

DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT and
HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

**IMPLEMENTING RULES AND REGULATIONS GOVERNING THE
REGISTRATION OF SOCIALIZED HOUSING BENEFICIARIES**

Pursuant to Article V, Section 17 of Republic Act No. 7279, otherwise known as the "Urban Development and Housing Act," this Implementing Rules and Regulations (IRR) prescribes the policies, rules and procedures for the registration of Socialized Housing Beneficiaries.

SECTION 1. SCOPE AND COVERAGE - This Implementing Rules and Regulations shall apply to the system of listing by the province/city/municipality of eligible social housing program beneficiaries as mandated by RA 7279. The registration shall be undertaken in all urban and urbanizable areas **as** defined herein.

These rules and regulations shall apply only to the listing of homeless and underprivileged families who are qualified to subsequently apply for socialized housing. The same will not cover validation procedures to determine full eligibility for socialized housing beneficiaries. Such validation procedures shall be adopted by the government shelter agency or the local government unit responsible for the socialized housing program/project in the locality.

SECTION 2. PURPOSE AND OBJECTIVES - This Implementing Rules and Regulations shall serve as guide for local governments in order for them to:

- a) Properly register potential socialized housing beneficiaries within their respective areas of jurisdiction; and
- b) Generate data for the strategic planning and implementation of their respective socialized housing program.

SECTION 3. DEFINITION OF TERMS. - For the purpose of this Implementing Rules and Regulations, the terms or words and phrases used herein shall mean or be understood as follows:

- a) **MASTERLIST.** - refers to the consolidated provincial/municipal/city list of registered eligible beneficiaries for the socialized housing program, arranged alphabetically and by area of residence. The list shall include other critical information such as name of spouse, income, type of tenure, family size, length of residence in the barangay and/or any other criteria considered relevant by the local government unit concerned.
- b) **NON-GOVERNMENTAL ORGANIZATIONS (NGOs).** - refers to private non-profit organizations engaged in social development work related to the urban poor issues and concerns.
- c) **PROFESSIONAL SQUATTERS** - refers to individuals or groups who occupy lands without the expressed consent of the land owner and who have sufficient income for legitimate housing. The term shall also apply to persons who have previously been awarded homelots or housing units by the government but who sold, leased or transferred the same to settle illegally in the same place or in another urban area and non-bonafide occupants and intruders of lands reserved for socialized housing. The term shall not apply to individual or groups who simply rent land and housing from professional squatters or squatting syndicates.
- d) **REGISTRANT** - refers to the head of the family who meets the eligibility criteria for beneficiary selection provided for in Section 16 of RA 7279.
- e) **SOCIALIZED HOUSING** - refers to housing programs and projects covering houses and lots or homelots only undertaken by the government or private sector for the underprivileged and homeless citizens which shall include sites and services development, long-term financing, liberalized terms of interest payments, and such other benefits in accordance with the provisions of RA 7279. In

addition, it shall include housing packages with selling prices within the lowest interest rates under the Unified Home Lending Program, public rental housing, or any equivalent housing program of the government, the private sector or non-government organizations.

f) **SQUATTING SYNDICATES.** - Refers to groups of persons engaged in the business of squatter housing for profit or gain.

g) **UNDERPRIVILEGED AND HOMELESS CITIZENS.** - refers to the beneficiaries of RA 7279 and to individuals or families residing in the urban and urbanizable areas. whose income or combined household income falls within the poverty threshold as defined by the National Economic and Development Authority and who do not own housing facilities. This shall include those who live in makeshift dwelling units and do not enjoy security of tenure.

h) **URBAN AREAS** - refers to all cities regardless of their population density and to municipalities with a population density of at least five hundred (500) persons per square kilometers.

i) **URBANIZABLE AREAS** - refers to sites and lands which, considering present characteristic and prevailing conditions, display marked and great potential of becoming urban areas within the period of five (5) years.

j) **URBAN POOR ORGANIZATION (UPO).** - refers to community based organizations and/or their aggrupations whose members are the homeless and underprivileged as defined in Section 3 (g) of these guidelines.

