



SOCIAL HOUSING FINANCE CORPORATION
a subsidiary of National Home Mortgage Finance Corporation

OFFICE ORDER NO. 12 - 0321

Series of 2012

Subject : **PROCESSING OF REQUIREMENTS FOR RELEASE OF TITLES BY THE REGIONAL OFFICES**

To expedite the release of titles to member-beneficiaries (MBs) with fully-paid accounts under the Community Mortgage Program (CMP) by the respective regional offices, the said regional offices shall be responsible for the processing, reception, and validation of the documentary requirements necessary for release of the titles, to wit:

For Original Member-Beneficiaries:

1. Two (2) Valid IDs of the member-beneficiary
2. CA Board Resolution Prior to the Release of Title (*Corporate Circular CMP No. 08-007, Series of 2008*)

For Representatives:

1. Special Power of Attorney (SPA) stating the Transfer Certificate of Title (TCT) Number, Block Number, and Lot Number
2. Two (2) Valid IDs of the member-beneficiary
3. Two (2) Valid IDs of representatives
4. CA Board Resolution prior to the Release of Title (*Corporate Circular CMP No. 08-007, Series of 2008*)

For MRI Settlement:

1. Extra-Judicial Settlement of Heirs
2. Affidavit of Publication
3. Special Power of Attorney (SPA)
4. Two (2) Valid IDs of all Heirs
5. CA Board Resolution prior to the Release of Title (*Corporate Circular CMP No. 08-007, Series of 2008*)

For the Association:

1. Joint Authority to Transport with Release from Liability
2. Board Resolution authorizing SHFC to transport Original TCTs


For the purpose of releasing titles, the following government-issued IDs are acceptable:

1. Driver's License
2. Passport
3. Professional Regulation Commission (PRC) ID
4. Postal ID
5. Voter's ID
6. Barangay ID
7. GSIS e-card
8. SSS card
9. Senior Citizen Card
10. OWWA ID
11. OFW ID
12. And such other government issued IDs which are deemed acceptable by the head or officer-in-charge of the respective regional office.

In instances where producing two (2) government-issued IDs is not feasible nor practical, the head or officer-in-charge of the respective regional office may require submission of any one of the above-mentioned IDs.

Any office policies, orders, and memoranda or parts thereof inconsistent with any provision of this order are deemed modified accordingly.

This Office Order takes effect immediately.


MA. ANA R. OLIVEROS
President

June 15, 2012