

BISTEKVILLE II

Socialized Housing Project at Arce Property Bgy. Kaligayahan, Quezon City



Bistekville II – JV PPHC, QC & Arce

QC LGU

- Originator
- Identify ISF beneficiaries
- ROW, Facilities, utilities
- Estate Management

PPHC

- Land Devt
- Construction of houses

Arce

- Provide Land

HMDF

- Provide Financing



Steps in the Implementation of Bistekville Housing

Authority of Mayor to enter into MOA w/ Phinma

PR2011-546

42nd Regular Session

RESOLUTION NO. SP- 5308, S-2011

A RESOLUTION AUTHORIZING THE CITY GOVERNMENT, REPRESENTED BY THE HONORABLE HERBERT M. BAUTISTA, TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH PHINMA PROPERTY HOLDINGS CORPORATION (PPHC), REPRESENTED BY ITS PRESIDENT AND CEO, WILLIE J. UY FOR THE LAND DEVELOPMENT AND CONSTRUCTION OF BISTEK VILLAGE II IN BARANGAY KALIGAYAHAN, NOVALICHES, QUEZON CITY.

Introduced by Councilor ALFREDO D. VARGAS III, GODOFREDO T. LIBAN II, PRECIOUS HIPOLITO CASTELO, EDEN "Candy" A. MEDINA, JULIENNE ALYSON RAE V. MEDALLA, RODERICK M. PAULATE, FRANCISCO A. CALALAY, JR., DOROTHY A. DELARMENTE, ANTHONY PETER D. CRISOLOGO, RICARDO T. BELMONTE, JR., JOSEPH P. JUICO, ALEXIS R. HERRERA, JULIAN ML. COSETENG, ALLAN BENEDICT S. REYES, JAIME F. BORRES, JOSE MARIO DON S. DE LEON, GIAN CARLO G. SOTTO, EUFEMIO C. LAGUMBAY, EDCEL B. LAGMAN, JR., JESUS MANUEL C. SUNTAY, JESSICA CASTELO DAZA, RAQUEL S. MALAÑGEN, VINCENT DG. BELMONTE, MARVIN C. RILLO, RANULFO Z. LUDOVICA and JOHN ANSELL R. DE GUZMAN.

WHEREAS, under Section 458 (2) (iii) of Republic Act No. 7160, otherwise known as the Local Government Code of the Philippines, subject to the provisions of Book II of this Code and upon the majority vote of all the members of the Sangguniang Panlungsod, authorize the City Mayor to negotiate and contract loans and other forms of indebtedness;

WHEREAS, the Project (Bistek Village II) seeks to provide/build available, affordable and decent houses for qualified and verified informal settlers within the territorial jurisdiction of Quezon City;

WHEREAS, the property considered for this proposal is the forty eight thousand eight hundred seventy six (48,876) square meters lot of the Quezon City Government located at Barangay Kaligayahan, Novaliches, Quezon City;

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WHEREAS, the lot will be broken down into Nine Hundred Sixty Three (963) lots, eight hundred eighty (880) of which shall be contributed to the project and the remaining eighty three (83) lots shall remain under the name of the land owner;

WHEREAS, the project comprised of a land development and construction of a low-cost, loft-type row houses, with a floor area of 27 square meters each;

WHEREAS, the promoters of the project are the Quezon City Informal settlers as the main project beneficiaries, LGU-QC as the land owner, PPHC as the developer and HMDF as the source of funding for the development of the project;

WHEREAS, the target-intended beneficiaries are the qualified and verified informal settlers within the territorial jurisdiction of Quezon City which shall be determined by the Quezon City Government.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, to authorize, as it does hereby authorize the City Government, represented by the Honorable Herbert M. Bautista, to enter into a Memorandum of Agreement with PHINMA Property Holdings Corporation (PPHC), represented by its President and CEO, Willie J. Uy for the land development and construction of Bistek Village II in Barangay Kaligayahan, Novaliches, Quezon City.

ADOPTED: October 17, 2011.

MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

CERTIFICATION

This is to certify that this Resolution was APPROVED by the City Council on Second Reading on October 17, 2011 under Suspended Rules and was CONFIRMED on the same date.

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

Execution of MOA

MEMORANDUM of AGREEMENT (FOR THE DEVELOPMENT OF BISTEKVILLE II)

This Memorandum of Agreement for the Development of BISTEK VILLAGE II, dated as of _____, entered into by and between:

PHINMA PROPERTY HOLDINGS CORPORATION, a corporation duly organized and existing by virtue of the laws of the Republic of the Philippines, with address at No. 29 EDSA, Mandaluyong City, represented herein by its President & CEO, **WILLIE J. UY** (the "PPHC").

- And -

ATTY. OFELIA ARCE, Filipino, of legal age and a resident of ARCE Compound, Selecta Drive, Balintawak, Quezon City (the "LANDOWNER")

-and-

THE QUEZON CITY GOVERNMENT, duly organized government instrumentality represented herein by the **HONORABLE HERBERT M. BAUTISTA**, in his capacity as the Mayor of Quezon City, with address at Quezon City Hall, Quezon City, Metro Manila and pursuant to his authority conferred and embodied in Resolution No. _____, dated October 17, 2011 of the City Council of Quezon City (the "LGU"), a copy of which Resolution is attached hereto as "Annex" A and made integral part hereof,

(The PPHC, LANDOWNER, and LGU are hereinafter collectively referred to as the "Parties," and individually, as the "Party.")

WITNESSETH:

WHEREAS, the LGU, in its desire to address the lack of affordable and decent housing in Quezon City for informal settlers, upgrade living conditions of blighted areas, and convert it into a decent and productive community, intends to participate in a Housing Project as the Proponent and Partner by qualifying Beneficiaries to the Housing Project as well in the Loan Origination of the qualified Beneficiaries with the end in view of the relocation of informal settlers within Quezon City.

WHEREAS, the LGU constituted a Special Task Force on Socialized Housing and Development of Blighted Areas pursuant to Executive Order No. 6, Series of 2010 whose primary objectives are the transformation of blighted areas into decent communities and providing appropriate assistance to the affected families;

WHEREAS, the LANDOWNER is the registered owner of parcels of land located at Brgy. Kaligayahan, Novaliches, Quezon City and covered by Transfer Certificates of Title (TCT) No. RT-45344 (75105) and TCT No. N-924617 of the Registry of Deeds for Quezon City with a total area of, more or less, FORTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY SIX (48,876) square meters (collectively the "Land Area"), photocopies of said TCT are hereto attached as Annex "B" and "C", hereof;

Ratification of MOA

PR2011-567

43rd Regular Session

RESOLUTION NO. SP- 5346, S-2011

A RESOLUTION RATIFYING THE MEMORANDUM OF AGREEMENT ENTERED INTO BY AND BETWEEN THE QUEZON CITY GOVERNMENT, REPRESENTED BY THE CITY MAYOR, HONORABLE HERBERT M. BAUTISTA, AND PHINMA PROPERTY HOLDINGS CORPORATION (PPHC), REPRESENTED BY ITS PRESIDENT AND CEO, MR. WILLIE J. UY, FOR THE LAND DEVELOPMENT AND CONSTRUCTION OF BISTEK VILLAGE II IN BARANGAY KALIGAYAHAN, NOVALICHES, QUEZON CITY.

Introduced by Councilors GODOFREDO T. LIBAN II, ALFREDO D. VARGAS III, FRANCISCO A. CALALAY, JR., DOROTHY A. DELARMENTE, ANTHONY PETER D. CRISOLOGO, RICARDO T. BELMONTE, JR., JOSEPH P. JUICO, ALEXIS R. HERRERA, PRECIOUS HIPOLITO CASTELO, EDEN "Candy" A. MEDINA, JULIENNE ALYSON RAE V. MEDALLA, RODERICK M. PAULATE, JULIAN M.L. COSETENG, ALLAN BENEDICT S. REYES, JAIME F. BORRES, JOSE MARIO DON S. DE LEON, GLAN CARLO G. SOTTO, EUFEMIO C. LAGUMBAY, EDCEL B. LAGMAN, JR., JESUS MANUEL C. SUNTAY, JESSICA CASTELO DAZA, RAQUEL S. MALAÑGEN, VINCENT DG. BELMONTE, MARVIN C. RILLO, RANULFO Z. LUDOVICA and JOHN ANSELL R. DE GUZMAN.

