



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY



September 5, 2011

ADDENDUM TO UNNUMBERED MEMORANDUM DATED AUGUST 17, 2011

**Re: Guidelines in the Implementation of Project Shelter
(Socialized Housing for Employees and Teachers)**

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

The following requirements relative to the above-mentioned Dep-Ed Housing Program are hereby issued for the information, guidance and compliance of interested applicants:

- a) Service Record and/or Certificate of Employment signed by the Human Resource Management Officer of the Division**
- b) Certification from the Pag-Ibig, GSIS or SSS that the applicant has not availed of Housing Loan either as principal borrower or co-borrower;**
- c) Certification from the Barangay Chairman that the applicant is not a registered owner or co-owner of a residential unit;**
- d) Certification from the Pag-Ibig that the applicant has no Pag-ibig housing loan that was foreclosed, cancelled or bought back or subject to dacion en pago;**
- e) Certification from Pag-ibig that the applicant does not have an outstanding Pag-Ibig Multi-Purpose Loan in arrears at the time of loan**

- f) Certification from the Principal that the applicant is not more than 65 years old at the time of loan application and is not more than 70 year at loan maturity;
- g) Original copy of Payslip showing that the Net Take Home Pay is at least P5,500/month and
- h) Certification from the applicant that he/she is willing to commit in writing not to leave the service nor shall be allowed to "transfer ownership" within 5 years after loan availment;
- i) School ID and Pag-Ibig ID

The duly accomplished Housing Survey Form together with all of the above mentioned requirements shall be submitted to the Division Local Housing Task Force for the pre - screening purposes.

Immediate and wide dissemination of this Memorandum is hereby enjoined.



CORAZON C. RUBIO
Schools Division Superintendent