



COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT

External Services

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|---|---|
| 5. RELEASE OF TITLE: COMMERCIAL/INDUSTRIAL/INSTITUTIONAL LOTS / PROPERTIES | |
| A deed of release includes when the Lender transfers the title of real estate to the awardee upon full payment of the mortgage. | |
| 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 | |
| I. If claimant is awardee | |
| 1. Notarized Deed of Absolute Sale (DAS) (Original and original duplicate copy) | Any reputable photography stores and services |
| 2. 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 |
|---|---|
| II. If claimant is surviving spouse | |
| 1. Notarized Deed of Absolute Sale (DAS) (1 Original and 1 original duplicate copy) | From the Awardee(s) / Transferee(s) |
| 2. 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) |
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| 3. Marriage Certificate (1 certified and 1 photocopy) | Civil Registry or Philippine Statistics Authority (PSA) |
| 4. Death Certificate of Awardee (1 certified and 1 photocopy) | Civil Registry or Philippine Statistics Authority (PSA) |
| III. If claimant is one of the heirs or sole heir (awardee is deceased) | |
| 1. Notarized Deed of Absolute Sale (DAS) (Original and original duplicate copy) | From the Awardee(s) / Transferee(s) |
| 2. 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) |
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| ·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 |
| 3. Death Certificate of Awardee (1 certified and 1 photocopy) | Civil Registry or Philippine Statistics Authority (PSA) |
| 4. Notarized Special Power of Attorney (SPA) stating claimant as authorized to represent the heirs to claim/retrieve copy of title (1 original & 1 original duplicate copy) | Person being Represented |
| 5. Notarized Extra Judicial Settlement (EJS) or Notarized Self-Adjudication (SA) (1 original duplicate copy) | Lawyer |
| 6. Affidavit of Publication of EJS or SA from a newspaper of general circulation (1 original duplicate copy) | From the newspaper where the EJS or SA was published |
| IV. If claimant is authorized representative of awardee | |
| 1. Notarized Deed of Absolute Sale (DAS) (Original and original duplicate copy) | Lawyer |
| 2. 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) |
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| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| IV. If claimant is authorized representative of awardee | |
| ·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 |
| 3. Notarized Special Power of Attorney (SPA) stating claimant is authorized to represent awardee to claim/retrieve/receive copy of title (original/original duplicate copy) | Person being Represented |



| CLIENT STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|--|--|--|---|
| 1 | Settles full payment of the balance of the account and pays notarial fee | 1.1. Receives full payment and issues Official Receipt | 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 | 30 Minutes | EM Specialist, EM Unit / Cashier - District Office |
| | | 1.2. Prepares the Accounting data for Certification of full payment of lot account and other obligations | | 1 Day | EM Chief Finance Head/ Chief Corporate Accountant - District Office |
| | | 1.3. Signs and validates the Accounting Data* | | 1 Day | EM/Finance Staff District Manager Regional Manager - District / Regional Office |
| | | | | Note: *Additional five (5) days if total value of C/I/I property is above Php500,000.00 and Accounting Data requires final review and verification of the Accounting Department (Main Office). | |
| 2 | Awardee and witness sign Deed of Absolute Sale (DAS) | 2.1. Prepares/Reviews/Initials the Deed of Absolute Sale and transmits to the Chief Corporate Attorney, for review and initial | NONE | 1 Hour | EM Specialist EM Chief |
| | | 2.2. Accomplishes Request for Release of Title | NONE | 1 Day | District Manager - District Office |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|-----------------|---|--|
| | <p>2.2.1. Prescribed Form under GSD Memorandum Advisory No. 2018- __ dated 26 November 2018</p> <p>2.2.2. Signs request form for Release of Title. Forwards duly accomplished form to Records / Title Custodian</p> | | | |
| | <p>2.3. Reviews*/initials*/signs* the DAS and notifies DO of schedule of notarization of contract</p> <p>2.3.1. If with Chief Corporate Attorney</p> <p>2.3.2. If without Chief Corporate Attorney</p> <p>2.3.3. 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> | NONE | <p>1 Day</p> <p>(Additional 5 days)</p> | <p>Chief Corporate Attorney Regional Manager - Regional Office</p> <p>Attorney IV - Legal Department</p> |



| CLIENT STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|-----------------|-----------------|--|
| | | 2.4. Notarizes contract and transmits to the District Office | NONE | 4 Hours | Chief Corporate Attorney Staff - Regional Office |
| | | 2.5. Notifies awardee in writing/SMS/E-mail for the release of notarized contract | NONE | 10 Minutes | EM Specialist EM Unit - District Office |
| 3 | Receives original copy and one (1) duplicate copy of DAS | 3.1. Releases copy of notarized contract and retains two (2) duplicate copies for records/folders | NONE | 1 Hour | EM Assistant, EM Unit - District Office |
| | | 3.2. Prepares / collates the following documents required for issuance of title in favor of awardee | NONE | 1 Day | |
| | | 3.2.1 Technical Description | NONE | 10 Minutes | EM Assistant, EM Unit - District Office |
| | | 3.2.2 Letter to Register of Deeds | NONE | 20 Minutes | |
| 3.2.3 NHA Corporate Secretary Certificate authorizing the GM/RM to sign the DAS | NONE | 3 Days | | | |
| <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 | 4. Signs Acknowledgement Form and receives original and duplicate copy of title with other documents required for the issuance of title in his/her name | 4.1. Prepares Acknowledgement Form and notifies Client/Awardee to receive the title(s) on designated day | NONE | 1 Day | Records/Title Custodian - District Office |
| | 4.1 Original copy of notarized Deed of Absolute Sale | 4.2. Releases the original duplicate copy of Title together with the other documents required for the issuance of title in his/her name. | NONE | 20 Minutes | Records Officer/Admin Officer - District Office |
| | 4.2 Technical Description | 4.3. Turns over the records folder with acknowledgement Receipt Form | NONE | 20 Minutes | EM Assistant, EM Unit - District Office |
| | 4.3 Letters to BIR and Assessors Office | 4.4. Transmits Copy of Certification of TCT Release to GSD-CRD | NONE | 20 Minutes | Records Officer/Admin Officer - District Office |



| CLIENT STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|--|---|--|--|
| 5 | | 5. Issues Certification that Title Custodian has been released from his/her accountability over that title | NONE | 20 Minutes | EM Supervisor, EM Unit - District Office |
| TOTAL: | | | Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling of Php 1 MILLION below and Php 2,000.00 for Selling Price above Php 1 MILLION | 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"> • <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> | | | | | |