DFA)
·GSIS/SSS/PHILHEALTH/PAGIBIG	GSIS/SSS/PHILHEALTH/PAGIBIG
·Government Office	Government Office where applicant works
·BIR (digitized)	Bureau of Internal Revenue (BIR)
·Voter's ID	Commission on Elections (COMELEC)
·PRC/IBP/OWWA	PRC/IBP/OWWA
·Senior Citizen/PWD/Solo Parent ID	Local Office of the Senior Citizen Affairs (OSCA)
·Solo Parent Identification Card	City/Municipal Social Welfare and Development (C/MSWD) Office
·Persons with Disabilities (PWD)	Office of the Mayor / Office of the Brgy. Captain / National Council on Disability Affairs (NCDA or its regional counterpart DSWD Offices / Participating organizations with memorandum of agreements with the Department of Health



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individuals or Single Proprietorships	
4. For married applicants	
·Marriage Certificate (1 certified copy and 1 photocopy)	Civil Registry or Philippine Statistics Authority (PSA)
·Affidavit of Separation-In-Fact (For applicants not legally separated/annulled)	Lawyer
5. For legally separated, marriage is annulled, marriage declared null and void	
·Certificate of Finality of the appropriate Court Decision (1 original)	From the Court where the case is filed
6. If naturalized citizen, Alien Certificate of Registration (ACR) (1 original and 1 photocopy)	Philippines Bureau of Immigration Office
7. Any or a combination of the following documents to support financial capability	
·Income tax Returns for the last two years duly stamped received by BIR (1 original and 1 photocopy)	Bureau of Internal Revenue (BIR)
·Affidavit of Income or Affidavit of Support from immediate members of the family (1 original)	Lawyer
·Affidavit or Certification of existing bank deposit (1 original)	Applicant's Bank/s
·Certificate of Employment (1 original)	Applicant's Employer/s
·Business Permit and DTI Registration (1 original and 1 photocopy)	Local Government Unit (LGU)
8. Special Power of Attorney, if applicant is represented (1 original)	Person being Represented
For Partnerships/Corporations/Companies	
1. Sworn Letter of Intent (1 original)	Secure Form from District Office
2. 2x2 ID picture of authorized representative and/or signatory (1)	Any reputable photography stores and services
3. Certificate of Registration with government agency (e.g. , Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) (1 photocopy)	Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), etc.
4. Board Resolution authorizing the company to purchase CII units from NHA, and designating an authorized representative and/or signatory to sign documents (1 original)	Corporate Secretary of the Board of the company



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Partnerships/Corporations/Companies	
5. Valid/Current Government-issued ID of authorized representative and/or signatory to documents (1 original and 1 photocopy) such as:	
·Driver's License	Land Transportation Office (LTO)
·Passport	Department of Foreign Affairs (DFA)
·GSIS/SSS/PHILHEALTH/PAGIBIG	GSIS/SSS/PHILHEALTH/PAGIBIG
·Government Office	Government Office where applicant works
·BIR (digitized)	Bureau of Internal Revenue (BIR)
·Voter's ID	Commission on Elections (COMELEC)
·PRC/IBP/OWWA	PRC/IBP/OWWA
·Senior Citizen/PWD/Solo Parent ID	Local Office of the Senior Citizen Affairs (OSCA)
·Solo Parent Identification Card	City/Municipal Social Welfare and Development (C/MSWD) Office
·Persons with Disabilities (PWD)	Office of the Mayor / Office of the Brgy. Captain / National Council on Disability Affairs (NCDA or its regional counterpart DSWD Offices / Participating organizations with memorandum of agreements with the Department of Health
6. Articles of Incorporation and By-Laws (1 photocopy)	Corporate Secretary of the Board of the company
7. Income Tax Returns with Income Statements for the last two years filed and stamped received by BIR (1 original and 1 photocopy)	Corporate Secretary of the Board of the company



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures Sworn Letter of Intent (LOI) form	1.1 Issues Sworn LOI form	NONE	20 Minutes	EM Chief, EM Unit - District Office
2	Submits Sworn LOI with complete supporting documents	2.1. Accepts and evaluates application and submitted supporting documents and forward to the Chairperson, COINBAC, through its Secretariat	NONE	1 Day	EM Supervisor, EM Unit District Manager - District Office Regional Manager - Regional Office
		2.2. Reviews pertinent documents:			COINBAC Secretariat
		2.2.1 Requests the Chairperson to convene the Committee	NONE	4 Hours	COINBAC Secretariat
		2.2.2 Issues Notices of Meeting to Committee Members	NONE	4 Hours	COINBAC Secretariat
		2.2.3 Deliberates the proposal	NONE	4 Hours	COINBAC
	2.2.4 Recommends the approval/disapproval	NONE	4 Hours	COINBAC	
	<i>*Resolution is ready for signature before the meeting ends</i>	2.3. Drafts COINBAC Resolution and forwards for signature of COINBAC Chairperson and Members	NONE	1 Hour	COINBAC Secretariat