WHEREAS, by virtue of Resolution No. SP-5308, S-2011, Honorable Mayor Herbert M. Bautista was authorized to sign in the Memorandum of Agreement entered into by and between the Quezon City Government and Phinma Property Holdings Corporation (PPHC), for the land development and construction of Bistek Village II in Barangay Kaligayahan, Novaliches, Quezon City;

WHEREAS, the name of the project shall be known as "BISTEK VILLAGE II" and seeks to provide/build available, affordable and decent houses for qualified and verified informal settlers within the territorial jurisdiction of Quezon City;

WHEREAS, the target-intended beneficiaries are the qualified and verified informal settlers within the territorial jurisdiction of Quezon City which shall be determined by the Quezon City Government;

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WHEREAS, the property considered for the project is the forty eight thousand eight hundred seventy six (48,876) square meters lot located at Barangay Kaligayahan, Novaliches, Quezon City;

WHEREAS, the lot will be broken down into nine hundred sixty three (963) lots, eight hundred eighty (880) of which shall be contributed to the project and the remaining eighty three (83) lots shall remain under the name of the land owner;

WHEREAS, the project comprised of a land development and construction of a low-cost, loft-type row houses, with a floor area of 27 square meters each;

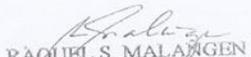
WHEREAS, the promoters of the project are the Quezon City Informal Settlers as the main project beneficiaries, LGU-QC as the land owner, PPHC as the developer and HMDF as the source of funding for the development of the project;

WHEREAS, a copy of the Memorandum of Agreement is hereto attached and made an integral part of this resolution.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, to ratify, as it does hereby ratify the Memorandum of Agreement entered into by and between the Quezon City Government, represented by the City Mayor, Honorable Herbert M. Bautista, and Phinma Property Holdings Corporation (PPHC), represented by its President and CEO, Mr. Willie J. Uy, for the land development and construction of Bistek Village II in Barangay Kaligayahan, Novaliches, Quezon City.

ADOPTED: November 21, 2011.

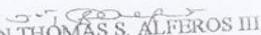

RAQUEL S. MALAÑGEN
City Councilor
Acting Presiding Officer

ATTESTED:


Atty JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

CERTIFICATION

This is to certify that this Resolution was APPROVED by the City Council on Second Reading on November 21, 2011 and was CONFIRMED under Suspended Rules on the same date.


Atty JOHN THOMAS S. ALFEROS III

Approval of the Subd. Plan

PO2011-222

51st Regular Session

ORDINANCE NO. SP- 2115, S-2012

AN ORDINANCE APPROVING THE SUBDIVISION PLAN OF BISTEKVILLE II (SOCIALIZED HOUSING PROJECT) WITH NINE HUNDRED SEVENTY SEVEN (977) LOTS (924 RESIDENTIAL AND 53 COMMERCIAL) LOCATED AT LOTS 614 AND D, SELECTA COMPOUND, BARANGAY KALIGAYAHAN, QUEZON CITY, METRO MANILA, REGISTERED IN THE NAME OF OFELIA G. ARCE AND COVERED BY TRANSFER CERTIFICATES OF TITLE NUMBERED RT-45344 (75105) AND N-294617 OF THE REGISTRY OF DEEDS OF QUEZON CITY, CONTAINING AN AGGREGATE AREA OF FORTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY SIX (48,876) SQUARE METERS, AS APPLIED FOR AND REPRESENTED BY MR. TADEO M. PALMA, SECRETARY TO THE MAYOR/CHAIRMAN, LGU-QC TASK FORCE HOUSING, IN COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE IMPLEMENTING STANDARDS, RULES AND REGULATIONS OF QUEZON CITY ORDINANCE NO. SP-56, S-93 AND BATAS PAMBANSA BILANG 220.

Introduced by Councilor PRECIOUS HIPOLITO CASTELO.

Co-Introduced by Councilors Dorothy A. Delarmente, Anthony Peter D. Crisologo, Alexis R. Herrera, Alfredo D. Vargas III, Eden "Candy" A. Medina, Julianne Alyson Rae V. Medalla, Roderick M. Paulate, Godofredo T. Liban II, Julian ML. Coseteng, Allan Benedict S. Reyes, Jaime F. Borres, Gian Carlo G. Sotto, Edcel B. Lagman, Jr., Jesus Manuel C. Suntay, Jessica Castelo Daza, Raquel S. Malañgen, Vincent DG. Belmonte, Marvin C. Rillo and Ranulfo Z. Ludovica.

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:



51st Regular Session
Ord. No. SP- 2115, S-2012
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SECTION 1. The Subdivision Plan of Bistekville II (Socialized Housing Project) with Nine Hundred Seventy Seven (977) lots (924 Residential and 53 Commercial) located at Lots 614 and D, Selecta Compound, Barangay Kaligayahan, Quezon City, Metro Manila registered in the name of Ofelia G. Arce and covered by Transfer Certificates of Title Numbered RT-45344 (75105) and N-294617 of the Registry of Deeds of Quezon City, containing an aggregate area of Forty Eight Thousand Eight Hundred Seventy Six (48,876) Square Meters, as applied for and represented by Mr. Tadeo M. Palma, Secretary to the Mayor/Chairman, LGU-QC Task Force Housing, in compliance with the minimum requirements of the Implementing Standards, Rules and Regulations of Quezon City Ordinance No. SP-56, S-93 and Batas Pambansa Bilang 220 is hereby approved, details of which are as follows:

Project Name:	Bistekville II (Socialized Housing Project) - with nine hundred seventy-seven (977) lots
Project Location:	Lots 614 and D, Selecta Compound, Barangay Kaligayahan, Quezon City, Metro Manila
Name of Owner:	Ofelia G. Arce
Name of Developer:	Phinma Property Holdings Corporation
Name of Originator:	Quezon City Government - thru UPAO
Total Gross Area:	Forty Eight Thousand Eight Hundred Seventy Six (48,876) Square Meters
No. of Saleable Lots:	Nine Hundred Seventy Seven (977) lots (924 Residential and 53 Commercial)



Approval of the Subd. Plan

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SECTION 2. This ordinance shall take effect upon its approval.

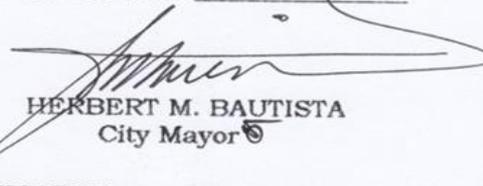
ENACTED: February 27, 2012.


MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:

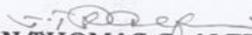

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept Head III

APPROVED: 16 MAR 2012

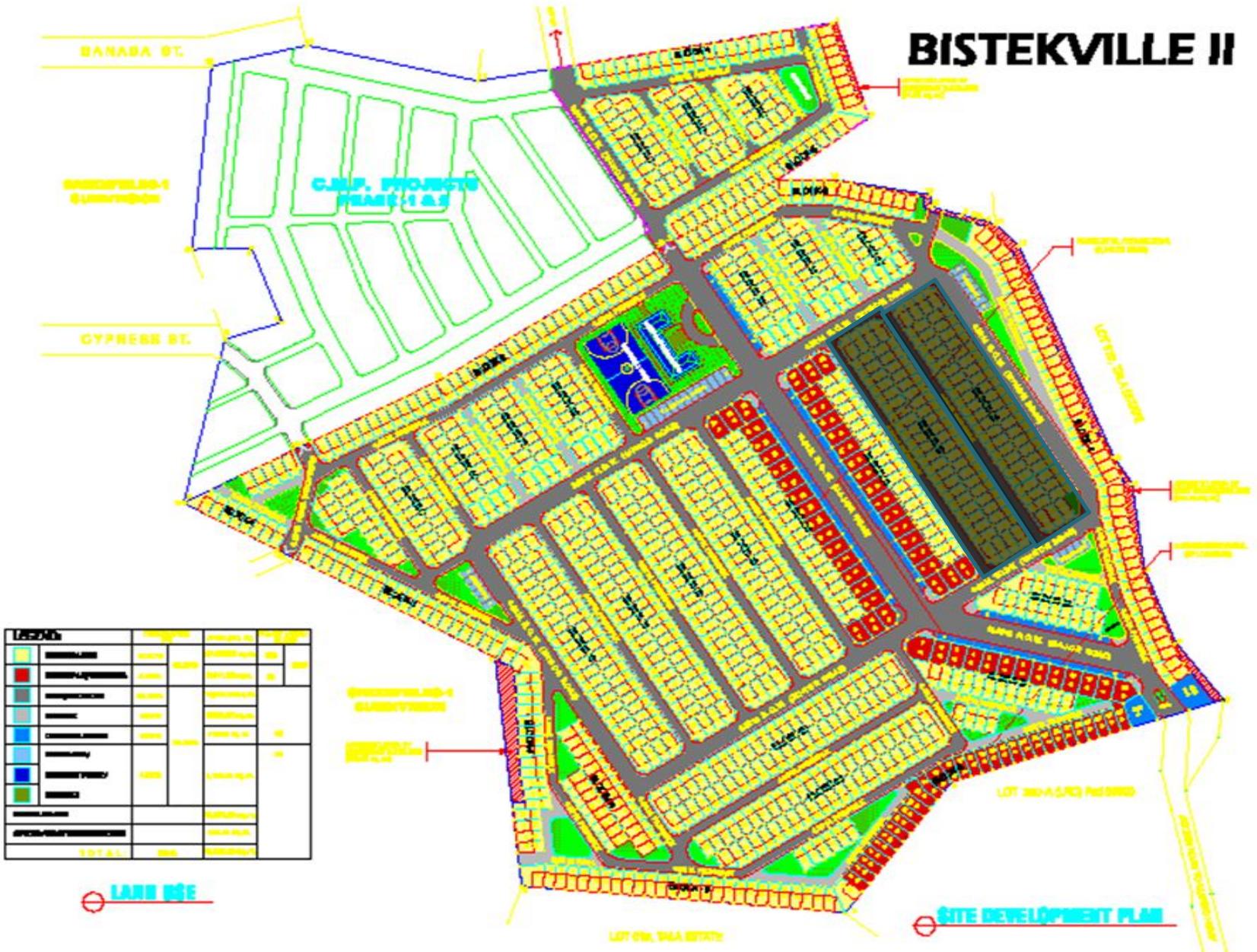

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 27, 2012 and was PASSED on Third/Final Reading on March 5, 2012.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept Head III

BISTEKVILLE II



Approval of Technical Requirement e.g., License to Sell, Occupancy Permit, etc.



Republic of the Philippines
Office of the President
HOUSING AND LAND USE REGULATORY BOARD
Region Expanded National Capital Region Field Office

LICENSE to SELL

No. 029223

This license is issued for the sale of ^{5000-01A} saleable lots/units/lots with units in
* **BISTEKVILLE - 2** *

located at Brgy. Kaligayahan, Novaliches, Quezon City pursuant to
Batas Pambansa 220 and its rules and regulations.

The project owner(s), OFELIA G. ARCE/ QUEZON CITY GOVERNMENT
and developer(s), PHINMA PROPERTY HOLDINGS CORPORATION
is (are) obliged to comply strictly with the following:

1. Complete the project in accordance with the approved development plan therefore not later than December 2014 and advise buyers in writing of such time frame for development.
2. Maintain the common facilities until their turnover is authorized pursuant to PD 1216.
3. Register the instrument relative to any sale with the Register of Deeds, whether or not the price is fully paid, within 180 days from execution.
4. Deliver the title free from the liens and encumbrance to fully paid buyers or, if mortgaged redeem and deliver the same within six months from full payment.
5. Secure clearance prior to any mortgage, alteration of plans, advertisement or change of name of ownership.
6. Pay the real estate tax/assessment on the lot/unit until the year the title is transferred to or actual possession/occupation is taken by the buyer.
7. Refrain from forfeiting payments made by the buyers who suspend amortization after due notice to owner or developer on ground of incomplete development or non-development;
8. Submit a report showing the extent of project development and changes in corporate officer within sixty days after each semester.
9. Sell only at the maximum selling price of See back page.
10. Display the registration certificate and this license in a conspicuous place in all offices of the owner and developer.
11. Initiate the organization of home/unit owners.
12. Refrain from levying any fee for an alleged community benefit upon the buyers; and,
13. Comply with the other provisions of the pertinent laws, rules and regulations.

Additional Condition(s)

1. This cancels License to Sell No. 26221 issued on 08 October 2012.
2. **Non-Saleable Lots:**
Encroached Area: Lot 52, Block 1, Lot 40, Block 3 and Lot 10, Block 47
---see back hereof---

Any misrepresentation or material falsehood made in connection with the application for the Registration and this License to Sell and the supporting documents of application shall be a valid cause for the revocation of this License.

IN WITNESS WHEREOF, I have hereunto set my hand and cause, the seal of this Board to be affixed at Quezon City, this 7th day of August, year 2014

O.R. No. 4849362/ 7524806
Date Issued May 28, 2012/ July 17, 2014
Amount Paid P 77,932.81/ P1,656.00
TIN (Owner) 301-001-968-647
TIN (Developer) 007-932-120-000

By Authority of the Board:

ALFREDO GIL M. TAN II
Regional Officer

Authority of the Mayor to sign & execute docs. pertaining to loan of B1 & B2

PR2012-59

55th Regular Session

RESOLUTION NO. SP- 5511, S-2012

A RESOLUTION AUTHORIZING THE CITY MAYOR, HONORABLE HERBERT M. BAUTISTA, TO SIGN AND EXECUTE DOCUMENTS PERTAINING TO THE HOUSING LOAN OF BISTEK VILLAGE I AND BISTEK VILLAGE II THROUGH THE HOME DEVELOPMENT MUTUAL FUND (PAG-IBIG).

Introduced by Councilors GODOFREDO T. LIBAN II, RANULFO Z. LUDOVICA, JULIENNE ALYSON RAE V. MEDALLA, JESUS MANUEL C. SUNTAY, DOROTHY A. DELARMENTE, ALEXIS R. HERRERA, PRECIOUS HIPOLITO CASTELO, JULIAN ML. COSETENG, EDCHEL B. LAGMAN, JR. and RICARDO T. BELMONTE, JR.

Co-Introduced by Councilors Francisco A. Calalay, Jr., Anthony Peter D. Crisologo, Joseph P. Juico, Alfredo D. Vargas III, Eden "Candy" A. Medina, Roderick M. Paulate, Allan Benedict S. Reyes, Jaime F. Borres, Jose Mario Don S. De Leon, Gian Carlo G. Sotto, Eufemio C. Lagumbay, Jessica Castelo Daza, Raquel S. Malañgen, Vincent DG. Belmonte, Marvin C. Rillo and John Ansell R. De Guzman.

WHEREAS, the Quezon City Government is an accredited Originator of the Home Development Mutual Fund (Pag-IBIG);

WHEREAS, there is a need to sign documents relative to Housing Loan in order to facilitate the project take-out with the Home Development Mutual Fund (Pag-IBIG);

WHEREAS, the Project Bistek Village I and Bistek Village II commits to provide/build available, affordable and decent houses for qualified and verified informal settlers within the territorial jurisdiction of Quezon City;

[Handwritten initials]

55th Regular Session

Res. No. SP- 5511, S-2012

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WHEREAS, pursuant to Section 455 (b) (1) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", the City Mayor shall represent the City in all its business transactions and sign in its behalf all bonds, contracts and obligations, and such other documents upon the authority of the Sangguniang Panlungsod or pursuant to law or ordinance.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, to authorize, as it does hereby authorize the City Mayor, Honorable Herbert M. Bautista, to sign and execute documents pertaining to the Housing Loan of Bistek Village I and Bistek Village II through the Home Development Mutual Fund (Pag-IBIG).

ADOPTED: March 26, 2012.

[Signature]
MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:

[Signature]
Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept Head III

CERTIFICATION

This is to certify that this Resolution was APPROVED by the City Council on Second Reading on March 26, 2012 and was CONFIRMED on May 14, 2012.

[Signature]
Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept Head III

MOA between HDMF and QC – LGU

HQP-RLF-252

MEMORANDUM OF AGREEMENT (Window 2)

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and executed by and between:

The **Pag-IBIG FUND**, a government financial institution organized and existing under and by virtue of Republic Act No. 9679, with principal office address at Petron Mega Plaza No. 358 Sen. Gil Puyat Avenue, Makati City, represented in this Act by its Task Force Head – Business Development Sector, **JUANITO V. EJE**, hereinafter referred to as "**Pag-IBIG FUND**";

- and -

The **QUEZON CITY**, a duly organized local government unit existing under and by virtue of the Philippine laws, with principal office address at Quezon City Hall, Elliptical Road, Quezon City, represented in this Act by its City Mayor, **HON. HERBERT M. BAUTISTA**, hereinafter referred to as the "**DEVELOPER**".