SECTION 4. GENERAL POLICIES. - The following policies shall be observed In the registration of eligible socialized housing beneficiaries:

a) The city/municipal government shall be primarily responsible for carrying out the registration of underprivileged and homeless families within their respective jurisdictions.

b) Registration shall be undertaken at the barangay level by the Barangay Registration Committee (BRC) composed of the Barangay Chairman as head. the

LGU Day Care Worker in the Barangay, a representative coming from a non-governmental organization (NGO) and two representatives coming from the urban poor organizations (UPO) based In the barangay and preferably accredited by the Presidential Commission for the Urban Poor.

c) The Department of Interior and Local Government. Department of Social Welfare and Development, Housing and Urban Development Coordinating Council, National Housing Authority. Housing and Land Use Regulatory Board, National Statistics Office. Presidential Commission for the Urban Poor and other concerned agencies shall provide assistance and support to local government units in undertaking the registration of beneficiaries.

d) Each province/city/municipality shall prepare its own consolidated masteriist of beneficiaries for socialized housing; such masteriist may be updated every three years.

e) Only those who meet the eligibility criteria provided for in Section 16 of RA 7279 shall be included in the masteriist of registered beneficiaries.

f) An eligible beneficiary, meaning the family head, shall register only in his/her barangay of residence. He/she shall register only once.

g) Any misrepresentation and falsification of information, or multiple registration by the registrant or his/her family member shall be a ground for disqualification and delisting from the masteriist.

h) The local government units shall enlist the participation of urban poor organizations and non-governmental organizations in the registration of socialized housing beneficiaries.

i) The city/municipal governments shall ensure the completion of the registration on or before 28 March 1993.

SECTION 5. WHO CAN REGISTER. -- To register one must have the following qualifications:

- a) Must be a Filipino citizen of legal age;
- b) Must be an underprivileged and homeless citizen whose average monthly income or combined family income falls within the poverty threshold as defined by national Economic and Development authority (NEDA);
- c) Must not own any real property whether in the urban or rural areas and must not have been a beneficiary of any government housing program except those in leasehold or rental arrangements;
- d) Must not be a professional squatter nor a member of a squatting syndicate; and
- e) Must be the head of the family.

SECTION 6. PROCEDURES AND GUIDELINES.

The following procedures and guidelines shall be observed by the local government or concerned government agency in the registration of socialized housing beneficiaries.

a) CONSTITUTION OF THE CITY, AND MUNICIPAL REGISTRATION COMMITTEE.

Within thirty (30) days from the effectivity of these Implementing Rules and Regulations the local government executive shall constitute the City/ Municipal Registration Committee with the head of the planning office or any other appropriate local office as its chairman and the following as members:

One (1) representative of the local Social Welfare Office, one (1) representative of any government shelter agency present in the locality, one (1) representative of a non-governmental organization (NGO), and two (2) representatives from urban poor organizations (UPOs) based in the city/municipality preferably accredited by the Presidential Commission for the Urban Poor

The local government executive shall call for an assembly of all LGU-accredited non-government organizations and urban poor organizations based in the locality in

order for them to select their representatives in the City/Municipal Registration Committee.

The Committee shall serve as the over-all coordinating body and the Secretariat for the entire registration process.

b) PUBLIC INFORMATION.

The Department of Interior and Local Government (DILG) in coordination with the Housing and Urban Development Coordinating Council (HUDCC), The League of Mayors and the League of Governors, and the Philippine Information Agency (PIA) shall undertake the necessary measures to adequately inform the local chief executives of their tasks and responsibilities under these rules and regulations.

The city/municipal government shall conduct an information drive about the registration and enlist the participation of the UPOs and NGOs in the information campaign. The mayor shall announce the purpose, requirements, dates and venues of the registration at least thirty days prior to the first day of registration. The mayor may set more than one date for registration, if necessary.

c) FORMATION OF THE BARANGAY REGISTRATION COMMITTEE.

The Barangay Chairman shall constitute the Barangay Registration Committee (BRC) within thirty (30) days prior to actual registration. For this purpose, the Barangay Chairman shall call for a community assembly where the NGOs and UPOs shall select their representatives to the BRC. The composition of the BRC shall be in accordance with Section 4 (b) of this IRR.

Upon the constitution of the BRC, the Barangay Chairman shall notify the mayor of the Committee's composition. Subsequently, the BRC shall hold community assemblies about the registration.

d) FUNCTIONS AND RESPONSIBILITIES OF THE BRC

The BRC shall be responsible for the conduct and management of the

registration at the barangay level, in accordance with these rules and regulations. Specifically, it shall:

- 1) Secure and distribute the registration of forms;
- 2) Assist the registrants in the proper accomplishment of the forms in triplicate;
- 3) Mediate and resolve conflicts in registration;
- 4) Authenticate accomplished forms and ensure that the first copy is transmitted to the city/Municipal Registration Committee, the second copy kept in the Barangay, and the third given to the registrant;
- 5) Organize and deputize volunteers to assist in the registration;
- 6) Request the assistance of the mayor or any concerned agency whenever necessary; and
- 7) Prepare and submit the barangay masterlist together with the duplicate copy of the forms to the City/Municipal Registration Committee Chairperson.

