



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF BONGABONG  
OFFICE OF THE MUNICIPAL MAYOR



**EXECUTIVE ORDER**  
(No. 17 Series of 2021)

**CODE OF POLICIES ON BENEFICIARY SELECTION  
FOR HEARTS VILLAGE AT SITIO STO. NIÑO, BARANGAY MALITBOG,  
BONGABONG, ORIENTAL MINDORO**

Pursuant to Sec. 18 of the Republic Act No. 7279 or the Urban and Development Housing Act of 1992, eviction or demolition may be allowed under the following situations: when persons or entities occupy danger areas such as esteros, railroad tracks, garbage dumps, riverbanks, shorelines, waterways, and other places such as sidewalks, roads, parks, and playgrounds; when government infrastructure projects with available funding are to be implemented; or when there is a court order for eviction or demolition.

Corollary to housing development and the conduct of orderly, peaceful and humane relocation and resettlement operation, there is a need to establish a Code of Policies that will prescribe the general guidelines on the identification and selection of beneficiaries of government resettlement assistance. The Code of Policies shall ensure a mechanism that is non-discriminative that provides access to housing benefits equitable to all the affected population.

**I. SCOPE**

The Code of Policies shall govern the identification and selection of beneficiaries qualified for resettlement assistance. This shall also apply in the resolution of conflicts and appeals which may arise during project implementation.

The human rights-based approach to the selection of program beneficiaries shall be applied to ensure a system that is non-discriminative that provides access to housing benefits equitable to all the affected population.

**II. DEFINITION OF TERMS**

For the purposes of this Code, the terms or words and phrases used herein shall mean or be understood as follows:

- 1. Absentee Censused Household** – a censused household who, at the time of the relocation operations, is not presently residing in the area identified for clearing.
- 2. Absentee Structure Owner** – any individual who owns a structure or dwelling unit in the identified area for clearing who does not occupy or has ceased to occupy said structure for a continuous period of at least 6 months prior to the conduct of census and tagging activities.

3. **Beneficiary** – a household applicant who meets the basic eligibility requirement for government resettlement assistance and other criteria promulgated by BSAAC/HVMC.
4. **Beneficiary Selection, Arbitration and Awards Committee (BSAAC)** – shall also be known as Hearts Village Management Council (HVMC); a council which is multi-sectoral in nature and composition, created to formulate and promulgate beneficiary selection criteria and to arbitrate resolution of conflicts and appeals which may arise during project implementation.
5. **Blighted Land** – refers to an area where the structures are dilapidated, obsolete and unsanitary, tending to depreciate the value of the land and prevent intended development and land use.
6. **Census** – the official registration of households, through the conduct of house – to – house interview of household heads or spouses, or next of kin (not below 18 years old), who are residing within the subject area.
7. **Censused Household** – a household included in the census and tagging operations conducted by LGU in coordination with other project stakeholders.
8. **Census Master List** – the official registry of all households listed in the census and tagging operations conducted by the LGU/Proponent, in coordination with other stakeholders.
9. **Census Validation** – the process of establishing the accuracy or validity of socio-economic data earlier obtained from household heads or spouses who are residing within a specific area and specified period. The process is undertaken prior to the actual movement of affected families to the resettlement site.
10. **Disqualification** – the act of preventing a person or household from participating and/or availing of government resettlement assistance pursuant to established guidelines.
11. **Dwelling unit** – a separate and independent place of abode intended for habitation, or one not intended for habitation but occupied as living quarters by a household at the time of the census or census verification. A dwelling unit may be a room, a number of rooms, a barong-barong, a boat or a cave. Interchangeably, it also refers to a house.
12. **House Co-Owner** – a person who shares ownership of the dwelling unit and can show proof of such.
13. **Household** – a group of persons living in one structure or dwelling unit related by affinity to the first degree and by consanguinity to the first and second degree, and having common arrangement for the preparation and consumption of food.
14. **Household Head** – a person or persons who own two or more houses or dwelling units.
15. **Informal/Marginal Settlement** – is an unplanned settlement of improvised housing, called shanties or shacks, made of salvaged materials such as plywood,



corrugated metal, sheets of plastic, and cardboard boxes. Such settlements are usually found on public lands, or near railroad tracks, waterways, or dump sites. It typically lacks basic infrastructures and utilities, proper sanitation, safe water supply, and other basic amenities to support human habitation.