Pag-IBIG FUND and **DEVELOPER** are collectively known and referred to herein as the "**PARTIES**".

WITNESSETH: That

WHEREAS, **Pag-IBIG FUND** recognizes the vital role of the **DEVELOPER** in the government's National Shelter Program;

WHEREAS, the **DEVELOPER** fully supports the efforts of **Pag-IBIG FUND** in intensifying housing production through the extension of housing loans to **Pag-IBIG** members under the **Pag-IBIG FUND** End User Home Financing Program;

WHEREAS, the **DEVELOPER** has applied for and has been granted a Funding Allocation for the Takeout of Developer's Assisted Housing Loan Accounts under the terms and conditions provided herein.

NOW, THEREFORE, for and in consideration of the foregoing premises and of mutual covenants and stipulations herein set forth, the **PARTIES** hereto have agreed, as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.1 Object - The object of this Agreement is to define the terms and conditions of the takeout mechanism for the Developer-assisted housing loan accounts granted under the **Pag-IBIG FUND** End User Home Financing Program in accordance with the Guidelines Implementing the **Pag-IBIG** Take-out Mechanism for the Developer-Assisted Housing Loan Accounts being enforced and existing at the time of availment and which are incorporated and made part of this Agreement by reference.

HERBERT M. BAUTISTA, MPA, MNSA
QUEZON CITY MAYOR

Collection Servicing Agreement

FLH211
(For Circular 259)

COLLECTION SERVICING AGREEMENT WITH DEVELOPERS

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and executed by and between:

The **HOME DEVELOPMENT MUTUAL FUND** (popularly known as the **Pag-IBIG FUND**), a government entity organized and existing under and by virtue of Presidential Decree No. 1752, as amended, with principal office address at 12/F JELP Business Solution Center, #409 Shaw Blvd., Mandaluyong City, represented herein by its **Vice President, Housing Loans Accounting and Loans Management Group, TRINIDAD L. LIGERALDE**, and hereinafter referred to as "**HDMF**";

- and -

The **QUEZON CITY GOVERNMENT**, a government entity existing under and by virtue of the Philippine laws, with principal office at Quezon City Hall, Elliptical Road, Diliman, Quezon City, herein represented by its City Mayor, **The HON. HERBERT M. BAUTISTA**, hereinafter referred to as "**DEVELOPER**"

The **HDMF** and the **DEVELOPER** are hereinafter collectively known and referred to as the "**PARTIES**"

WITNESSETH: That

WHEREAS, **HDMF** provides housing loan to Pag-IBIG members through the Pag-IBIG Takeout Mechanism under the Developer CTS/REM Scheme;

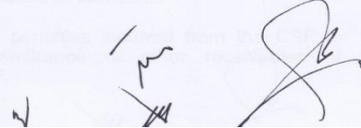
WHEREAS, under this program, **HDMF** processes the takeout of housing loans of member-buyers delivered by participating private developers;

WHEREAS, **HDMF** believes that the successful implementation of its housing loan program requires the participation of government and private entities, particularly in the collection and servicing of the member-buyers accounts to ensure the continuous and timely repayment of their housing loans, by way of providing convenient and inexpensive means for the member-buyers to pay their monthly installments;

WHEREAS, the **DEVELOPER** agrees to provide collection assistance to **HDMF** through the adoption and implementation of a collection system whereby the **DEVELOPER** shall collect and remit the monthly housing loan amortizations of the member-buyers to **HDMF** during the two-year/three year seasoning period.

NOW, THEREFORE, for and in consideration of the foregoing premises and covenants hereinafter stipulated, the **PARTIES** hereto hereby agree as follows:

HERBERT M. BAUTISTA MPA, MNSA
QUEZON CITY MAYOR



Creation of Estate Management

ENTRY PASS	
BISTEKVILLE HOUSING PROJECT	
Project: <u>BISTEKVILLE - 2</u>	<input type="checkbox"/> Housing Unit (completed)
Lot Assignment:	<input type="checkbox"/> Land Development (completed)
<u>21</u> Lot No.	<u>31</u> Block No.
<u>28</u> Area: sq. m.	<input type="checkbox"/> MERALCO
	<input type="checkbox"/> MAYNILAD / MANILA WATER
	Checked and approved by:
YTING, Tito Mark DV.	Mr. Narciso Alvarado
Name of Beneficiary	Technical Staff, Task Force Housing
Beneficiary Requirements:	<input type="checkbox"/> signed policies and guidelines
<input type="checkbox"/> attended orientations / seminars	<input type="checkbox"/> profile of beneficiary
<input type="checkbox"/> submitted complete beneficiary docs	Checked by:
<input type="checkbox"/> paid initial equity of Php 10,000.00	Mr. Richard Baluca
<input type="checkbox"/> signed contract, re: excess lot (if any)	Project Coordinator, Task Force Housing
<input type="checkbox"/> paid downpayment (excess lot)	
Checked and approved by:	Date of Move-in: _____
Ms. Mena N. Ocampo	Engr. Edwin Karganilla
Documentor, Task Force Housing	Project Engineer, PHINMA

Creation of Estate Management

MGA ALITUNTUNIN AT PATAKARAN SA BISTEKVILLE COMMUNITY

DEFINITION OF TERMS:

- **Bistekville** - proyektong pabahay ng Pamahalaang Lungsod Quezon (LGU-QC) na ipinatutupad upang mabawasan ang bilang ng Informal Settlers sa lungsod sa pamamagitan ng pag-develop ng mga In-City Socialized Housing Projects.
- **Bistekville Beneficiary**- ikaw ito, naghahangad manirahan sa isang maayos, mapayapa, abot-kaya at maunlad na komunidad, napili ka at nabigyang pagkakataong mabago ang katayuan sa paninirahan dito sa kalunsuran.
- **Homeowner Association (HOA)** – samahan ng lahat ng Homeowners sa loob ng Bistekville. Sa pag-organisa at patnubay ng Estate Management, ang HOA ay itatatag at ipapa-rehistro sa Housing and Land Use Regulatory Board (HLURB).
- **Estate Management (EM)** – grupo na pansamantalang mamamahala ng Bistekville Community hanggang sa ang HOA ay magkaroon ng sapat ng kaalaman at kakayahan sa pamamahala. Binubuo ito ng mga taong galing sa pribadong sector at pamahalaang lokal, na may kaalaman sa pangangasiwa at pamamalagak ng subdivision o komunidad. Ang EM ay itinalaga ng Pamahalaang Lungsod Quezon, upang sa tulong ng HOA, ay pamahalaan ang Bistekville Community sa panahong di hihigit ng tatlong (3) taon.
- **Estate Management Office (EMO)** – ito ang tanggapan ng EM at HOA at magiging sentro ng pamamahala sa buong nasasakupan ng Bistekville Community.

REQUIREMENTS BAGO ANG MOVE-IN NG BENEPISYARYO

1. Ang benepisyaryo ay sumailalim na sa mga kinakailangang orientation.
2. Ang benepisyaryo ay nakapag-fill up na ng kumpletong Information Sheet
3. Ang benepisyaryo ay nakapag-sumite na ng kumpletong dokumento
4. Ang benepisyaryo ay nauunawaan at lumagda na sa Alituntunin at Patakaran ng Bistekville.
5. Ang benepisyaryo ay nakapagbayad na ng mga kaukulang bayarin
6. Bago mag move-in sa housing unit, ang benepisyaryo ay kailangang may hawak na Entry Pass na may kumpletong lagda.

MGA ALITUNTUNIN AT PATAKARAN SA BISTEKVILLE COMMUNITY

I. ALITUNTUNIN BILANG BENEPISYARYO NG PABAHAY

1. Mahigpit na ipinagbabawal ang pag-benta, pag-sanla, pagpapaupa sa anumang bahagi ng lote at housing unit.
2. Mahigpit ding ipinagbabawal ang gawing tindahan o commercial area ang anumang bahagi ng lote at housing unit o kaya naman ay gawing bodega ito.

II. ALITUNTUNIN SA PAGBABAYAD NG BUWANANG HULOG SA PABAHAY

1. Obligasyon ng benepisyaryo ang magbayad ng tamang buwanang hulog tuwing sasapit ang takdang araw ng pagbabayad.
2. Gaya ng nakatala sa iyong kontrata sa PAG-IBIG, anumang pagliban sa obligasyon ay maaring maging dahilan ng pagbawi at eviction sa pabahay. Para di mangyari ito, bahagi ng estate management ang pag-monitor ng iyong buwanang hulog at account sa pamamagitan ng Individual Ledgering.

