



Republic of the Philippines

# DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 997-031 TO 39

MEMORANDUM CIRCULAR No. 04  
Series of 1996

**SUBJECT: EXPEDITED PROCESSING OF APPLICATIONS FOR  
CONVERSION AND EXEMPTION THROUGH THE SOCIALIZED  
HOUSING ONE STOP PROCESSING CENTER PURSUANT TO  
E.O. NO. 184, SERIES OF 1994**

## I. RATIONALE

In order to meet the twenty-eight (28) working day deadline imposed by Executive Order No. 184, Series of 1994, and its Implementing Rules and Regulations, for the processing of applications for socialized housing, the following procedures are hereby established.

## II. PROCEDURES

- A. The Regional Director is hereby instructed to name at least two (2) qualified persons who shall man the DAR Desk for the SHOPC, and other competent staff, to facilitate the processing and the approval of applications for conversion and exemption.
- B. Once an application is filed, the DAR Desk Officer shall be furnished an additional copy who shall transmit the same to the Regional Center for Land Use Policy, Planning and Implementation (RCLUPPI) on the same day that the application was filed.
- C. The RCLUPPI shall schedule the site inspection and investigation within eight (8) working days from the receipt of the application, and shall render their report within five (5) working days reckoned from the date of inspection of the property.
- D. The recommendation of the RCLUPPI for exemption or conversion, together with the draft of the proposed order shall be sent directly to the Regional Director, Undersecretary or Secretary, depending on who is the approving authority based on Administrative Order No. 6, Series of 1994 and Administrative Order No. 12, Series of 1994. A copy of the report shall be furnished the Regional Director. In case the application is for the resolution of the Undersecretary or Secretary, the same should be indorsed by the Regional Director within two (2) days from the receipt thereof.



*"Tulong-tulong sa pagsulong"*



- E. The Regional Director, Undersecretary or Secretary shall have thirteen (13) working days in order to make a decision, and the same shall be sent forthwith back to the SHOPC for the information of the applicant.

### III. DOCUMENTARY REQUIREMENTS

In the processing of applications for conversion or exemption, the same documentary requirements under A.O. No. 6, Series of 1994 and A.O. No. 12, Series of 1994 shall apply except the following:


1. Environmental Clearance from the DENR;
2. Certificate of Eligibility for Conversion from the DA.

### IV. PROTECTION OF LANDS COVERED UNDER A.O. NO. 20, S.1992

The concerned DAR personnel are reminded of the mandate of the President under Administrative Order No. 20, s. 1992 and Memorandum Circular No. 54, on the protection of irrigated and irrigable lands for purposes of food security.

**FOR THE INFORMATION AND GUIDANCE OF ALL CONCERNED.**

Quezon City, Metro Manila, April 22, 1996.

  
**ERNESTO D. GARILAO**  
Secretary

fn:housing.doc/shopc dsk