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Republika ng Pilipinas  
KAGAWARAN NG REFORMANG PANSAKAHAN  
(DEPARTMENT OF AGRARIAN REFORM)  
Tanggapan ng Kalihim  
Diliman, Lungsod ng Quezon  
D-505

In reply, please address:

THE SECRETARY  
Department of Agrarian Reform  
P.O. Box No. 5883  
Manila

RB 9/18/73

September 11, 1973

DEPARTMENT MEMORANDUM  
CIRCULAR NO. 20  
Series of 1973 RB

TO : ALL CONCERNED

SUBJECT: Operation Land Transfer  
New Procedures and Forms

Pursuant to Presidential Decree No. 27 dated October 21, 1972, the following guidelines and procedures on the efficient implementation of the Operation Land Transfer are hereby prescribed to define task assignments, responsibilities and operational relationships among the participating agencies viz: the Department of Agrarian Reform (DAR), the Bureau of Lands (BL) and the National Computer (NCC):

A. Responsibilities:

1. DEPARTMENT OF AGRARIAN REFORM

Central Office

- a. Directs and controls the overall operation;
- b. Specifies priority area of coverage indicating therein the location, area in hectares, name of landowner, and if available, existing title/survey number of land and the tax account number of the landowner;
- c. Issues directive (see sample Inclosure 1) to DAR Regional Directors for DAR field teams to conduct tenant/production survey using new OLT forms;



- d. Provides DAR/BL field teams with OLT kits containing OLT forms, and others;
- e. Coordinates with BL Central Office for parcellary map sketching;
- f. Accounts and controls issuance of OLT forms;
- g. Conducts field inspection and audit of the operation in coordination with the BL Central Office;
- h. Authenticates Land Transfer Certificate (LTC) and registers the same with the Land Registration Commission (LRC);
- i. Distributes LTC to all concerned; and
- j. Keeps processed OLT (original) forms in file.

#### Regional Office

- a. Directs and controls the overall implementation efforts of the operation within the region;
- b. Coordinates with BL Regional Land Office re: parcellary map sketching;
- c. Resolves conflicts and problems within its jurisdiction that are related to the operation. In case/cases of doubt, refer to DAR Central Office for resolution; and
- d. Submits weekly accomplishment reports to DAR Central Office using the prescribed form.

#### District Office

- a. Supervises the overall implementation efforts of the operation within the District;

- b. Resolves conflicts and problems within its jurisdiction that are related to the operation. In case/cases of doubt, refer to the Regional Office for resolution; and
- c. Submits weekly accomplishment reports to the Regional Office.

Field Team: Agrarian Reform Agrarian Team

- a. Accomplishes OLT forms directly at the field or team level in accordance with prescribed instructions;
- b. Transmits accomplished OLT forms directly to NCC without delay;
- c. Reports to DAR Central Office the control numbers of OLT forms loaned or borrowed by other DAR teams including those spoiled, destroyed, lost and/or invalidated;
- d. Resolves conflicts and problems regarding the operation within its capacity to do so, otherwise refer the same to its District Office for resolution;
- e. Wires NCC (see sample Inclosure 2) for stoppage/resumption of OLT processing on lands/parcels with conflicts or in question indicating the control numbers of the OLT forms;
- f. Posts list of all tenant-applicants in the municipal building, barrio center, and other conspicuous places for the information of all interested parties; and
- g. Submits weekly reports of accomplishment to the Regional Office, copy furnished District Office using the prescribed form.



## 2. BUREAU OF LANDS

### Central Office

- a. Directs and controls overall parcellary map sketching operation in coordination with DAR Central Office;
- b. Processes parcellary maps of lands surveyed which are in excess of the 3 hectares irrigated and the 5 hectares unirrigated, as the case maybe, and indicating therein the disposition of the land parcels for subsequent transmittal to the NCC; and
- c. Submits weekly accomplishment report to the DAR Central Office re: parcellary map sketching.