16. **Informal Settler Family (ISF)** – a family or household who settles on public or private land without any legal authority to do so.
17. **Multiple House Owner** – a person who owns two (2) or houses or dwelling units.
18. **Professional Squatter** – refers to individuals or groups who occupy lands without the expressed consent of the landowner and who have sufficient income for legitimate housing. The term shall also apply to persons who have been previously awarded homelots or housing units by the government but who sold, leased, or transferred in favor of another 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.
19. **Renter** – any household who pays the structure owner for occupying or using the structure or a portion thereof.
20. **Rent – Free Occupant/Sharer** – any household other than the owner occupying or using the structure or dwelling unit for free.
21. **Residential – Commercial** – a structure which, aside from being used as dwelling purposes, is also used for commercial purposes.
22. **Residential – Industrial** – a structure which, aside from being used as dwelling purposes, is also used for industrial purposes.
23. **Residential – Institutional** – a structure which, aside from being used for dwelling purposes, is also used for institutional purposes.
24. **Residing House Owner/s** – a person or persons who own/s and reside in the dwelling unit or house.
25. **Security of Tenure** – refers to the degree of protection afforded to qualified beneficiaries of government housing assistance program against infringement or unjust, reasonable and arbitrary eviction or disposition, by virtue of the right of ownership, lease agreement, usufruct and other contractual arrangements.
26. **Socialized Housing** – refers to a housing program or project covering houses and lots or homelots only undertaken by the government or the private sector for the underprivileged and homeless citizens which shall include sites and services development, long-term financing, liberalized terms on interest payments, and such other benefits in accordance with the law.
27. **Squatting Syndicate** – refers to a group of persons engaged in the business of squatter housing for profit or gain.



28. **Structure** – a man-made facility built for the purpose of shelter or enclosure for persons, chattels or property of any kind.

29. **Structure Owner/s** – any person or persons who own/s the structure.

30. **Tagging** – the official registration through the issuance of tag cards to structures within the area for clearing within a specified time frame.

31. **Uncensused Household** – a household whose name of its head is not included in the census master list of households.

32. **Underprivileged and Homeless Citizens** – refers to individuals or families residing in urban and urbanizable areas whose combined household incomes fall within the poverty threshold, as defined by NEDA, and those that neither own any housing facilities nor enjoy security of tenure.

33. **Urban Area** – refers to all cities regardless of population density and to municipalities with a population density of at least five hundred (500) persons per square kilometers.

34. **Urbanizable Area** – refers to all site and land which, considering present characteristics and prevailing conditions, display marked and great potential of becoming urban area within the period of five (5) years.

35. **Underprivileged and Homeless Citizens** – refers to individuals or families residing in urban and urbanizable areas whose combined household incomes fall within the poverty threshold, as defined by NEDA, and those that neither own any housing facilities nor enjoy security of tenure.

### III. GENERAL POLICIES

1. The Master List of Households generated through the official census and tagging operation shall be the primary basis for determining program beneficiaries;

2. The selection of beneficiary shall be in accordance with Article V. Section 16 of the R. A. 7279 and its Implementing Rules and Regulations (IRR), to wit:

#### **To qualify for the socialized housing program, a beneficiary:**

- a. Must be a Filipino citizen;
- b. Must be an underprivileged and homeless citizen. As defined, it refers to individuals or families residing in urban and urbanizable areas whose combined household incomes fall within the poverty threshold, as defined by NEDA, and who do not own any housing facilities. This shall include those in makeshift dwelling units and do not enjoy security of tenure;
- c. Must not own any real property whether in the urban or rural areas; and
- d. Must not be a professional squatter or a member of squatting syndicates.