III. ALITUNTUNIN BILANG H.O.A. MEMBER

1. Isa lamang ang kikalalaning HOA sa loob ng Bistekville Community, at obligasyon ng bawat isang benepisyaryo ang maging member nito. Sa pagbuo ng HOA, magkakaroon ng Constitution and By-Laws at irerehistro sa Housing and Land Use Regulatory Board (HLURB).
2. Obligasyon ng member ng HOA na sundin at tuparin ang mga alituntunin at patakarang nakatala sa Constitution and By-Laws ng samahan.

3. Obligasyon ng HOA member ang regular na pagbabayad ng Monthly Dues.
4. Obligasyon ng HOA member ang aktibong pakikiisa at paglahok sa anumang gawain o programa HOA.
5. Resposibilidad ng HOA member na pasunurin ang kanyang panauhin sa mga alituntunin at patakaran ng Bistekville Community.

ALITUNTUNIN PATAKARAN SA IMPROVEMENT NG HOUSING UNIT

1. Ang improvement sa loob ng unit ay pinapahintulutan kung ito ay finishing lamang at may kaukulang permiso mula sa EMO.
2. Mahigpit na ipinagbabawal ang anumang improvement na makakaapekto sa structural na bahagi ng bahay.
3. Hindi pinapahintulutan ang pagbago sa labas na kaanyuan ng bahay. Ang anumang proposed improvement sa labas ng housing unit ay kinakailangang may plano at kaukulang permit mula sa EMO.
4. Sakaling payagan ang improvement, ang homeowner ay kailangang magbayad ng halagang Php 1000 bilang Security Bond. Ang bond ay refundable sakaling ang pagpapagawa ay naging maayos.
5. Obligasyon ng homeowner na iparehistro sa EMO ang kanyang mga manggagawa at mabigyan ang mga ito ng Temporary ID.

ALITUNTUNIN AT PATAKARAN PARA SA KALINISAN

1. Obligasyon ng homeowner at kanyang kasambahay na sumunod sa tamang pagtatapon ng basura. Ipinagbabawal ang pagsabit o pagdisplay ng basura sa harap ng bahay bago ito hakutin ng garbage truck.
2. Obligasyon ng homeowner na alamin ang itinakdang schedule ng paghakot ng basura, gayundin ang tamang segregation nito.
3. Kung ang pag-aalaga ng hayop ay di maiiwasan, ito ay kailangang alagaan ng homeowner sa loob ng kanyang housing unit.

ALITUNTUNIN AT PATAKARAN SA PAGGAMIT NG COMMUNITY FACILITIES

1. Multi-Purpose Center (MPC) - ang bawat Bistekville Community ay may MPC. Ito ang Sentro ng Pangangasiwa at Pamamalagak sa komunidad. Dito matatagpuan ang tanggapan ng EM at HOA. Ang EM ay magtatakda ng hiwalay at detalyadong alituntunin at patakaran hingil sa paggamit ng MPC.
2. Open Spaces – ang mga open spaces ay mananatiling pag-aari ng LGU-QC, kung kaya ang paggamit nito ay nangangailangan ng kaukulang pahintulot mula sa EMO.
3. Parking Spaces – ang EM ay magpaatupad ng Traffic Routing at maglalagay ng Road Signages sa lahat ng kakalsadahan ng Bistekville. Ang EM ay gagawa ng hiwalay at detalyadong alituntunin at patakaran kaugnay sa paggamit ng mga parking spaces at kalsada. Ipinagbabawal ang paggamit ng parking spaces para sa mga sirang sasakyan.
4. Community Playground / Basketball Court – ang EM ay magtatakda ng hiwalay at detalyadong patakaran at alituntunin sa paggamit nito.

ALITUNTUNIN AT PATAKARAN PARA SA KAAYUSAN AT KAPAYAPAAN.

1. Mahigpit na ipinagbabawal ang pag-inom ng alak, pagsusugal at paglalakad ng nakahubad sa kalye.
2. Ang labada ay dapat lang isampay sa itinalagang lugar, sakaling di ito sapat, ang EM ay magtatalaga ng isang araw kung saan ang lahat ng homeowners ay maaring magsampay sa harap ng kanya-kanyang bahay.
3. Ang labis na pag-iingay ay ipinagbabawal, ang pagdaroos ng party o celebration ay pinapayagan lamang hanggang ika 12:00 ng gabi.
4. Ang pagburol ng yumao ay hinihikayat na idaos sa labas ng subdivision, sakaling di ito maiiwasan, ang EM ay magtatakda ng lugar para dito. Kailangang kumuha ng pahintulot sa EMO ang pagburol sa loob ng subdivision.

Creation of Estate Management

VIII. PATAKARAN AT ALITUNTUNIN PARA SEGURIDAD

1. Ang lahat ng naninirahan sa Bistekville ay kailangang may Community ID, tungkulin ng EM na magpagawa at mag-issue nito.
2. Ang lahat ng sasakyan na pag-aari ng homeowners ay kinakailangang may Sticker ng subdivision.
3. Ang mga entry at exit points ng Bistekville ay kailangang may gate.
4. Ang EM at HOA ay magbubuo ng security force na siyang magpapatupad ng control sa mga gates at kapayapaan sa loob ng Bistekville. Ito ay maaring boluntaryo o may allowance depende sa kakayahan.

IX. KAAKIBAT NA PENALTY AT KAPARUSAHAN

Pangarap ng lahat na manirahan sa isang maayos, payapa at maunlad komunidad. Sa Bistekville ay walang puwang ang mga abusado, di sumusunod sa mga alituntunin at patakaran at walang paggalang sa kapwa.

1. Para sa mga nakagawa MINOR OFFENSES:

- 1.1 First Offense - verbal warning
- 1.2 Second Offense - written notice
- 1.3 Third Offense - written notice at community service o fine
- 1.4 Fourth Offense - notice of disqualification / eviction

2. Para sa mga nakagawa ng MAJOR O SERIOUS OFFENSES

- 1.1 Pormal na ipapatawag ng EM ang nakagawa nito upang linawin ang pangyayari at makagawa ng tama at makatarungang rekomendasyon at aksyon.
- 1.2 May mga major o serious offenses ang di na kailangang maulit pa, kung kaya, ang kagyat na disqualification o eviction ang maaaring maging kaparusahan nito.

SALAYSAY AT DEKLARASYON NG BENEPISYARYO

Ako si _____, benepisyaryo ng Bistekville Housing Project, naghahangad nang maayos, payapa, at maunlad na pamumuhay, ay nagsasalaysay na lubos kong nauunawan, susundin at tutuparin ang mga alituntunin at patakaran na nakatala sa ibabaw na bahagi ng kasulatang ito.

Bilang patunay ng aking pagtanggap at pagsang-ayon, sampu ng aking mga kasambahay, kusa akong lumagda sa ilalim na bahagi ng kasulatang ito.

Lagda ng benepisyaryo

Petsa _____

Sinu-sino ang pwedeng tumira sa Bistek Village?

- **Isang Pilipinong walang lupa at bahay na pag-aari**
- **Residente ng Quezon City**
 - Informal Settler Families (ISF's)**
 - ✓ **Along rivers/ creeks/ *esteros***
 - ✓ **Under transmission lines**
 - ✓ **Infrastructure projects**
 - ✓ **Evicted through court order**
- **May kakayahang magbayad buwan-buwan ng amortisasyon**
- **Member of Pag-ibig Fund**

Document Required upon Loan Application

- I. Housing Loan Application (2) with recent ID photos of borrower
- II. Membership Status Verification Slip
- III. Photocopy (back to back) of one (1) valid ID of Principal Borrower and Spouse, and Attorney-In-Fact, *if applicable*. The same ID must be presented during the conduct of borrower's validation.
- IV. Authorization to Conduct /Credit Background Investigation
- V. For *OFW members*, Special Power of Attorney notarized prior to date of departure or duly certified and authenticated by the Philippine Embassy or Consulate in the country where the member is staying, if abroad
- VI. Insurance Coverage
 - a. Health Statement Form (Medical Questionnaire)
 - ✓ OFW members over 60 years old
 - ✓ Loans over P2.0 M to P3.0 M and for borrowers aged up to 60 years old
 - b. Health Statement Form (Medical Questionnaire) and Full Medical Examination
 - ✓ Borrowers over 60 years old
- VII. Marriage Contract (For all married borrower/s, co-borrower/s or family member/s included on the computation of aggregate income)
- VIII. Birth Certificate or any proof of relationship, if with co-borrower/s or family member/s included on the computation of aggregate income

