



**MEMORANDUM CIRCULAR NO. 2020-001**

**TO : ALL CONCERNED**

**FROM : THE SECRETARY**

**SUBJECT : GUIDELINES IN THE MOVEMENT OF DEADLINES  
AND INTERRUPTION OF PERIODS FOR COMPLIANCE WITH  
REQUIREMENTS AND PAYMENT OF FEES AND FINES DURING  
ECQ/GCQ**

**DATE : 15 May 2020**

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**1. Legal Basis** – This Circular is issued pursuant to:

- 1.1 Section 4(z) of Republic Act No. 11469, the *Bayanihan to Heal as One Act*;
- 1.2 Administrative Order No. 30 of the Office of the President, *Directing All Government Offices to Formulate and Issue Guidelines on the Interruption of Periods for the Filing Of Documents, Payment of Taxes, Charges and Other Fees, and Cancellation of Proceedings Before Their Respective Offices, and on the Movement of Timelines for the Release of Benefits*, dated 21 April 2020; and
- 1.3 Anti-Red Tape Authority Advisory dated 25 March 2020, prescribing the *Adoption of Fast-Track Measures During the Covid-19 State of Calamity*.

This Circular is also in furtherance of Paragraph 3 of the Department Advisory dated 17 March 2020, providing for the general suspension of compliance deadlines and imposition of fines.

**2. Scope of Application** – The provisions hereof shall apply to:

- 2.1. Submission of requirements where a regular or specific deadline is provided such as, but not limited to sales status reports of project developers, annual reportorial requirements and after-election reports of homeowners associations, those specified in Notice of Deficiency where a specific deadline is set, and other similar requirements;
- 2.2 Payment of fees for applications, initiatory and other pleadings and motions, and fines imposed;
- 2.3 Submission of explanation to a Show Cause Order, Notice of Violation and other orders requiring the same;
- 2.4 Filing of appeal from any final order of the Regional Director in the exercise of regulatory function such as Order of Imposition of Fine (OIF), Cease and Desist



Order (CDO), revocation or cancellation of registration, imposition of other sanctions and denial of any application;

- 2.5 Performance of specific acts within a certain period; and
  - 2.6 Other analogous circumstances.
3. The deadline and period for compliance or performance of the acts enumerated in the preceding paragraph shall be deemed tolled and the parties charged with the said compliance or performance shall be given a fresh period of 30 days from the lifting of the Enhanced Community Quarantine/General Community Quarantine (ECQ/GCQ) within which to comply with documentary requirements or perform the required acts.
  4. Conciliation conferences cancelled during the quarantine period shall be rescheduled and parties thereto shall be notified of the resetting.
  5. A CDO in effect prior to the quarantine period shall remain effective. A party moving for the lifting of the CDO may submit an explanation and a digital copy of the supporting documents online addressed to the DHSUD Regional Office that issued the CDO. A party who previously submitted such motion and supporting evidence in hard copy prior to the ECQ or GCQ may opt to submit a digital copy the same online by way of follow-up to facilitate resolution of the motion.
  6. Payment of fees for applications, initiatory and other pleadings and motions and payment of fines imposed under a final OIF and other analogous cases shall be deferred until the lifting of the ECQ/GCQ or may be paid thru authorized bank upon prior arrangement with the Department. In cases where the applicant opted for deferred payment, a digital copy of the license, permit or clearance applied for shall be released but the original copy shall be retained by the Regional Office. The original copy shall be released only upon payment of fees, and of fines imposed under a final OIF for clearance purposes. Immediately upon lifting of the ECQ/GCQ, the Regional Office shall issue a demand for the payment of the unpaid fees and fines within 30 days from the receipt of the demand letter and, in case of unjustified failure or refusal of the applicant to pay within the 30-day period, suspend or revoke, as the Regional Director may deem proper, the permit, license or clearance issued without prejudice to the issuance of a writ of execution for the collection of the fine imposed.
  7. Notwithstanding the movement of the deadlines and tolling of compliance periods, parties opting to comply with certain documentary requirements to facilitate processing of their application or any transaction may submit the same online. The directory of the Regional Offices' email addresses is hereto attached.

For your information, guidance and compliance.



**EDUARDO D. DEL ROSARIO**  
Secretary

**EMAIL ADDRESSES OF REGIONAL OFFICES  
FOR OFFICIAL ONLINE SUBMISSION  
OF DOCUMENTARY REQUIREMENTS**

DHSUD Regional Office	Email Address
NCR	<a href="mailto:ncr@hlurb.gov.ph">ncr@hlurb.gov.ph</a>
CAR	<a href="mailto:mmariaamoroso@gmail.com">mmariaamoroso@gmail.com</a>
Regional Office (RO) 1	<a href="mailto:raf_iv@yahoo.com">raf_iv@yahoo.com</a>
RO 2	<a href="mailto:gadevera0167@yahoo.com.ph">gadevera0167@yahoo.com.ph</a>
RO 3	<a href="mailto:ntr@hlurb.gov.ph">ntr@hlurb.gov.ph</a>
RO 4A	<a href="mailto:str@hlurb.gov.ph">str@hlurb.gov.ph</a>
RO 4B	<a href="mailto:dhsud_regionIVB@yahoo.com">dhsud_regionIVB@yahoo.com</a>
RO 5	<a href="mailto:br@hlurb.gov.ph">br@hlurb.gov.ph</a>
RO 6	<a href="mailto:wvr@hlurb.gov.ph">wvr@hlurb.gov.ph</a>
RO 7	<a href="mailto:cvr@hlurb.gov.ph">cvr@hlurb.gov.ph</a>
RO 8	<a href="mailto:evelynalverobobier@yahoo.com">evelynalverobobier@yahoo.com</a>
RO 9	<a href="mailto:ctcruz57@yahoo.com">ctcruz57@yahoo.com</a>
RO 10	<a href="mailto:charitoraagas@yahoo.com">charitoraagas@yahoo.com</a>
RO 11	<a href="mailto:smr@hlurb.gov.ph">smr@hlurb.gov.ph</a>
RO 12	<a href="mailto:isolarte_angel@yahoo.com">isolarte_angel@yahoo.com</a>
Ro 13 (CARAGA)	<a href="mailto:dongbuyan@yahoo.com">dongbuyan@yahoo.com</a>