3. Inclusion in the census master list does not automatically qualify a household.
4. All households shall undergo a pre-qualification process such as verification on previous awards of government resettlement program including financial assistance and Balik Probinsya Program;
5. A qualified household is entitled to only one (1) unit or lot or house and lot allocation in the identified resettlement project;
6. The relocation and resettlement of households shall be in accordance with existing rules and regulations as stipulated in Section 28 of R.A. 7279; and
7. Multi-sectoral participation shall be encouraged.

#### **IV. BENEFICIARY SELECTION CRITERIA**

##### **1. Qualification**

To qualify for the program, the household must be included in the official census master list of households. The household head –

- a. Must be of legal age (18 to 60 years old); household heads who are above 60 years old shall waive their rights in favor to his next of kin, preferably a censused household member;
- b. Must not have been a beneficiary of any government housing program, including financial assistance and Balik Probinsya Program, except those in leasehold or rental arrangements; and
- c. Must meet the residence requirement of a minimum of six (6) months prior to relocation and a registered voter in the municipality
- d. Combined household incomes must fall within:
  - Poor Income – 9,520.00 (for family of 5 members)
  - Low Income – 19,040.00 (for family of 5 members)
  - Low Middle Income – 38,080.00 (for family of 5 members)

##### **2. Disqualification**

**Any of the following shall be the basis for disqualification:**

- a) Absentee house owner defined as an individual who owns a house or dwelling unit who, at the time of census and tagging operation, does not occupy nor any of his household members or has ceased to occupy said structure for a continuous period of at least six (6) months prior to the census and tagging operation;
- b) A person who constructed a structure or dwelling unit during and after the official census and tagging operations;



- c) An absentee censused household defined as a censused household who, at the time of relocation, has not been residing continuously in the area for at least six (6) months prior to relocation;
- d) A household residing in the area below six (6) months;
- e) Single individuals with no dependents or those who merely reside in the area on account business. This does not apply to single but owners of dwelling units;
- f) Partners on "live-in" arrangement who have no children of their own and dependent on their parents/s or siblings for subsistence at the time of census;
- g) A person who illegally disposed (land, transfer, sell or steal) assigned tag cards in favor of another;
- h) Recipient of previous government or non-government housing assistance to include financial assistance and the Balik-Probinsya Program;
- i) A person who uses a dummy or allows himself to be used as dummy for the purpose of acquiring government resettlement assistance; the initiator of a dummy shall likewise be disqualified;
- j) Being a party or witness to a contract relating to the unauthorized sale, lease, mortgage or disposition of structures/dwelling units/homelots to any individual, whether censused or uncensused;
- k) A person who submits tampered or spurious documents;
- l) A person who deliberately, maliciously and openly defies any lawful order, decision or policy related to the housing program;
- m) A person found to be professional squatter or member of squatting syndicate; and
- n) A person who misrepresents or provides wrong or misleading information to qualify for the Program.

## **V. BSAAC/HVMC MECHANICS**

1. The Social Preparation Sub-Committee shall hold a meeting with the residents of the affected community to explain that it shall entertain petitions for census claims for fifteen (15) working days. The mechanics for the resolution of census claims shall be discussed, as well as the criteria for beneficiary selection, resettlement options, and other entitlements due to the affected families.

2. A Bulletin or "Pahayag" shall also be posted in conspicuous places in the affected community. The period for filing census claims shall be given the widest publicity in the area. After the expiration of the period, no petition/appeal shall be entertained by the Beneficiary Selection, Awards and Arbitration Committee (BSAAC) also known as Hearts Village Management Council (HVMC), except when failure to file is based on justifiable grounds and shall be supported by affidavits of merit.

3. The petition shall be filed with the BSAAC/HVMC Secretariat whose members will be stationed at the Barangay Hall for the duration of the filing period.