### Regional Land Office

- a. Directs and controls overall parcellary map sketching operation in coordination with DAR Regional Office; and
- b. Submits weekly reports to its Central Office re: parcellary mapping accomplishments.

### Survey Party

- a. Accomplishes parcellary map sketching of specified areas;
- b. Accomplishes Part II of the new OLT form (Parcellary Map Information);
- c. Accomplishes parcellary map sheets;
- d. Accomplishes parcellary mapping profile (Inclosure 3) and transmits the same to its Central Office; and
- e. Submits weekly reports of accomplishment to the Regional Land Office.

3. NATIONAL COMPUTER CENTER

- a. Prepares new accountable OLT forms including such inclosures to be contained in the OLT kit;
- b. Processes OLT forms for data conversion:
  - (i) as a basis for preparation of Land Transfer Certificate to be issued by the DAR;
  - (ii) to determine amortization schedule; and
  - (iii) as a source of management and statistical records.
- c. Transmits generated reports and processed OLT forms to DAR Central Office; and
- d. Assists DAR and BL in the evaluation of the Operation Land Transfer to ensure responsive and effective implementation.

B. Strategy of Operation:

Procedure 1. Issuance of directive for specific areas for tenant-tiller identification and production survey.

Procedure 2. Issuance of Operation Land Transfer Paraphernalia:

- a. OLT Kit - Each DAR field representative and BL field teams will be provided with the plastic kit that can hold about 100 sets of OLT forms;
- b. Transmittal Envelope - Each DAR field representative will be provided with the pre-addressed business reply-type envelopes sufficient enough for transmitting at least 50 accomplished OLT forms (original) to NCC;



- c. OLT forms - These forms are accountable and come in booklets of 50 sets. They are carbon-less and numbered for control. Each booklet issued to a particular team is recorded to facilitate the identification of the source of the OLT reports being processed and to speed up the communication with the team concerned should there be a need to do so, i.e., improperly accomplished forms and others.

Procedure 3. Accomplishment and transmittal of the new OLT forms to proper office.

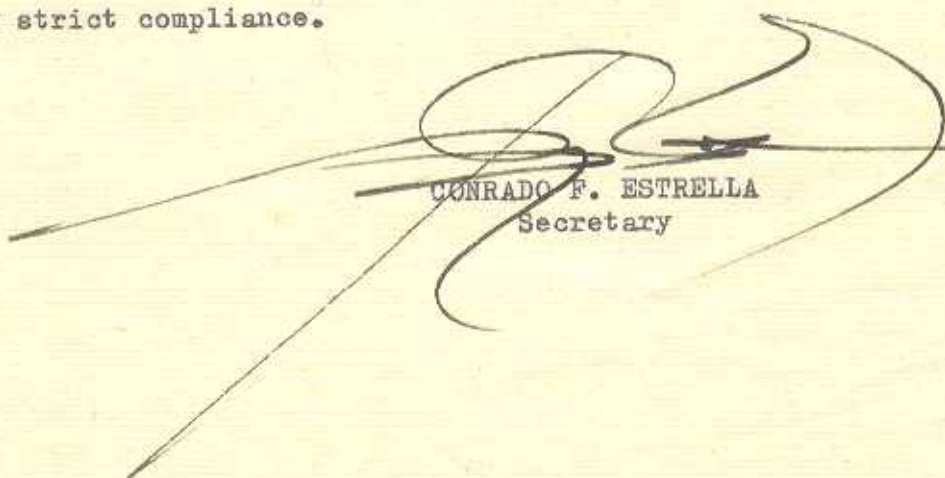
Procedure 4. Data Processing by NCC.

Procedure 5. Issuance of the Land Transfer Certificate by the DAR.

Attached to this Memorandum-Circular is the Instruction For Accomplishing the new OLT forms (Inclosure 3), and OLT Procedure Flow Chart (Inclosure 4), for ready reference and guidance.