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.4. Forwards signed Resolution to District/Regional Office through Electronic mail	NONE	10 Minutes	COINBAC Secretariat
		2.5. Forwards signed Resolution to District/Regional Office	NONE	10 Minutes	COINBAC Secretariat, Main Office
		2.6. Prepares/reviews/signs Memorandum of Award (MOA) and initials Notice of Award (NOA)	NONE	4 Hours	EM Supervisor, EM Unit District Manager - District Office
		2.7. Transmits proposed MOA, NOA together with complete records folder to Regional Office	NONE	4 Hours	EM Assistant, EM Unit - District Office
		2.8. Reviews/initials MOA/NOA and recommends for approval RM/GM	NONE	1 Day	EM Chief Head, EM Unit - Regional Office
		2.9. Signs*/Approves* MOA/NOA	NONE	1 Day	Regional Manager - Regional Office/ Manager - Legal Department / General Manager - Main Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.10. Transmits signed MOA/NOA with complete records folder to District Office	NONE	10 Minutes	EM Assistant - Regional Office / OGM Secretary - Main Office
		2.11. Notifies awardee in writing of approval and advises awardee to go to the District Office to sign contract	NONE	10 Minutes	EM Specialist, EM Unit District Office
3	Receives Notice of Award <i>Compliance to award within five (5) days from receipt of NOA</i>	3.1. Releases Notice of Award	NONE	10 Minutes	EM Specialist, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Upon receipt of Order of Payment, pays the following:	4.1 Prepares and signs the Order of Payment for initial payment and notarial fee.	1. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate	10 Minutes	EM Specialist, EM Unit District Manager (EM Chief - as an alternate signatory) - District Office
	4.a. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate 4.b Notarial Fee	4.2 Receives payment and issues Official Receipt	2. Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1 Million below Php 2,000.00 for Selling Price above Php 1 Million	10 Minutes	Cashier - District Office
5	Signs contract with spouse (if married) and witness	5.1 Prepares contract and sign as witness	NONE	10 Minutes	EM Specialist, EM Unit District Manager - District Office
		5.2 Transmits contract with signed MOA/NOA and complete records folder for review of Chief Corporate Attorney	NONE	10 Minutes	EM Assistant - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		5.3 Reviews/signs* contract and CCA notifies DO of schedule of notarization of contract 5.3.1 If with Chief Corporate Attorney	NONE	1 Day	Chief Corporate Attorney Regional Manager - Regional Office
		5.3.2 If without Chief Corporate Attorney, it will be coursed through the Legal Department 5.3.3 If with or without Chief Corporate Attorney but the nature of transaction requires handling by the Legal Department such as existing accounts with Proclamations and Restrictions, Nuisance, etc.	NONE	(Additional 5 days)	Attorney IV - Legal Department Chief Corporate Attorney
		5.4 Notarizes contract and transmits notarized contract with complete records folder to DO		4 Hours	EM Specialist, EM Unit - Regional Office
6	Receives copy of notarized contract	6.1 Releases copy of notarized contract	NONE	10 Minutes	EM Supervisor, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		6.2 Files perfected contract in Awardee's records folder and central file		10 Minutes	EM Assistant, EM Unit - District Office
		TOTAL:	1. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate 2. Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1Million below Php 2,000.00 for Selling Price above Php 1Million	15 days (considering the days for approval)	
<p><i>Note: * Additional ten (10) days if the GM will approve the award and sign the appropriate contract.</i></p> <p><i>If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial.</i></p> <ul style="list-style-type: none"> • Regional Manager – Php500,000.00 and below – One (1) Day • General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks • NHA Board of Directors – Above Php10 Million (Board schedule) 					



COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT

External Services

4. CANCELLATION OF CONDITIONS AND RESTRICTIONS ON TITLE: COMMERCIAL/INSTITUTIONAL/INDUSTRIAL LOT/UNITS					
The COMMERCIAL/INDUSTRIAL BIDS AND AWARDS COMMITTEE (COINBAC) shall conduct the public bidding of non-estate based commercial, industrial and foreclosed properties and other prime properties.					
Noncompliance with the terms and conditions of the contracts of sale/lease including delinquency in payments shall result in revocation of the contracts, cancellation of awards, forfeiture of payments and eviction of buyers/lessees from premises					
Office or Division:	Regional/District Offices				
Classification:	Highly Technical Transaction				
Type of Transaction:	G2B - Government-to-Business; G2G - Government-to-Government; G2C - Government-to-Citizen				
Who may avail:	Original C/I/I Awardees or Transferees / Buyers of C/I/I awarded lots				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Certified true copy of Title (1 certified true copy)			RD where it has jurisdiction over the subject lot		
2. Letter Request (1 original copy)			From the Awardee(s) / Transferee(s)		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits letter-request with complete documentary requirements to Project Office	1.1. Accepts and checks submitted documents against checklist of requirements 1.2. Verifies nature of condition/restriction and the restriction period. 1.2.a. If the prescription period has not yet lapsed, advises client when cancellation may be granted 1.2.b. If the documents are in order, require Client to sign contract	NONE NONE	30 Minutes 30 Minutes	EM Specialist, EM Unit - District Office EM Specialist, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Signs template Deed of Cancellation of Conditions/Restrictions	2.1. Prepares/reviews and signs the following	NONE	4 Hours	EM Specialist, EM Unit - District Office EM Chief, EM Unit District Manager - District Office
		2.1.1 Memorandum recommending cancellation of conditions / restrictions			
		2.1.2 Notice of Approval (NOA)			
		2.1.3 Deed of Cancellation of Conditions / Restrictions			
		2.2 Transmits documents and records folder to Regional Office	NONE	10 Minutes	EM Assistant, EM Unit - District Office
		2.3 Reviews / initials / signs documents	NONE	1 Day	EM Chief, EM Unit Regional Manager Chief Corporate Attorney / Regional Office
		2.4 Approves* / signs* documents and transmits to the Regional Office	NONE	1 Day	Regional Manager - Regional Office
<p><i>Note: *Additional ten (10) days if the GM will approve the award and sign the appropriate contract.</i></p> <p><i>If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial.</i></p> <p><i>The levels of delegated authority to approve/dispose shall be governed by NHA-BR-6425 and NHA-MC No. 2018-37</i></p> <ul style="list-style-type: none"> • Regional Manager – Php500,000.00 and below – One (1) Day • General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks • NHA Board of Directors – Above Php10 Million (Board schedule) 					



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>2.5 Notarizes Deed of Cancellation of Conditions / Restrictions and transmit to the District Office</p> <p>2.5.1 If with Chief Corporate Attorney 2.5.2 If without Chief Corporate Attorney 2.5.3 If with or without Chief Corporate Attorney but the nature of transaction requires handling by the Legal Department such as existing accounts with Proclamations and Restrictions, Nuisance, etc.</p> <p>2.6. Notifies awardee in writing/SMS/email of the approval of Deed of Cancellation of Conditions / Restrictions</p>	<p>NONE</p> <p>NONE</p>	<p>1 Day</p> <p>10 Minutes</p>	<p>Chief Corporate Attorney Program Staff - Regional Office Attorney IV - Legal Department</p> <p>EM Specialist, EM Unit - District Office</p>
3	Receives Notice of Approval	3.1 Releases Notice of Approval	NONE	1 Hour	EM Supervisor, EM Unit - District Office
4	Receives Order of Payment and pays Notarial Fee	4.1. Prepares and signs Order of Payment for Notarial Fee	<p>Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1Million below Php 2,000.00 for Selling Price above Php 1Million</p>	10 Minutes	EM Specialist, EM Unit District Manager - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.2. Receives payment and issues Official Receipt		10 Minutes	Cashier - District Office
5	Receives copy of DCCR	5.1. Releases copy of DCCR and files perfected contract in awardee's records folder	NONE	10 Minutes	EM Specialist, EM Unit - District Office
TOTAL:			Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1Million below Php 2,000.00 for Selling Price above Php 1Million	20 days (considering the days for approval)	
<p><i>Note:* Additional ten (10) days if the GM will approve the award and sign the appropriate contract.</i></p> <p><i>If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial.</i></p> <ul style="list-style-type: none"> • Regional Manager – Php500,000.00 and below – One (1) Day • General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks • NHA Board of Directors – Above Php10 Million (Board schedule) 					