



7. DIRECT-SALE PROGRAM

A program that aims to help Informal Settler Families (ISFs) acquire the lot wherein their house structures are built by directly purchasing the land owned by the Quezon City Government.

Office or Division:	Direct Sale Section under Housing and Resettlement Division	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen;G2G-Government to Government	
Who may avail:	ISFs/Beneficiaries of Socialized Housing Projects under Direct Sale Scheme-Lot Only	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Requirements for the association:		
1. Application letter with attached form	HCDRD, or can be downloaded from QC Govt. website.	
2. DHSUD, HOA Registration with list of members.	DHSUD (formerly HLURB)	
Requirements for individual beneficiaries:		
1. HOA Membership/ Clearance	Community Association	
2. 1 original Barangay Clearance	Barangay	
3. 1 original Certified True Copy from PSA or from Civil Registry - Birth Certificate of Beneficiary	PSA	
4. 1 CTC of Marriage Contract (if married)	from PSA or Civil Registry	
5. 1 photocopy Valid Identification (government-issued ID) - with 3 specimen signatures	Client (To secure from BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)	
6. 1 Original Copy - Certificate of Employment and compensation/ Affidavit of Income	Employer/Applicant	
7. If Overseas Filipino Worker (OFW) Contract of Service and Special Power of Attorney (SPA) (Executed with the appropriate Consulate Office)- original copy	Client	
8. Certification of No Property	City Assessor's Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The concerned community association of the said lot will write to the Housing Community Development and Resettlement Department (HCDRD) stating their intention to purchase the lot wherein their houses are built.	1. Receive request with attached requirements and forward to the Office of the Department Head.	None	10 minutes	<i>Receiving Clerk/s</i> HCDRD
	1.1 Review documents submitted.	None	2 days	<i>Department Head</i> HCDRD <i>Division Head</i> Housing and Resettlement Division
	1.2 Conduct an ocular inspection.	None	2 days	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
	1.3 Make a recommendation to the Quezon City Council for an ordinance authorizing the Mayor to acquire the said lot/property.	None	2 days	<i>Section Head</i> Direct Sale Section
	1.4 Prepare Contract to Sell (CTS)	None	3 days	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
2. The Community Association and HCDRD will select the beneficiary.	2. Facilitate and guide the CA in the selection of program beneficiary.	None	3 days	<i>Division Head</i> Housing and Resettlement Division <i>Section Head</i> Direct Sale Section

3. The concerned Community Association will write to the City Appraisal Committee for the appraised value of the lot and also to the City Council for approval of the Subdivision plan.	3. Request the CA to provide a copy of the appraisal report and the approved ordinance.	None	1 day	<i>Section Head</i> Direct Sale Section
4. The Community Association through the Private Surveyor will submit subdivision plan to DENR for approval.	4. Request for a copy of approved subdivision plan	None	1 day	<i>Section Head</i> Direct Sale Section
5. The program beneficiary will sign in contract agreement upon compliance with all the requirements.	5. Facilitate the signing of Contract to Sell.	None	2 days	<i>Housing and Homesite Regulatory Officer II</i> Direct Sale Section
		Total	16 days 0 hour 10 minutes	
Direct-Sale Program	Highly Technical Transaction			