This circular supercedes all other circulars/directives concerning the procedures in the conduct of production survey/parcellary mapping/reporting relative to Operation Land Transfer.

For strict compliance.



CONRADO F. ESTRELLA  
Secretary



MISSION DIRECTIVE SAMPLE

I. Wire Message

FROM: SECRETARY, DEPARTMENT OF AGRARIAN REFORM  
 TO : DIRECTOR, REGION 6  
 ILOILO CITY

CITE BRLØ 1 COORDINATE BL RDIR CONDUCT SURVEY/  
 MAPPING OPNS IN FOLLOWING LAND TRANSFER AREAS PD  
 ONE-BALABAG PAVIA ILOILO CMA JOSE SANTOS CMA TAN  
 4427-786-1 CMA PSU-7497 CMA TCT-32022 CMA 50 HAS.  
 PD TWO-CABUGAO STA BARBARA ILOILO CMA MARIO REYES  
 CMA TAN 4538-862-3 CMA PSU-7499 CMA TCT-42600 CMA  
 90 HAS. PD WRITTEN DIRECTING FOLLOWS CMA ACKNOWLEDGE  
 END.

2. Written Directive

MEMORANDUM:

TO : DIRECTOR, REGION VI  
 FROM : THE SECRETARY, DEPARTMENT OF AGRARIAN REFORM  
 SUBJECT: LAND TRANSFER AREAS FOR DISTRIBUTION

You are hereby directed to coordinate immediately  
 with BL Regional Director and conduct Operation Land Transfer  
 Survey/Mapping Operations in the following Land Transfer  
 Areas:

LOCATION	LANDOWNER		OLD SURVEY		
	NAME	TX ACC NO	NO.	TITLE NO.	AREAS(HEC.)
BALABAG PAVIA ILOILO	JOSE SANTOS	4427-786-1	PSU-7497	TCT-32022	50
CABUGAO, Sta. Barbara Iloilo	MARIO REYES	4538-862-3	PSU-7499	TCT-42600	90

Submit date operation started.

FOR THE SECRETARY

BENJAMIN LABAYEN

WIRE MESSAGE SAMPLE

STOPPAGE MESSAGE (For application transmitted to  
NCC but are being questioned)

TO: NATIONAL COMPUTER CENTER  
CAMP AGUINALDO, QUEZON CITY

OLT STOPPAGE 10 AUG 1973 CONTROL NOS: Ø123456,  
Ø123459, Ø123460, Ø123461, Ø123465, Ø123469  
STOP DE LA CRUZ, DAR TM Ø6 TIGAONG, CAMARINES  
SUR

RESUMPTION MESSAGE (After conflict has been resolved)

TO: NATIONAL COMPUTER CENTER  
CAMP AGUINALDO, QUEZON CITY

OLT RESUMPTION 15 AUG 1973 CONTROL NOS: Ø123456,  
Ø123459, <sup>Ø123460,</sup> Ø123461, Ø123465, Ø123469 STOP DE LA  
CRUZ, DAR TM Ø6 TIGAONG, CAMARINES SUR



INSTRUCTION FOR ACCOMPLISHING  
THE NEW OLT FORM

I. Introduction:

- A. To maximize and hasten the effective implementation of the Land Transfer Operation, a new set of OLT forms have been revised and prepared to meet the speed and volume capabilities of an electronic machine, the computer. Processing of accomplished OLT forms will, thus, be computerized. To take advantage of this, it is important that implementing agencies/offices especially the DAR/BL Field Representatives should accomplish OLT forms accurately and transmit them to the National Computer Center through the fastest means available. All entries on the OLT form should be typed or printed in block letters. Personnel charged with the implementation of Land Transfer Operation are enjoined to study the explanations and instructions prescribed herein before accomplishing such forms.
- B. Specific instructions on how to full up the OLT form.
1. DAR Field Representatives
    - a. Arrange for a meeting with the tenants through the barrio captain to inform them about the operation;
    - b. Interview tenants and fill up Part I and III of OLT form;
    - c. Forward accomplished OLT form to BL Field Survey Team for their filling up Part II thereon;
    - d. Detach and retain the triplicate of the OLT form after receipt from BL team and transmit the original copy to NCC in batches of at least 50 accomplished forms using the pre-addressed business reply-type envelopes.



