



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
Nueva Ecija St., Bago Bantay, Quezon City



August 12, 2011

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Heads of Administrative Units

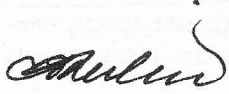
For the information and guidance of the field and in compliance with DepEd Order No. 70, s. 2010 dated May 25, 2010 Re- Guidelines in the implementation of Project; Shelter (Socialized Housing for Employees and Teachers), enclosed is a Housing Survey Form to fill up the needed information and submit immediately to this Office for the pre-screening by the Division Local Housing Task Force chaired by the Undersigned.

Project Name: "Bistek Village"/Habitat for Humanity as Partners
Proposed Site: Payatas Area, Molave St., Brgy. Payatas
Target Beneficiaries: 53
Area : 26 sq meters floor area 2 storey house
28 sq. m. lot
Amount Involved (cost) : P400,000.00 (payable in 30 yrs. with 6% interest at P2,400.00 per month)

Prospective beneficiaries shall be guided by the following qualification criteria:

1. Permanent employee of the Department of Education.
2. Has not availed of a housing loan from SSS, GSIS or Pag-ibig either as principal borrower or co-borrower;
3. Not a registered owner or co-owner of a residential unit;
4. Does not have an outstanding Pag-Ibig multi-purpose loan in arrears at the time of loan;
5. Has no Pag-Ibig housing loan that was foreclosed, cancelled or bought back, or subject to *dacion en pago*;
6. Not more than 65 years old at the time of the loan application and is not more than 70 years at loan maturity;
7. Net take home pay of at least Php5,500/month; and
8. Shall be willing to commit in writing not to leave the service nor shall be allowed to "transfer ownership" within 5 years after loan availment.

Immediate dissemination and compliance with this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Enclosure to DepEd Order No. 70, s. 2010

The Office of the Assistant Secretary for special Projects is currently conducting a profiling survey on the housing requirements of our teaching and non teaching personnel. In this regard, may we request you to please fill up the needed information in the said survey form and submit immediately to your respective division office or to the Task Force on Housing.

DEPED HOUSING SURVEY 2007-2008

Region : _____ Division: _____
School : _____ School Address: _____
Contact number : Cell phone # _____ telefax No. _____

I. Personal Data :

Name : _____
(Family Name) (First Name) (Middle Name)

Sex: M ___ F ___ Marital Status: Married ___ Single ___ Separated ___ Widowed ___
Date of Birth: _____ Place of Birth: _____ Age: _____
Position/Item: _____ Salary Grade: _____
No. of years in service: _____

Name of Spouse (if any) : _____ Age: _____
Monthly Income: _____ Take Home Pay : _____
Source of Income : Business: _____ Employment: _____
Employer: _____

Children (if any) :

NAME	DATE OF BIRTH	AGE	STATUS (Student/Employed)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dependent (if any) :

NAME	DATE OF BIRTH	AGE	STATUS (Student/Employed)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. Financial Data :

Gross Monthly Income: _____ Average Monthly Expense: _____
Monthly Take Home Pay: _____
Spouse take home pay if any : _____
Other Monthly/Regular Income (please specify)
Remittances: _____
Business (please specify type of business and amount): _____
Other Sources (please specify): _____

III. Housing Data:

Residence Address: _____

Own: _____ Rent: _____ Mortgaged: _____ Others: _____
(Living with Parents/Relatives)

Years of Stay in Present Residence: _____

Total Number of Occupants: _____

Are you a registered Residential Owner? Yes _____ No _____

Mode of Acquisition: Loan _____ Inheritance _____ Sale _____

If Loan: Mortgator/Financing Firm: _____ Year Acquired: _____

Monthly Amortization? _____

If Rented: Monthly Rental _____

Lot Status of Present Residence:

_____ relocation or resettlement community

_____ depressed or slum community

_____ government-owned land

_____ privately-owned property (owned by another private person/entity other
than respondent of his/her relatives)

IV. Other Related Information

Are you interested to avail of the DepEd Housing Program? Yes _____ No _____

Signature Over Printed Name

Date submitted: _____

8. There shall also be a Project Coordinating Team (PCT) chaired by the Local Chief Executive or his/her designated representative as Chair and the Schools Division/City Superintendent as Co-Chair. The PCT shall be composed of all program partners in the housing project, including but not limited to Pag-Ibig Fund, *Gawad Kalinga* or *Habitat for Humanity*, etc. The PCT shall meet as often as necessary at the call of the Chair or the Co-Chair to monitor, coordinate and ensure that the project is implemented and accomplished within the agreed timeframe and is in accordance with the approved plans and specifications.

9. In determining qualified beneficiaries, the Regional/Division Offices shall be guided by the following qualification criteria:

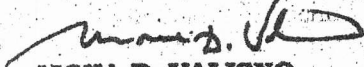
1. Permanent employee of the Department of Education;
2. Has not availed of a housing loan from SSS, GSIS or Pag-Ibig either as principal borrower or co-borrower;
3. Not a registered owner or co-owner of a residential unit;
4. Does not have an outstanding Pag-Ibig multi-purpose loan in arrears at the time of loan;
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6. Not more than 65 years old at the time of loan application and is not more than 70 years at loan maturity;
7. Net take home pay of at least Php5,500/month; and
8. Shall be willing to commit in writing not to leave the service nor shall be allowed to "transfer ownership" within 5 years after loan availment.

10. Expenses incurred relative to the performance of the above functions, including but not limited to trainings, workshops, meetings, board and lodging, traveling expenses and such other related expenditures shall be chargeable against the MOOE of the Region/Division, subject to the usual accounting and auditing procedures.

11. The payment of the Pag-Ibig monthly amortization for Project: SHELTER shall be prioritized and shall be deducted immediately after deducting the usual statutory payroll deductions such as taxes, GSIS, PhilHealth, and Pag-Ibig contributions.

12. For more information, please contact Ms. Tarcela Farolan or Ms. Jacqueline Constantino of the DepEd Task Force on the Housing Program c/o Office of the Assistant Secretary for Special Projects at telephone (02) 633-7224.

13. Immediate dissemination of and compliance with this Order is directed.


MONA D. VALISNO
Secretary

Encl.: As stated

Reference: DepED Order: (No. 77, s. 2007)

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES
PROGRAMS

PROJECTS
TEACHERS

Model: Project SHELTER
5-5-10