4. The petitioner/appellant shall file his/her appeal in writing. A pro-forma petition instrument shall be provided by the BSAAC/HVMC for fill up and signature of the petitioner. Each petition shall be supported by original and photo copies of at least three (3) of the following documents:

a. Duly notarized Sworn Application  
To Rent to Own a House And

Lot Package/Housing Unit (SARL/HU) - original

b. Proof of Identity

• Any government-issued ID\* - photocopy

c. Proof of Civil Status

For single applicants

• Birth Certificate (Civil Registry or PSA) - certified copy and photocopy

For married applicants

• Marriage Contract (Civil Registry or PSA) - certified copy and photocopy

d. Family Picture (3R size) - original

\*List of Acceptable Government-Issued ID (original and photocopy)

- Driver's License
- Postal ID
- Voter's ID
- GSIS/SSS/Philhealth/PAG-IBIG Card
- NBI/Police Clearance
- Government Office ID
- Senior Citizen ID
- Solo Parent ID
- PWD ID
- DSWD Certification
- Philippine Passport

5. The BSAAC/HVMC Secretariat shall initiate the review of documents and conduct of investigation, if warranted, for fourteen (14) working days from the receipt of a petition. It may enlist the participation of the Barangay or Peoples' Organization in gathering facts for deliberation.

a. The BSAAC/HVMC, upon receipt of the complete results of the investigation, shall deliberate on a case/petition. It may summon the petitioner for interview/clarification or for submission of additional documents/evidences in support of the petition. Deliberations shall be completed within five (5) working days.

6. The BSAAC/HVMC Chairman shall preside over case deliberations. A simple majority of the Committee members shall constitute a quorum. The Chairman shall

conduct a consensus of opinions and decision of the majority of the members shall be sufficient to adopt any action.

7. When all the petitions shall have been heard and evaluated, the BSAAC/HVMC shall prepare a summary of the cases deliberated and resolved and all the members of the Secretariat shall affix their signatures on the document. Thereafter, a resolution is passed by the BSAAC/HVMC.

8. The BSAAC/HVMC shall submit the approved resolutions for endorsement to the LCE for approval

9. All parties concerned in the case shall be formally notified of the final BSAAC/HVMC decision.

10. All decisions and resolutions passed by the BSAAC/HVMC shall be final and executory.

## **VI. INSTITUTIONAL FRAMEWORK**

1. For the purpose of implementing this Code of Policies, a project-based BSAAC/HVMC shall be created to undertake the following:

a. Prepare and endorse to the approving authority (LCE) the final list of qualified beneficiaries; and

b. Arbitrate and resolve census-related appeals and disputes such as but not limited to the following:

i. Appeals for inclusion in the census master list/registry of households;

ii. Appeals for reconsideration of status such as absentee house owners, out during census, and those who refused to be interviewed;

iii. Petitions for revocation of qualified status due to misrepresentation or guidelines violations; and

iv. Rectification of household's basic information.

c. Prepare the appropriate resolution on all petitions, appeals and census claims for endorsement to the approving authority

2. The BSAAC/HVMC shall be composed of the duly designated representatives of the following:

**Chairperson** : Municipal Mayor

**Co-chairperson** : Vice Mayor

### **Members:**

- a. SB Committee Chairperson on Housing and Land Use
- b. Assistant Municipal Engineer
- c. Municipal Social Welfare and Development Officer
- d. Municipal Planning and Development Coordinator
- e. Municipal Agriculturist



- f. Local Economic Investment Promotion Officer
- g. Road Clearing Task Force Head
- h. Hearts Village Homeowners Association (HOA) Representative

3. The Secretariat shall be the Local Housing Office to be organized through a memorandum/executive order issued by the Local Chief Executive. They shall provide technical assistance and administrative support to the Committee.

## VII. EFFECTIVITY CLAUSE

This Code of Policies shall take effect this 28<sup>th</sup> of April 2021.

**DONE** in the Municipality of Bongabong, Oriental Mindoro this 28<sup>th</sup> of April, 2021.

  
**Hon. ELEGIO A. MALALUAN, O.D.**  
**Municipal Mayor**



*"The Center of Organic Farming in Oriental Mindoro"*