2. BL Field Survey Team

- a. Review, validate and/or correct the entries in Part I and III of the new OLT form, particularly the spelling of the name of the tenant and his other personal data.
- b. Sketch farm lots of tenant applicants and fill up Part II of OLT form. If the lot exceeds the authorized hectareage, subdivide the lot into 3 hectares for irrigated and/or 5 hectares for unirrigated parcels as the case may be, and ask the tenant to specify the particular lot he is applying for. The number of the lot selected by the tenant is the number to be entered in the lot number (Item 13) of Part II of OLT form.

C. DEFINITION OF TERMS:

The following definition of terms may be used to clarify questions on the operation.

1. Tenant-farmers mean those who actually till the land whether under share tenancy or lease-tenancy. In case the share-tenant or lessee employs sub-tenant or sub-lessee who actually tills the land, the latter shall be considered the tenant-farmer.
2. Private Agricultural Lands Primarily Devoted to Rice and/or Corn shall refer to lands planted to rice and/or corn as the principal crop(s) as of October 21, 1972, and which, not being part of the public domain, are under the effective control and disposition of natural or juridical persons. In case the land is also planted to other seasonal crop(s) the traditional utilization and suitability of the land to rice and/or corn shall be the controlling factors.
3. Irrigated land refers to a land which, at the time of the promulgation of the Decree, is provided with water to increase agricultural production by double croppings through the use of gravity flow system, power pump system or other methods of irrigation.



4. Upland refers to elevated land which is not irrigated.
5. Normal crop year means a period of twelve (12) months in which no force majeure, natural calamities such as typhoon, flood, drought, pest and disease infestations have subsequently reduced crop production.

II. Explanatory Notes on Making Entries:

A. Part I - Tenant/Productivity Survey (To be accomplished by DAR Field Representatives).

- 1) Name of Tenant - Indicate the name of the bonafide tenant-tiller actually tilling the land.

Family Name - Print family name of tenant  
First Name - Print first name of tenant  
Middle Name - Print first letter of tenant's middle name.

Examples: Tenant's names are:

(a) Jose Garcia Santos

Entries: : FAMILY NAME : FIRST NAME : M.I. :  
: SANTOS : JOSE : G. :

(b) Pedro Samson Canto Jr. (Junior)

: FAMILY NAME : FIRST NAME : M.I. :  
: CANTO JR. : PEDRO : S :

(c) (Mrs.) Rosa Diaz Calderon (Rosa Diaz is her maiden name).

Entries: : FAMILY NAME : FIRST NAME : M.I. :  
: CALDERON : ROSA : D. :

(d) Mateo Ruiz Dela Cruz

Entries: : FAMILY NAME : FIRST NAME : M.I. :  
: DELA CRUZ : MATEO : R. :

(e) Renato Reyes De Jesus Jr.

Entries:

: FAMILY NAME : FIRST NAME : M.I. :  
: DE JESUS JR : RENATO : R. :

(f) Jose Mario Torres Sta. Ana  
(Baptismal first name is Jose Mario and he is using both first names in all his official or legal transactions).

Entries:

: FAMILY NAME : FIRST NAME : M.I. :  
: STA ANA : JOSE MARIO : T. :

(g) Jose Ricardo Peralta Aguilar  
(Baptismal first name is Jose Ricardo but he only uses Ricardo in all his official or legal transactions).

Entries:

: FAMILY NAME : FIRST NAME : M.I. :  
: AGUILAR : RICARDO : P. :

2) Reference No/Tax Account No. - Indicate the Tax Account No. of the tenant if available otherwise place "NONE".