Document Required upon Loan Application

IX. Certified true copy of TCT/CCT/Free Patent Titles issued under RA No. 10023/miscellaneous sales patents or sales patents issued under RA No. 730, as amended by Presidential Decree No. 2004 by the Register of Deeds (latest title)

X. Photocopy of Updated Tax Declaration and real Estate Tax Receipt

XI. Location Plan and Vicinity Map

XII. Income Documents

❖ **For Locally Employed, any of the following:**

- ✓ **Notarized Certificate of Employment and Compensation (Pag-IBIG format)**
- ✓ **Notarized Certificate of Employment and Compensation (Employer's format) and latest one (1) month payslip**
- ✓ **Income Tax Return/Certificate of tax Withheld (BIR Form No. 2316) and latest one (1) month payslip**

❖ **For Self Employed/Other Sources of Income**

- ✓ **ITR, Audited Financial Statements, and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit**
- ✓ **Commission Vouchers reflecting the issuer's name and contact details (for last 12 months)**
- ✓ **Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.)**
- ✓ **Copy of Lease Contract and Tax Declaration (if income is derived from rental payments)**
- ✓ **Certified True copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other Public Utility Vehicle or PUVs)**
- ✓ **Certificate of Engagement issued by owner of business**
- ✓ **Other document that would validate source of income**

Document Required upon Loan Application

XII. Income Documents

- ❖ **For Overseas Filipino Workers (OFW), any of the following:**
 - ✓ **Employment Contract (with English translation, if in foreign language)**
 - ✓ **Original Employer's Certificate of Income (with English translation, if in foreign language). If document submitted is photocopy, it should be duly validated and certified/initialed by HDMF Information Officer assigned in the country where the member works.**
 - ✓ **Other Proofs of income, whether original or photocopy, shall be duly validated and certified/initialed by HDMF Information Officer assigned in the country where the member works.**

Requirements



HDMF HOUSING LOAN APPLICATION

FLH060

PURPOSE OF LOAN		LOAN PARTICULARS				
<input type="checkbox"/> Additional Loan <input type="checkbox"/> Home Improvement <input type="checkbox"/> House Construction <input type="checkbox"/> Purchase of a Fully Developed Lot <input type="checkbox"/> Purchase of Lot and Construction of a Residential Unit	<input type="checkbox"/> Purchase of HDMF acquired properties <input type="checkbox"/> Purchase of a Residential Unit (House & Lot) <input type="checkbox"/> Purchase of Townhouse or Condominium Unit inclusive of a parking slot <input type="checkbox"/> Refinancing of an existing mortgage loan	<input type="checkbox"/> Bank <input type="checkbox"/> Over-the-Counter <input type="checkbox"/> Salary Deduction	Amount of Loan Applied For: _____ Maturity of Loan Desired (Years): _____			
COLLATERAL						
Property Location (Street, Municipality, Province)		Is property presently mortgaged? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Name of Developer/Registered Title Holder	Land Area	DESCRIPTION OF IMPROVEMENTS	EXISTING PROPOSED			
TCT/OCT/ACT No.	Tax Declaration No.	Lot/Unit No.	Block/Bltg. No.			
AGE OF HOUSE (For purchase of a residential unit)						
BORROWER'S DATA						
Last Name: ASIDDAO	First Name: OLIVIA	Middle Name: SARVING	HDMF ID No.: 001779169802			
Permanent Home Address (No., Street, City, Municipality, Province) BRGY. ANUNGIAN 2ND, ILAGAN, ISABELLA		Date of Birth (mm/dd/yy): 10/05/1967	Gender: <input checked="" type="checkbox"/> F <input type="checkbox"/> M			
Present Home Address (No., Street, City, Municipality, Province) L 23 BLDG 12-D PH III-C TANGAY ST. KANAYAN VILLAGE, CARAGA CITY		Home Tel. No.: 0877852	Civil Status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Widower			
Residence Address (Abroad)		E-mail Address: olivedasdao@yahoo.com.ph	Years of Stay: _____			
Home Ownership: <input type="checkbox"/> Owned <input type="checkbox"/> Company <input checked="" type="checkbox"/> Living w/ relatives/parents <input type="checkbox"/> Mortgaged <input type="checkbox"/> Rented at P. _____/mo.	EE SSS/GSIS ID No.: 38-0784912-8	Business Tel. No.:	MONTHLY CONTRIBUTION			
Company/Employer/Business Name (If self-employed)	TIN: 263563859-01	Mobile Phone No.: 09185115888	LOAN ENTITLEMENT			
Company/Employer/Business Address FIND INC. / #4-D MANUNING ST. SILAYAN VILLAGE, CARAGA CITY	Years in Employment/Business: 10 MONTHS	Philippine Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CERTIFIED BY			
Nature of Business: NON-GOVERNMENT ORGANIZATION	Position & Department: BOOKKEEPER/FINANCE	No. of Dependents: 1				
Preferred Mailing Address LOT 24 BLDG 12-D PH III-C TANGAY ST. KANAYAN VILLAGE, CARAGA CITY						
SPOUSE PERSONAL DATA						
Last Name	First Name	Middle Name	Date of Birth (mm/dd/yy)			
Company/Employer/Business Name (If self-employed)		Company/Employer/Business Address				
Nature of Business	Position & Department	Business Tel. No.	Years in Employment/Business			
BANK ACCOUNTS (Indicate your 3 most active)						
BANK	BRANCH/ADDRESS	TYPE OF ACCOUNT	ACCOUNT NO.	DATE OPENED	AVE. BALANCE	
CHINA BANK	SM NORTH I.R.C.	SAVING	3090019024	7/27/2009	10,000-	
BPI	KANAYAN I.R.C.	SAVING	3329102693	MAY 2011	5,000-	
VCAB	MATHANG I.R.C.	PAYROLL ACCT.	101510098880	DECEMBER 2011	1,000-	
CREDIT CARDS OWNED (Indicate your 3 most active)						
CARD COMPANY	BANK ISSUER	CREDIT LIMIT	CARD NO.	EXPIRY DATE		
REAL ESTATE OWNED						
LOCATION	TYPE OF PROPERTY	TCT NO.	ACQUISITION COST	MARKET VALUE	MORTGAGE BALANCE	RENTAL INCOME
OUTSTANDING CREDITS/LOAN AVAILMENTS						
Lender & Address HDMF / CARAGA CITY		Security PROMISSORY INSTRUMENT	Type MORTGAGE	Maturity Date 2-2-20		
Lender & Address PROMISSORY INSTRUMENT		Security PROMISSORY INSTRUMENT	Type MORTGAGE	Maturity Date 12,940.34		
Lender & Address		Security	Type	Maturity Date		
Lender & Address		Security	Type	Maturity Date		
MISCELLANEOUS (Answer the following questions with YES or NO. If your answer is YES, please elaborate on the details as required.)						
Are there past or pending cases against you? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
If YES, please indicate the nature, plaintiff, amount involved and the status						