e) **ORIENTATION AND TRAINING.**

The City/Municipal Registration Committees shall orient the Barangay Registration Committees on the mechanics of the registration, including the proper use of the forms at least seven (7) days prior to actual registration.

f) **PREPARATION OF REGISTRATION MATERIALS.**

The standard registration form (see attached form which is an integral part of these guidelines) shall be adopted and reproduced by the city/municipal Registration Committee shall ensure the timely distribution of registration forms, logbooks and official receipts to the Barangay Registration Committee shall ensure the timely distribution of registration forms, logbooks and official receipts of the Barangay Registration Committees.

g) **ACTUAL REGISTRATION.**

Registration shall be conducted only at the official barangay registration centers designed

by the mayor as recommended by the Barangay Chairman on a date to hereafter determined and called for the purpose by the mayor.

The actual registration shall be as follows

- 1) The registrant presents any identification and proof of residence;
- 2) The registrant pays a registration fee of ten (P10.00) pesos and is issued an official receipt therefor and a registration form which shall have to be accomplished in triplicate;
- 3) The registrar writes the control number on the form corresponding to the registrant's control number on the logbook
- 4) The registrant signs the logbook (the first column opposite his name;
- 5) The registrant returns the accomplished form. the registrar ensures that the forms are properly accomplished and asks the registrant to sign on the logbook for submitted accomplished form on the space bearing the control number of his/her form. The registrar also signs the logbook on the space opposite the registrant's signature.

h) **CONSOLIDATION OF REGISTRATION INFORMATION.**

Upon the completion of the barangay registration, the Barangay Registration Committee shall consolidate all the gathered registration information into the barangay masterlist of registrar for socialized housing.

Not later than thirty (30) days after the registration, the barangay masterlist shall be posted in conspicuous place in the barangay for at least two (2) weeks to enable the barangay resident to check and verify the bonafide status of the persons in the masterlist. The masterlist shall contain the names the registrants, and the corresponding information about them such as the name of spouse, tenurial status, family size and length of residence in the barangay.

Any contesting claims should be submitted to the BRC which shall

investigate and amend the masterlist accordingly if necessary. A copy of the barangay masterlist together with the first copy of the accomplished registration forms and the logbooks shall be awarded to the City/Municipal Registration Committee.

i) REPARATION OF THE CITY/
MUNICIPAL MASTERLIST.

The City/Municipal Registration Committee shall collate all the barangay masterlists to produce the masterlist of eligible and registered beneficiaries. arranged by barangay. The City/Municipal Registration , Committee shall adopt measures to validate the list. Copy of the same shall be forwarded to the Provincial Planning and Development Office for provincial planning purposes.

J) REPARATION OF NATIONAL
SUMMARY.

The Housing and Urban Development Coordinating Council (HUDCC) shall consolidate the provincial masterlists into national summary containing statistical data necessary for national planning purposes.

SECTION 7. REGISTRATION FEES. - The Barangay Registration Committee shall collect registration fees of ten (10) pesos per registrant to defray the costs of registration materials and other expenses incidental thereto.

SECTION 8. PENALTY CLAUSE. -- Any person who violates any provision of this IRR shall be imposed the penalty of not more than six (6) years of imprisonment or a fine of not less than Five thousand pesos (P5,000.00) but not more than One hundred thousand pesos (P100,000.00). or both, at the discretion of the court; Provided. That. if the offender is a corporation, partnership, association or judicial entity, the penalty shall be imposed on the officer who caused the violation, as provided for in Section 45 of Republic Act 7279.

SECTION 9. AMENDMENT CLAUSE. - The Housing and Urban Development Coordinating Council (HUDCC) in coordination with the Department of Interior and Local Government (DILG) may issue additional/amendatory guidelines to supplement this Implementing Rules and Regulations.

SECTION 10. SEPARABILITY CLAUSE. - The provisions of this Implementing Rules and Regulations are hereby declared as separable and in the event that any of such provisions are declared null and void, the validity of all other provisions shall not be affected thereby.

SECTION 11. EFFECTIVITY. - This Implementing Rules and Regulations shall take effect immediately upon publication in at least one (1) newspaper of general circulation.

APPROVED, this 2nd day of February, 1993, in Makati, Metro Manila.

(Sgd.) Dionisio C. De la Serna
Chairman
Housing and Urban
Development
Coordinating Council

(Sgd.) Rafael M. Alunan III
Secretary
Department of
Interior and Local
Government