Example (a) Tax Account No. of tenant is 4427-786-1

Entry: : S. REFERENCE NO/TAX ACCOUNT NO. :  
: 4427-786-1 :

(b) Tenant has no Tax Account No.

: S. REFERENCE NO/TAX ACCOUNT NO. :  
: N O N E :



- 3) Member of Samahang Nayon - If tenant is a member of Samahang Nayon, mark the "yes" box with "x". If tenant is not a member of Samahang Nayon, mark the "no" box.

Examples:

(a) Tenant is a member of Samahang Nayon.

Entries: : 3. MEMBER OF SAMAHANG NAYON :  
: :  
:  YES  NO :  
: \_\_\_\_\_ :

(b) Tenant is not a member of Samahang Nayon.

Entries: : 3. :  
: :  
: 3. MEMBER OF SAMAHANG NAYON :  
: :  
:  YES  NO :  
: \_\_\_\_\_ :

- 4) Address of Tenant - Place where tenant resides.

Example:

The tenant resides at barrio Santol Municipality of Guimba, Province of Nueva Ecija.

Entries: : BARRIO : MUNICIPALITY/CITY : PROVINCE :  
: : : :  
: SANTOL : GUIMBA : NUEVA :  
: : : ECIJA :  
: \_\_\_\_\_ :

Code - Leave this blank.

- 5) Birthdate - This is the date of birth of tenant.

The birthmonth is represented by its code (numerical equivalent).

MONTH CODE

01 JANUARY	07 JULY
02 FEBRUARY	08 AUGUST
03 MARCH	09 SEPTEMBER
04 APRIL	10 OCTOBER
05 MAY	11 NOVEMBER
06 JUNE	12 DECEMBER

Example:

- (a) Tenant remembers his birthdate. He was born on May 7, 1909.

Entry: 

:	5.	B	I	R	T	H	D	A	T	E	:
:	MONTH	:	DAY	:	YEAR	:	:	:	:	:	:
:	05	:	07	:	09	:	:	:	:	:	:

- (b) Tenant remembers his birthdate. He was born on October 10, 1890.

Entry: 

:	5.	B	I	R	T	H	D	A	T	E	:
:	MONTH	:	DAY	:	YEAR	:	:	:	:	:	:
:	10	:	10	:	18	:	:	:	:	:	:
:	:	:	:	:	90	:	:	:	:	:	:

- (c) Tenant cannot remember his birthdate. In this case, DAR Field Representative should request the tenant to have two (2) of his friends execute an affidavit (see Appendix "A" to OLT Form) indicating his birthdate as certified to by his friends in all his subsequent declaration/official transactions requiring such data. If his birthdate per certification is July 15, 1920:

Entry: 

:	5.	B	I	R	T	H	D	A	T	E	:
:	MONTH	:	DAY	:	YEAR	:	:	:	:	:	:
:	07	:	15	:	20	:	:	:	:	:	:



- 6) Dependents - Indicate number of persons actually dependent upon the tenant for their livelihood.

Example:

Tenant has 4 dependents.

Entry: 

:	6. D E P E N D E N T S	:
:	4	:

- 7) Name of Landowner - Indicate the name of the present owner. Refer to Item (1) above on how to accomplish this
- 8) Reference No/Tax Account No. - Indicate Tax Account No. of landowner if he has one, otherwise place "NONE". Refer to Item (2) above on how to accomplish this.
- 9) Location of Land Parcel - Indicate the place where the parcel is actually located. Refer to Item (4) above on how to accomplish this.  
Code - Leave this blank.
- 10) Primary Crop - Indicate the primary crop the lot is planted to by marking with an "x" the appropriate box.

Example:

(a) Primary crop is rice.

Entry: 

:	PRIMARY CROP	:
:	<input checked="" type="checkbox"/> RICE <input type="checkbox"/> CORN	:

(b) Primary crop is corn.

