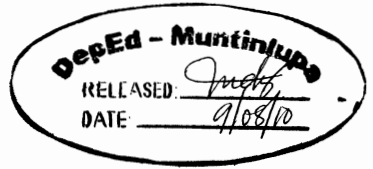


Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Muntinlupa



September 1, 2010

**DIVISION MEMORANDUM**

No. 241 s. 2010

**GUIDELINES ON THE IMPLEMENTATION OF PROJECT: SHELTER  
(Socialized Housing for Employees and Teachers)**


To: Division Supervisors/ Coordinators  
Elementary / Secondary School Principals  
Division/School Administrative Officers

1. Pursuant to DepEd Order No. 70, s. 2010, entitled, "Guidelines on the Implementation of Project: SHELTER (Socialized Housing for Employer and Teachers)", which is self-explanatory for the information and guidance of all concerned.

This office hereto creates the composition of Local Housing Task Force (LHTF) of this Division, to wit:

Chair: Dr. Dominico C. Idanan, OIC-Schools Division Superintendent  
Vice-Chair: Dr. Diosdado S. Medina, Education Supervisor I  
Members: Mrs. Remedios R. Cunanan, Schools Administrative Officer V  
Mrs. Josefina C. Espeleta, Division Planning Officer  
Mrs. Rheena N. Landrito, MUNFEST President

3. Wide and immediate dissemination of this Memorandum is earnestly desired.

  
**DOMINICO C. IDANAN, Ed.D.**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Reference: DepEd Order No. 70, s. 2010

To be indicated in the Perpetual Index  
under the following subjects

**EMPLOYEES   PROGRAMS   PROJECTS   TEACHERS**



**Republika ng Pilipinas**  
 (Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
 (DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
 (NATIONAL CAPITAL REGION)  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
 (Misamis St., Bago Bantay, Quezon City)

*file*

*18 Cpu*

DEPARTMENT OF EDUCATION  
 NATIONAL CAPITAL REGION  
 RECORDS UNIT  
 RECEIVED  
 Date: *6/18/10*

Division of City Schools  
 Received *Jmdd*  
 Date *6/24/10*  
 Time \_\_\_\_\_  
 CITY OF MUNTINLUP

June 17, 2010

**MEMORANDUM**  
 No. 251, s. 2010

**GUIDELINES ON THE IMPLEMENTATION OF PROJECT: SHELTER**  
**(SOCIALIZED HOUSING FOR EMPLOYEES AND TEACHERS)**

To Schools Division Superintendents

1. Enclosed is a copy of DepEd Order No. 70, s. 2010 entitled: "Guidelines on the Implementation of Project: SHELTER (Socialized Housing for Employees and Teachers)," for information and guidance of all concerned.
2. Immediate dissemination and compliance with this Order, is directed.

*[Signature]*  
**FLORDELIZA R. MAGDAY**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

Incl.: As stated

Reference: DepEd Order No. 77, s. 2007

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

EMPLOYEES  
 PROGRAMS

PROJECTS  
 TEACHERS



DepEd O R D E R  
No. **70** s. 2010

MAY 25 2010

GUIDELINES ON THE IMPLEMENTATION OF PROJECT: SHELTER  
(SOCIALIZED HOUSING FOR EMPLOYEES AND TEACHERS)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Despite a number of housing programs administered by the government, still a great number of Filipinos do not have a house of their own. For the education sector alone, a recent study on the state of teachers' compensation and benefits revealed that for every five (5) public school teachers only one (1) does not own a house/home.

2. In order to provide an additional non-monetary privilege for public school teachers and employees, this Department created a Task Force on Teachers and Employees Housing Program by virtue of DepEd Order No. 77, s. 2007 and instituted the Project: SHELTER (Socialized Housing for Employees and Teachers) in partnership with the Home Development Mutual Fund (HDMF), better known as Pag-Ibig Fund and Non-Government Organizations (NGOs) such as Habitat for Humanity and *Gawad Kalinga (GK)*, the Local Government Units (LGUs) where the teachers and non-teaching personnel are residing or are assigned to; and various teachers organizations.

3. Project: SHELTER is now being piloted in three (3) sites across the country, namely: Daet, Camarines del Norte (Luzon), Bago City, Cebu (Visayas) and Davao City (Mindanao). It has likewise gained the recognition and support of the PLDT Smart Foundation (PSF), that has agreed to bridge finance for the acquisition and development of the project site or the house construction of their chosen DepEd Housing Project. The financing assistance shall eventually be paid off through the end-users' financing of Pag-Ibig Fund.

4. In preparation for the expansion of the program in other regions of the country, all Division Offices are hereby directed to conduct an employee-survey on the number of teachers and non-teaching personnel who are still homeless, and who would like to avail of the program using the enclosed survey instrument. Should there be a substantial number of such employees in their jurisdiction, the Regional Director or Schools Division Superintendent shall initiate talks/negotiations with their respective Local Chief Executives for the possible adoption of the said project. The primary consideration shall be the LGUs' willingness to participate in the program and the identification and availability of a housing project site.

5. Regional/Division Offices, that have successfully completed the abovementioned requirements shall apply for accreditation with the DepEd Task Force on Housing Program c/o Office of the Assistant Secretary for Special Projects. In applying for accreditation, the Regional or Division Office concerned should be able to:

- a. demonstrate the need for the project showing the number of possible beneficiaries;



- b. submit a resolution of support from the local *Sanggunian* concerned approved by the local chief executive; and
- c. submit a commitment of support from the recognized federation of teachers' organization.

6. If the application is approved by the DepEd Task Force, the Division Office concerned shall then be authorized to create a Local Housing Task Force (LHTF) to be composed of the following:

- Chair : Schools Division/City Superintendent
- Vice-Chair : Housing Coordinator
- Members : President of the recognized organization of teachers  
 President of the recognized organization of non-teaching personnel  
 Division Physical Facilities Coordinator  
 Physical Facilities and Schools' Engineering Division (PFSED) representative  
 Division Planning Officer  
 Such other official as may be identified by the Chair

The Chair of the Task Force shall be given a free hand to designate a Housing Coordinator/Vice Chair, whom he/she deemed fit to perform the task.

The PFSED representative, as member of the Task Force, shall render technical assistance during the project implementation stage.

7. The LHTF shall perform the following functions:

- a. Manage, monitor, assess and evaluate the pre-implementation and post-implementation of the program;
- b. Submit a monthly comprehensive project status report to the Office of the Assistant Secretary for Special Projects;
- c. Ensure that the guidelines and criteria in determining the program recipients are strictly complied with;
- d. Build support/ownership of the program among all stakeholders: LGUs, teachers and other partners;
- e. Recommend policy amendments that may have to be adopted considering the uniqueness/peculiarity of the project;
- f. Facilitate the compliance of all documentary requirements by the program-beneficiaries and submit the same individually or by group to Pag-Ibig Fund;
- g. Assist the establishment of a Homeowners' Association of the program-beneficiaries and the registration of the same with the Housing and Land Use Regulatory Board (HLURB);
- h. Coordinate the deduction of the monthly amortization from the salary of the employee-beneficiaries and monitor the remittance of the same to Pag-Ibig Fund; and
- i. The LHTF shall be authorized to hire at most two (2) project personnel subject to compliance with the Department of Budget and Management (DBM) guidelines on hiring or filling-up of positions. It is likewise authorized to engage the services of such personnel/persons as may be necessary to ensure the success of the program and grant honorarium, in accordance with DBM guidelines, for such gratuitous services rendered.

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;
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 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 tel. no.: (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

**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: \_\_\_\_\_