FINANCIAL INFORMATION							
ASSETS AND LIABILITIES			MONTHLY INCOME AND EXPENSES				
CASH ON HAND/BANK	21,350-		INCOME		BORROWER		
STOCKS AND BONDS			SALARIES	12,000-	SPOUSE/OTHERS		
REAL ESTATE			ALLOWANCES	1,000-			
MOTOR VEHICLES OWNED			COMMISSIONS				
OTHERS (Specify)	27,000-		RENTAL INCOME				
TOTAL ASSETS	48,350-		OTHERS (Specify)				
LIABILITIES			GROSS MONTHLY INCOME	13,000-			
UNSECURED LOANS			WITHHOLDING TAX				
OTHERS (Specify)			COMBINED NET MONTHLY INCOME	13,000-			
TOTAL LIABILITIES			EXPENSES (Combined for Borrower/Spouse/OTHERS)				
NET WORTH (ASSETS - LIABILITIES)	48,350-		Living and Utilities	4,800-			
			Education				
			Transportation	1,500-			
			Loan Amortization				
			Others (Specify)	790-			
			SSS/PROMISSORY INSTRUMENT/PAG-IBIG PROMISSORY INSTRUMENT	650-			
			Combined Monthly Expenses	7,740-			
			Combined Net Disposable Income	5,260-			
			LOAN ENTITLEMENT				
LOAN AND CREDIT REFERENCES							
BANK/FINANCIAL INSTITUTION	ADDRESS	PURPOSE	SECURITY	HIGHEST AMOUNT OWED	PRESENT BALANCE	DATE OBTAINED	DATE FULLY PAID
HDMF	CARAGA CITY	MORTGAGE	CASH	12,940.34	12,940.34	10/20/11	3/20/14
TRADE REFERENCES (For Self-Employed Only)							
NAME OF SUPPLIER	ADDRESS	TEL. NO.					
CHARACTER REFERENCES							
NAME	ADDRESS	TEL. NO.					
FELIPE ARELLANO	MAYA-MAYA ST. DAUNT-DAUNTAN, NAYATAS	2873253					
CECILIA GAYE	#4-D MANUNING ST. SILAYAN VILLAGE	9210069					
CERTIFICATION							
I/We certify that the foregoing information/statement are to the best of my/our knowledge, true, correct and complete, and I/We hereby agree that any misrepresentation of a material fact is a ground for disapproval of the application, cancellation of the loan, or foreclosure of the mortgage as the case may be. I/We agree to notify HDMF of any material change affecting the information contained herein. I/We agree that all information obtained by HDMF shall remain its property whether or not the loan is granted.							
I/We further agree to pay HDMF the non-refundable sum of One Thousand Pesos (P1,000.00) as processing/filing fee to be paid upon filling of the loan application and Two Thousand Pesos (P2,000.00) to be paid upon loan takeout. I/We understand that should my/our application be approved, notarial and all other fees pertaining to the registration of mortgage of property shall be for my/our account. The signature/s appearing below is/are genuine.							
SIGNATURE OF BORROWER Olivia Sarving Asidao			SIGNATURE OF SPOUSE				
DATE 2-1-12			DATE				
FOR HDMF USE ONLY							
RECEIVED BY	SIGNATURE OF HDMF REPRESENTATIVE	NAME IN PRINT	DATE RECEIVED				
THIS FORM CAN BE REPRODUCED. NOT FOR SALE							

Requirements

MEMBERSHIP STATUS VERIFICATION SLIP

Date Filed: _____ MSVS No. _____

Last Name First Name Middle Name Maiden Name
ASIDDAD OLIVIA SARVING
(For married woman)

Home Address **24 BLVD-D PH III-C** Tel. No. **287-7562**
TAMING ST. TAILOK/OKMOVIMAN VIL.
~~287-7562~~

Company/Employer/Business Name **FAMILY OF VICTIMS OF INVOLUNTARY DISAPPEARANCE** Cell Phone Number: **09155415868**

Company/Employer/Business Address **#4-D MAMINGING ST. SILATINA VIL.** Tel. No. **9210069**

Status **Single**
 Single Married Widower Legally Separated Annulled

For AFP Employee Branch of Service Serial/Account No.

For DECS Employee Division Code Station Code Employee No.

- | | |
|---|--|
| <input type="checkbox"/> Additional Loan | <input type="checkbox"/> Purchase of Pag-IBIG acquired properties |
| <input type="checkbox"/> Home Improvement | <input type="checkbox"/> Purchase of a Residential Unit |
| <input type="checkbox"/> House Construction | <input type="checkbox"/> Purchase of Townhouse and |
| <input type="checkbox"/> Purchase of a Fully Developed Lot | <input type="checkbox"/> Condominium Unit, inclusive of parking slot |
| <input type="checkbox"/> Purchase of Lot and Construction of a Residential Unit | <input type="checkbox"/> Refinancing of an existing mortgage loan |

MEMBERSHIP STATUS VERIFICATION SLIP

Member's Signature **Olivia Asiddad**

FOR Pag-IBIG FUND USE ONLY

COUNSELLED/PRE-QUALIFIED BY _____ (Counseling Section/Servicing Section) Date _____

	With	Without	Verified by	Remarks
CLAIMS	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
MPL	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
HL/LP/PI	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

ATEST CONTRIBUTION RECORD			Total No. of Contributions
Month/Year	PFR No./Date	Amount	

Maximum Allowable Rate (MAR)

Verified by	Date	Loan Entitlement
_____	_____	_____

Certified by	Date	Certified by	Date
_____	_____	_____	_____

Remarks _____

Attachments
 Certificate of Remittance Latest Payslip

Requirements

January 24, 2012

STAGES



CERTIFICATION OF EMPLOYMENT AND COMPENSATION

STAGES
Production Specialists Inc.

This is to certify that **MR. WILFREDO E. AYCARDO JR.** is an employee of **STAGES PRODUCTION SPECIALISTS, INC.** from June 25, 2010 up to the present as **Booking Officer** on permanent status under this Office. Likewise, **Mr. Aycardo** has worked as **Personal Assistant /Road Manager** for **Christian Bautista**, one of Stages artists, from June 2003 to June 2010.

Unit 606
Greenbelt Mansion
106 Perea Street
Legaspi Village
Makati 1200
Philippines

His monthly compensation are as follows:

Basic Salary	13,000.00
Cola	500.00

P +632.818.1111 e. 209
F +632.894.3317

Furthermore, he received additional remuneration other than above, to wit:

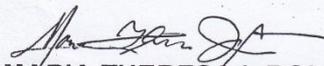
13 th Month Pay	13,000.00
14 th & 15 th Month Pay	26,000.00

Commission (based on the event / project, he gets 10% commission on the 20% management fee of Stages.

STAGES PRODUCTION SPECIALISTS, INC. is a full-service entertainment and production company which produces corporate and special events, concerts, mall shows, theater, television and film. **STAGES** also handles and manages talents in theater, film, television, music and even advertising.

This certification is being issued this 24th day of January 2012 in Makati City upon the request of **MR. WILFREDO E. AYCARDO JR.** for whatever legal purpose it may serve.

Certified by:


MARIA THERESA I. BOLNEO
Head, Administration Unit

SUBSCRIBED AND SWORN TO BEFORE ME THIS
OF AFFIANT EXHIBITED TO ME HIS/HER
C NO ISSUED ON AT

25 JAN 2012



Requirements



FIND

Families of Victims of Involuntary Disappearance

NGO in Special Consultative Status with the Economic and Social Council of the United Nations

FAMILIES OF VICTIMS OF INVOLUNTARY DISAPPEARANCE (FIND) SALARY ADVICE SLIP

NAME OLIVIA S. ASIDDAO
POSITION Bookkeeper
PERIOD COVERED January 16-31, 2012

GROSS EARNINGS:

REGULAR PAY	P	6,000.00
ALLOWANCES		500.00
TOTAL	P	6,500.00

DEDUCTIONS:

SSS PREMIUMS		
PHILHEALTH		
SSS LOAN		-
PAG-IBIG PREMIUM		240.00
PAG-IBIG LOAN		-
WITHHOLDING TAX		-
OTHERS		-
TOTAL DEDUCTIONS	P	240.00

NET EARNINGS	P	6,260.00
---------------------	----------	-----------------

Prepared by:
Christy Belandres
Finance Officer

Approved by:
Wilma Q. Tizon
Deputy Sec General

Olivia S. Asiddao 1-28-12

FAMILIES OF VICTIMS OF INVOLUNTARY DISAPPEARANCE (FIND) SALARY ADVICE SLIP

NAME OLIVIA S. ASIDDAO
POSITION Bookkeeper
PERIOD COVERED February 1-15, 2012

GROSS EARNINGS:

REGULAR PAY	P	6,000.00
		500.00

TOTAL	P	6,500.00
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DEDUCTIONS:

SSS PREMIUMS		400.00
PHILHEALTH		150.00
SSS LOAN		-
PAG-IBIG PREMIUM		
PAG-IBIG LOAN		
WITHHOLDING TAX		-
OTHERS	0	-

TOTAL DEDUCTIONS	P	550.00
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NET EARNINGS	P	5,950.00
---------------------	----------	-----------------

Prepared by:

Christy Belandres
Finance Officer

Approved by: -

Wilma Q. Tizon
Deputy Sec General

Olivia S. Asiddao 2-14-12

CERTIFICATION

I certify that the foregoing information/statement above are to the best of my knowledge, true, correct and complete.

Christy Belandres
Christy Belandres
Finance Officer

Requirements

Republic of the Philippines
Social Security System



OLIVIA SAQUING ASIDDAO

33-0784412-8
OCTOBER 5, 1967



ROMULO L. NERI
SSS PRESIDENT



PROUD TO BE A FILIPINO

Olivia Saquing Asiddao

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

ASIDDAO, OLIVIA SAQUING

TIN: **263-563-859-000**

L24 B12-D Ph III-C Tanigue St
Kaunlaran Village, Caloocan City

BIRTH DATE: 10/05/1967
ISSUE DATE: 08/12/2008



Olivia Saquing Asiddao
SIGNATURE

Olivia Saquing Asiddao



002166709

- This card bears your permanent Taxpayer Identification Number (TIN). Always indicate your TIN on all returns / documents filed with the BIR.
- Report immediately to your Revenue District Officer, the loss of this card and change of name or address.
- Any person who secures and / or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment.