Entry: 

:	PRIMARY CROP	:
:	<input type="checkbox"/> RICE <input checked="" type="checkbox"/> CORN	:

- 11) Average production for 3 normal crop years (12 month period) preceding October 1972.

\*First crop year yield/Ha (av.) - Indicate gross harvest in cavans/hectare for the first of the 3 normal crop years preceding October 1972, as reported by the tenant and the landlord or his overseer respectively.

Computation of gross harvest/hectares:

Assumption: Area of lot parcel - 3 hectares

No. of harvest/crop year - 2

Production Data:	<u>Area Planted</u>	<u>Production</u>
1st harvest	3 hectares	300 cavans
2nd harvest	2 hectares	180 cavans

Gross harvest in cavans/hectare for this crop year would be:

$$\frac{300 \text{ cavans}}{3 \text{ hectares}} + \frac{180 \text{ cavans}}{2 \text{ hectares}} = 100 + 90 = 190 \text{ Cavans/ha}$$

\*Second crop year yield/ha (cav) - Indicate gross harvest in cavans/hectare for the second normal crop year preceding October 1972 as reported by the tenant and the landlord or his overseer, respectively.

\*Third crop year yield/ha (cav) - Indicate gross harvest in cavans/hectare for the third normal crop year preceding October 1972 as reported by the tenant and the landlord or his overseer, respectively.

B. Part II - Parcellary Map Information (To be accomplished by BL Field Representatives)

- 12) PMS No. - Indicate the parcellary map sheet number of the area where the lot is located.
- 13) Lot No. - Indicate the number of the lot shown or indicated in the Parcellary Map Sheet.
- 14) Area (has) - Indicate lot area (Has) in three decimal places.

Example:

Lot area is 2.35 hectares.

Entry:	<u>14. ARES (HAS)</u>	:
	<u>2.350</u>	:

- 15) Old Survey No. - Indicate old survey number of the land parcel of which the lot is a part if available, otherwise place N/A (not available).
- 16) Old Survey No. - Indicate Title No. or Tax Declaration No. if available, otherwise place N/A (not available).
- 17) Land Category - Indicate land category by marking with an "x" the appropriate box.

Example: Land is irrigated.



Entry:

:	17.	LAND CATEGORY:	1	<input checked="" type="checkbox"/>	IRRIGATED	2	<input type="checkbox"/>	UN-IRRIGATED:	:
:			3	<input checked="" type="checkbox"/>	UPLAND				:

NOTE: Item 17 has been amended <sup>should be corrected</sup> to read as above, ~~should be corrected~~ - to consider only three (3) land categories namely: 1) irrigated, 2) unirrigated, and 3) upland.

18. Certified Correct by the Bureau of Lands Representative Certification should be done by the BL Survey Party Leader or his authorized representative.

- (a) Name in Print - Print name of certifying BL personnel.
- (b) Signature - This is the signature of person whose name is printed in (a) above.

Part III - Application for Landownership (To be accomplished by the tenant and the DAR Field Representative)

DAR Field Representative shall assist tenant in accomplishing the latter's application.

19. Remarks - This refers to whether the tenant is interested and entitled to own the land not.

- (a) Interested to own the land - Indicate whether the tenant is interested to own the lot he is tilling or not by placing an "x" in the appropriate box.

Examples:

(1) Tenant is interested to own the land.

	:	INTERESTED TO OWN THE LAND	:
Entry:	:	<input checked="" type="checkbox"/> 1. YES	<input type="checkbox"/> 2. NO
	:		

(2) Tenant is not interested to own the land because he feels he is now too old to continue working.

	:	INTERESTED TO OWN THE LAND:		:
Entry:	:	<input type="checkbox"/> 1. YES	<input checked="" type="checkbox"/> 2. NO	:REASON AGE:
	:			:OLD:

- (b) Entitled to own the land - Indicate whether tenant is entitled to own the land in accordance with the land Reform Code by placing an "x" in the appropriate box.





