

HLURB REGIONAL OFFICERS
(With Office Address and Telephone Nos.)

NORTHERN LUZON
Regions CAR, I & II

Dir. TERESITA V. GALACGAC, CESO V
Regional Director, HLURB-Northern Luzon
Leonard Wood Road, Botanical Garden,
Baguio City
Telefax: (074) 442-5338
E-mail : tgalacgac@hlurb.gov.ph
E-mail : nlr@hlurb.gov.ph

NORTHERN TAGALOG
Region III

Dir. OCTAVIO DG. CANTA
Acting Regional Officer,
HLURB-Northern Tagalog
3rd Flr., Insular Life Bldg.,
Dolores St., San Fernando, Pampanga
Tel. Nos. (045) 861-2665; (045) 963-7376
E-mail : ntr@hlurb.gov.ph

EXPANDED NATIONAL
CAPITAL REGION

Dir. ALFREDO GIL M. TAN II, CESO V, EnP
Regional Director, ENCRFO
Housing and Land Use Regulatory Board,
2nd Flr., HLURB Bldg., Kalayaan Ave.,
cor. Mayaman St., Diliman, Quezon City
Tel. Nos. (632) 926-1061, 924-6658
E-mail : atanjr@hlurb.gov.ph

Other ENCR E-mails:
Technical: technical@hlurb.gov.ph
Monitoring: monitoring-
adjudication@hlurb.gov.ph
Homeowners Association:
ncrhoa@hlurb.gov.ph

SOUTHERN TAGALOG
Regions IV-A & IV-B

Arch. JOSE O. PEÑA
Officer-in-Charge, HLURB-Southern Tagalog
Dencris Business Center, National Highway,
Brgy. Halang, Calamba City, Laguna
(behind DENR Region IV-A and
Pag-IBIG Fund Laguna Office)
Tel. Nos. : (049)502-9751; 502-9752;
502-9747
E-mail : atanjr@hlurb.gov.ph
E-mail : str@hlurb.gov.ph

BICOL REGION
Region V

Dir. JESSE A. OBLIGACION, CESO V
Regional Director, HLURB-Bicol Region
3rd Floor, Insular Bldg., Rizal St., Legazpi City
Tel. No. (052) 481-1622
E-mail : br@hlurb.gov.ph

WESTERN VISAYAS
Region VI

Dir. PILAR J. JAMANDRE
Regional Director, HLURB-Western Visayas
INJAP Bldg., Diversion 2011
Diversion Road, Mandurriao, Iloilo City
Tel. Nos.: (033) 321-6177; (033) 501-8202
E-mail : pjamandre@hlurb.gov.ph
E-mail : wvr@hlurb.gov.ph

CENTRAL VISAYAS
Regions VII & VIII

Dir. ROY T. LOPEZ
Regional Director, HLURB-Central Visayas
Rm 608, 6th Flr., Club Ultima Tower,
Fuente Osmeña Avenue, Cebu City
Tel. Nos.: (032) 254-4564; (032) 418-7990
E-mail : rlopez@hlurb.gov.ph
E-mail : cvr@hlurb.gov.ph

NORTHERN MINDANAO
Regions IX, X & XIII

Ms. CHARITO A. RAAGAS
Officer-in-Charge, HLURB-Northern Mindanao
3rd Floor, Dupoint Bldg., Velez-akut Street,
Cagayan De Oro City
Tel. Nos.: (088) 856-5088; (088) 272-1466
E-mail : pjamandre@hlurb.gov.ph
E-mail : nmr@hlurb.gov.ph

SOUTHERN MINDANAO
Regions XI & XII

Dir. ROBERTO MAURO MIGUEL T. PALMA GIL
Regional Director, HLURB-Southern Mindanao
GB CAM Bldg., Monteverde Avenue, cor.
Alvarez St., Davao City
Tel. Nos: (082) 222-2895; (082) 225-3875
E-mail : smr@hlurb.gov.ph



Republic of the Philippines
Office of the President
HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL
HOUSING AND LAND USE REGULATORY BOARD
HLURB Bldg., Kalayaan Ave. cor. Mayaman St., Diliman, Quezon City
www.hlurb.gov.ph

REMINDERS

***IN BUYING
SUBDIVISION HOUSE
AND LOT OR
CONDOMINIUM UNIT
FROM A DEVELOPER
OR BROKER***



BEFORE BUYING

1. Check if the Project has a Certificate of Registration and a License to Sell.
 - You should ask the broker/agent of the owner/developer if the project is registered and has a License issued by HLURB:
 - This can be verified at the On-Line Queries/HLURB website (www.hlurb.gov.ph/Information and Communications Technology Division-ICTD, 9272731 for the list of projects covered with Certificate of Registration and License to Sell as well as any encumbrance thereon, e.g. Cease and Desist Order, Suspension of License, etc.
 - or you may visit the nearest HLURB Regional Office for this information (*with this flyer are the names and addresses of HLURB Regional Offices*).
2. Visit the subdivision/condominium, where the house and lot or condo unit to be purchased is located to know its natural topography, viz: susceptibility to landslide, flooding, erosion, etc.

If the project is covered with a License to Sell, you may already enter into a Contract with the owner/developer. However, there are things which must be checked:

- a. The date of completion of the project as indicated in the License to Sell;

- b. If the property is mortgaged, it should have a Clearance to Mortgage from the HLURB;
- c. The facilities and amenities represented in the advertisement flyers/brochures are in accordance with the approved subdivision/condominium plan on file with HLURB.

WHEN BUYING

1. Check if the broker/agent is registered with HLURB/DTI;
2. Verify if the property has not been sold to other buyers with the Register of Deeds;
3. Check into your source of income whether you can afford to pay the equity and the monthly installments;
4. Check if the materials of the house or condo unit conform with the development standards and approved construction specifications submitted to HLURB;
5. Check whether the developer would pay for the water and electric meters, the subdivision perimeter fence, etc.;
6. Check who would eventually operate the subdivision/condominium water system.

BEFORE SIGNING THE CONTRACT TO SELL

1. Don't sign any blank form of the Contract;
2. Read thoroughly all the contents of the Contract more especially the terms and conditions in fine print;
3. Secure a copy of the Contract and all other documents that you have signed;
4. Make sure that the Contract is registered by the owner/developer with the Register of Deeds;
5. Pay directly to the owner/developer or the marketing agent authorized by said owner/developer only; and
6. Ask for an official receipt on all payments for your file.

WHEN ACCEPTING A HOUSING UNIT OR CONDOMINIUM UNIT

1. Inspect the unit if it complies with the approved plan and agreed specifications;
2. Check if the promised/advertised amenities and facilities of the project are complete.