Requirements



(Branch)

AUTHORIZATION TO CONDUCT CREDIT/ BACKGROUND INVESTIGATION

Date

Dear Sir/Madam:

I hereby authorize Pag-IBIG Fund or its duly authorized representative to validate/check with the following institutions in connection with my/our application for housing loan:

- Company/Employer
- BIR
- Bank (*in case income is sourced from foreign remittances, pension, etc*)
- Credit Cards Owned (*if any*)
- DTI (*Business Name*)
- LGU (*Mayor's Permit/Business Permit*)
- LTFRB (*Transport Franchise*)
- Others: _____

Thank you.

Very truly yours,

Olivia S. Aciddo
OLIVIA S. ACIDDO

Signature of Borrower
Over Printed Name

Requirements (For OFW)

Name: LUNA, RONALDO VILLEGAS
 Position: WAITER
 Agency: B & E OVERSEAS MANPOWER SERVICES CORP
 Principal Direct Employer: SHANGHAI RESTAURANT FOR CHINESE AND PHILIPPINES FOODS
 Worksite: SAUDI ARABIA
 Salary: 370.00 per Month - US DOLLAR
 Contract Duration: 24.00 months
 LB. OEC NO. 3114500

This certifies that the holder is a bonafide contract worker whose employment with the aforesaid employer has been duly authorized by the POEA.

IMPORTANT: 1. VALID FOR EXIT UP TO May 29, 2011
 2. NOT VALID WITH ERASURES/ALTERATIONS

Authorized Signature

Jan 28, 2011

DATE ISSUED

C. Employee: Ronaldo V. Luna
 Civil Status: Married Passport No. J7110905
 Date & Place of Issue: Jan. 09, 2011 / Manila
 Address: 260 Scout Chaves St. Obrera, Quezon City

voluntarily binding themselves to the following terms and conditions:

1. Site of Employment: Saudi Arabia
2. Contract Duration: Two (2) Years commencing from Employee's departure from the point of origin to the site of employment.
3. Employee's Position: As per approved Job Order / Waiter

PHILIPPINE ASSOCIATION OF SERVICE EXPORTERS, INC. (PASEI)

Rm. 501 Unlad Condominium, 1665 Gen. Malvar Street, corner Taft Avenue, Manila

370.00

days per week

This

NO.: 436304

00%

CERTIFICATE OF ATTENDANCE

is hereby awarded to

following

RONALDO LUNA

a contract worker hired by B & E OVERSEAS MANPOWER SERVICES
 for its principal SHANGHAI RESTAURANT FOR CHINE & PHIL. FOOD
 for having completed the Pre-Departure Orientation Seminar conducted by the PHILIPPINE ASSOCIATION OF SERVICE EXPORTERS
 INC. (PASEI) on January 28, 2011 AT MANILA

ERLINDA D. MIRANDA
 TRAINOR

CORAZON P. MADAMBA
 PDOS ELECTRONIC DATA ENCODER

medicine.

11. Workmen's compensation benefits for service-connected illness or injuries or death in accordance with the pertinent laws of Saudi Arabia.
12. In the event of death of the Employee during the terms of this Agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the Employer. In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the Employee's next of kin and/or by the Philippine Embassy/Consulate nearest the jobsite.
13. The Employer shall assist the Employee in remitting a percentage of his salary through the proper banking channel or other means authorized by law.
14. Termination: Neither party may unilaterally cancel the contract except for legal, just and valid cause(s):
 (a) Termination by Employer - the Employer may terminate this Contract on grounds of closure or cessation of operation of the establishment/undertaking or due to retrenchment to prevent losses, by



Requirements (For OFW)

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

I, _____, of legal age, Filipino, married/single and residing at Blk. ____ Lot _____, _____, Quezon City, do hereby APPOINT, NAME and CONSTITUTE _____, of legal age, Filipino, married/single and residing at Blk. _____ Lot _____, _____, Quezon City, to be my true and lawful ATTORNEY-IN-FACT, for me and in my NAME, PLACE and STEAD, to do and perform the following acts, to wit:

To sign, follow up all of my documents and receive title of the lot awarded to us by the Quezon City Government at Blk. _____, Lot _____, _____, Quezon City.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and to perform all and every act and things which may be necessary to carry into effect the foregoing authority as fully to all intents and purposes as I might lawfully do if personally present, hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to be done by virtue of these presents.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ 2011 at _____.

Principal
CTC NO. _____
Issued at _____
Issued on _____

Attorney-in-fact
CTC NO. _____
Issued at _____
Issued on _____

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, personally appeared the Principal who exhibited his Community Tax Certificate No. _____ issued on _____ at Quezon City, known to me to be the same person who executed the foregoing instrument and acknowledged that the same is his own, free and voluntary act and deed.

WITNESS MY HAND AND OFFICIAL SEAL this _____ at _____

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2012

Requirements (For OFW)



Consulate General of the Republic of the Philippines in Jeddah

القنصلية العامة لجمهورية الفلبين في جدة

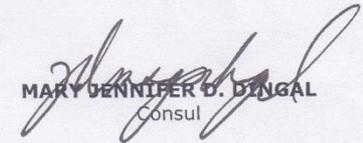
CONSULATE GENERAL OF THE PHILIPPINES)
City of Jeddah)
Kingdom of Saudi Arabia)

ACKNOWLEDGMENT

Before me, **MARY JENNIFER D. DINGAL**, Consul of the Republic of the Philippines in the Kingdom of Saudi Arabia, duly commissioned and qualified on 28 February 2012, personally appeared **RONALDO V. LUNA** with Philippine passport no. **EB4456503** issued on **16 Jan. 2012** in **PCG Jeddah** respectively, known to me to be the same person who executed the annexed instrument and he/she acknowledged to me that the same is his/her free voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of February 2012, in the Consulate General of the Philippines, Jeddah, Kingdom of Saudi Arabia.




MARY JENNIFER D. DINGAL
Consul

Doc. No. 11302
Serial No. 08279
Serial of 2012
O.R. No. 101605

ANNEXED DOCUMENT (is/are)
SPA in favor of **MARICON M. LUNA**
Issued on February 28, 2012

BISTEKVILLE II

(@P400,000 Loan Value)

YEARS TO PAY	P.I.	S.R.I.	FIRE	M.A.
30	2,398.20	164	83.1	2,645.30
29	2,428.02	164	83.1	2,675.12
28	2,460.50	164	83.1	2,707.60
27	2,495.94	164	83.1	2,743.04
26	2,534.71	164	83.1	2,781.81
25	2,577.20	164	83.1	2,824.30
24	2,623.91	164	83.1	2,871.01
23	2,675.39	164	83.1	2,922.49
22	2,732.30	164	83.1	2,979.40
21	2,795.43	164	83.1	3,042.53
20	2,865.72	164	83.1	3,112.82
19	2,944.33	164	83.1	3,191.43
18	3,032.65	164	83.1	3,279.75
17	3,132.40	164	83.1	3,379.50
16	3,245.75	164	83.1	3,492.85

BISTEKVILLE II

(@P400,000 Loan Value)

YEARS TO PAY	P.I.	S.R.I.	FIRE	M.A.
15	3,375.43	164	83.1	3,622.53
14	3,524.94	164	83.1	3,772.04
13	3,698.89	164	83.1	3,945.99
12	3,903.40	164	83.1	4,150.50
11	4,146.81	164	83.1	4,393.91
10	4,440.82	164	83.1	4,687.92
9	4,802.30	164	83.1	5,049.40
8	5,256.57	164	83.1	5,503.67
7	5,843.42	164	83.1	6,090.52
6	6,629.16	164	83.1	6,876.26
5	7,733.12	164	83.1	7,980.22
4	9,394.01	164	83.1	9,641.11
3	12,168.78	164	83.1	12,415.88
2	17,728.24	164	83.1	17,975.34
1	34,426.57	164	83.1	34,673.67



Miscellaneous Expenses

Pag-IBIG membership

Meralco

Maynilad

MRI & FIRE

Survey & Titling

Filing Fee

Processing Fee



- End of Presentation -