REPUBLIC OF THE PHILIPPINES  
PROVINCE OF \_\_\_\_\_ )  
MUNICIPALITY OF \_\_\_\_\_ ) S.S.

A F F I D A V I T

I, \_\_\_\_\_, Filipino, of legal age, single/married/widow/widower, with residence and postal address at \_\_\_\_\_, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I know personally \_\_\_\_\_ because we have been neighbors since \_\_\_\_\_;

2. That his parents are \_\_\_\_\_ and \_\_\_\_\_ both residents of \_\_\_\_\_;

3. That this affidavit has been executed for the purpose of attesting to the date of birth of said \_\_\_\_\_ in connection with his application to own the land he is tilling located at \_\_\_\_\_.

FURTHER I SAY NONE.

IN WITNESS WHEREOF I HAVE hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 197 \_\_\_\_.

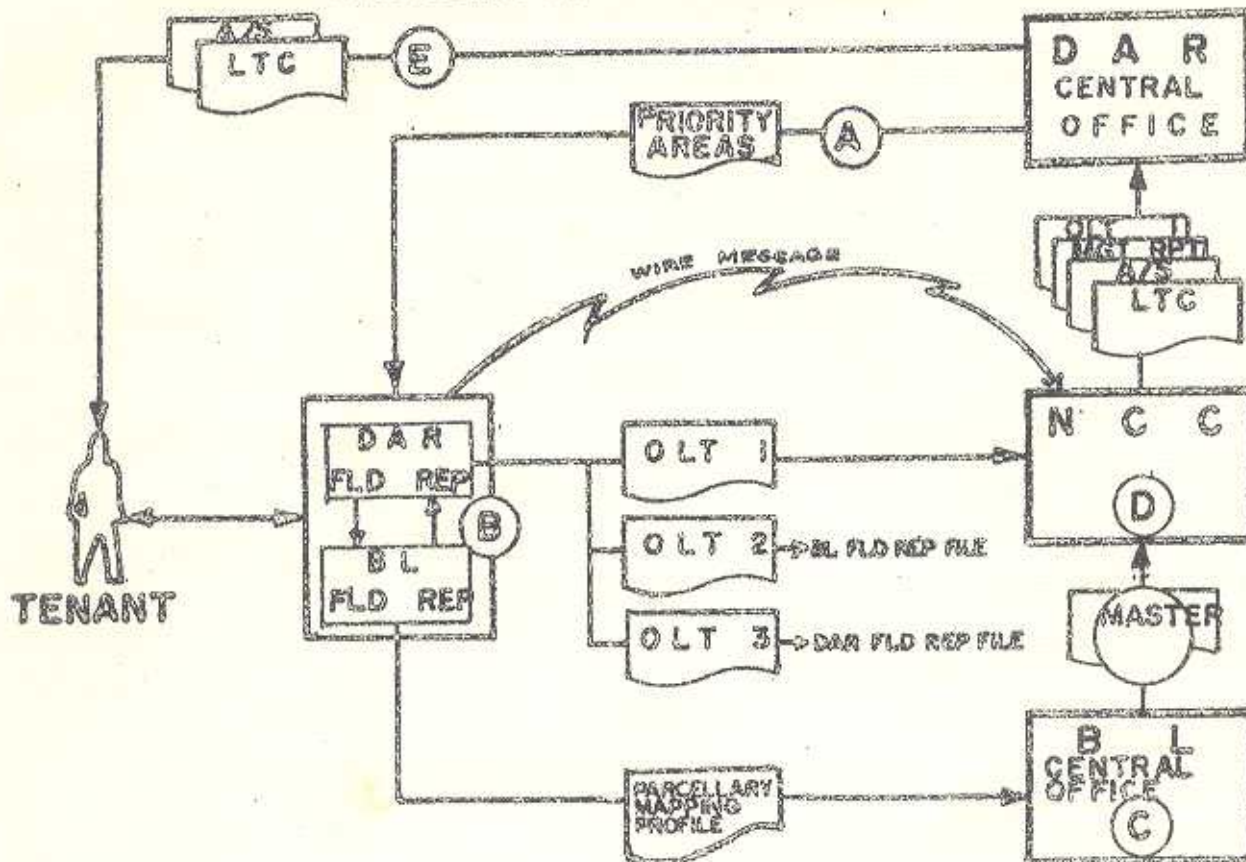
\_\_\_\_\_  
Affiant

Administrative Officer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DAR Field Representative

# OPERATION LAND TRANSFER PROCEDURE FLOWCHART



## SPECIFIC ACTIVITIES / RESPONSIBILITIES :

### A. DAR CENTRAL OFFICE

1. SPECIFY PRIORITY AREAS TO DAR/BL TEAMS FOR SURVEY & DISTRIBUTION

### B. 1. DAR FIELD REPRESENTATIVE

- a) ACCOMPLISH PART I & II OF OLT FORM
- b) FORWARD ALL COPIES OF OLT FORM TO BL FLD REP

### 2. BL FIELD REPRESENTATIVE

- a) ACCOMPLISH PART III OF OLT FORM
- b) RETAIN DUPLICATE COPY OF OLT FORM AND FORWARD THE ORIGINAL & TRIPPLICATE COPIES TO DAR FLD REP
- c) ACCOMPLISH PARCELLARY MAPPING PROFILE AND FORWARD IT TO BL CENTRAL OFFICE

### 3. DAR FIELD REPRESENTATIVE

- a) RETAIN TRIPPLICATE COPY OF OLT FORM AND FORWARD THE ORIGINAL COPY TO NCC
