

**MEMORANDUM CIRCULAR**NO. 17

Series of 1997

TO : All Regional Directors
CLUPPI-2 Secretariat Head and Members
All RCLUPPI Chairmen and Members

SUBJECT : Addendum to Memorandum Circular No. 06, Series of 1997 dated 23 January 1997

To ensure prompt recording, processing, and reporting, and in line with MC No. 06, Series of 1997, ALL FOLDERS FOR APPLICATION/REQUEST ON LAND USE CONVERSION shall bear the application number, in the upper right hand corner of the cover viz:

1. Each folder shall be properly assigned an application number according to the following sequence:

REGION - YEAR - MONTH & DAY - TYPE OF APPLICATION - SEQUENCE
NUMBER

Example:

0 4 - 9 7 - 0 4 0 2 - 2 - 0 0 1

Where :


| | | |
|------|---|---|
| 04 | - | refers to Region 4 |
| 97 | - | refers to the current year |
| 0402 | - | refers to April 2, the date the application was received and accepted with complete documents |
| 2 | - | refers to socialized housing |
| 001 | - | refers to the number sequence of the application (as it come) |

2. For the type of application, the following code should be followed:
 - 1 for application/request falling under all kinds of land conversion except socialized housing
 - 2 for application/request for socialized housing

3. Corresponding log-book shall be prepared, maintained and updated by CLUPPI-2 and RCLUPPI for each type of application bearing the same identification as indicated in item 1.
4. From hereonto, no application shall be accepted by the CLUPPI without appropriate identification number.

For strict compliance.

Effective immediately. April 16, 1997, Diliman, Quezon City.


ERNESTO D. GARILAO
Secretary