- b) PUBLISH LIST OF TENANT-APPLICANTS
- c) WIRE NCC STOPPAGE / RESUMPTION OR PROCESSING OF APPLICATIONS WITH CONFLICT OR IN QUESTION

### C. B/L CENTRAL OFFICE

1. PROCESS PARCELLARY MAPPING PROFILE
2. FURNISH NCC MASTER FILE (TAPE) AND OTHER REPORTS OF PARCELLARY MAPPING PROFILE

### D. NATIONAL COMPUTER CENTER

1. PROCESS ORIGINAL COPY OF OLT FORM
2. GENERATE / FORWARD TO DAR CENTRAL OFFICE THE FF.
  - a) LAND TRANSFER CERTIFICATE (LTC)
  - b) AMORTIZATION SCHEDULE (A/S)
  - c) MANAGEMENT REPORT
  - d) ORIGINAL COPY OF PROCESSED OLT DOCUMENT

### E. DAR CENTRAL OFFICE

1. AUTHENTICATE / REGISTER / DISTRIBUTE :
  - a) LAND TRANSFER CERTIFICATE (LTC)
  - b) AMORTIZATION SCHEDULE (A/S)



APPENDIX "A"

REPUBLIC OF THE PHILIPPINES  
PROVINCE OF \_\_\_\_\_ )  
MUNICIPALITY OF \_\_\_\_\_ ) s.s.

A F F I D A V I T

I, \_\_\_\_\_, Filipino, of legal age, single/married/widow/widower, with residence and postal address at \_\_\_\_\_, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I know personally \_\_\_\_\_ because we have been neighbors since \_\_\_\_\_;

2. That his parents are \_\_\_\_\_ and \_\_\_\_\_ both residents of \_\_\_\_\_;

3. That this affidavit has been executed for the purpose of attesting to the date of birth of said \_\_\_\_\_ in connection with his application to own the land he is tilling located at \_\_\_\_\_.

FURTHER I SAY NONE.

IN WITNESS WHEREOF I HAVE HEREUNTO set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_.

Administrative Officer:

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DAR Field Representative