

DEPARTMENT of AGRARIAN REFORM

ADMINISTRATIVE ORDER NO. 7/88
Series of 1988

94W 8/27/88

SUBJECT: IMPLEMENTING GUIDELINES FOR LANDOWNERS
REGISTRATION - LISTASAKA II

I. PREFATORY STATEMENT:

Pursuant to Section 14, Chapter IV of the Comprehensive Agrarian Reform Law of 1988, all persons, natural or juridical, including government entities, that own or claim to own agricultural lands, whether in their names or in the names of others except those who have already registered pursuant to Executive Order No. 229 shall file a sworn statement in the proper assessor's office within one hundred eighty (180) days from the effectivity of this law.

II. OBJECTIVES:

The landowners' registration aims to:

1. Support the immediate information needs of the CARP;
2. Generate the necessary baseline data that will be used to regulate and monitor land ownership;
3. Establish the data base for the operational control of agricultural lands according to the retention limits and priorities under the law; and
4. Serve as the basis for the incentives to registrants as may be provided by the PARC.

III. COVERAGE:

The registration covers the following:

1. All agricultural landowners, natural or juridical, who have not filed their Sworn Statement pursuant to Executive Order No. 229;
2. Agricultural landowners who have filed their Sworn Statements in pursuance to Executive Order No. 229 but with incomplete information;
3. Agricultural landowners who have filed Sworn Statements on property owned but did not use the official form; and
4. Government entities and corporations who own or claim to own agricultural lands.

A. Explanatory Notes:

- a.1 Agricultural lands are lands not classified as mineral, forest, residential, commercial, industrial or national parks, devoted principally to or suitable for agricultural activities as in the cultivation of the soil, planting of crops, growing of fruit trees, raising of livestock, poultry or fish, including the harvesting of such farm products, and other farm activities and practices performed by a farmer in conjunction with such farming operations done by persons whether natural or juridical.
- a.2 A landowner is a person who holds land by virtue of a land title or who declares the land in his tax declaration, either singly, or jointly with other co-owners, including business partners, corporations and government entities, and agrarian reform settlers with land titles or award certificates. In the case of cultural communities on agricultural lands in civil reservations, the government agency responsible for the reservation or the head of the tribe should file the Sworn Statement in behalf of the community. Excluded from filing are landowners who are recipients of Emancipation Patents (EPs) and Certificates of Land Transfer (CLTs) under P.D. 27.
- a.3 For jointly or collectively owned agricultural land, the Sworn Statement shall be filed by either all or any co-owners, in behalf of all co-owners. This particular Sworn Statement must bear the names of all co-owners and their respective shares in the said collectively owned land. However, all co-owners (including the co-owner filing in behalf of the others) who own other agricultural lands must file Sworn Statements for all their other agricultural landholdings separately.
- a.4 For foreclosed lands, the Sworn Statements shall be filed by the buyer or mortgagee in whose favor a deed of sale has been executed. Otherwise, the Sworn Statement shall be filed by the landowner (i.e., the mortgagor).
- a.5 For each sequestered land under its trusteeship, the Presidential Commission on Good Government (PCGG) shall file a Sworn Statement. However, landowners whose lands are under sequestration by the PCGG and not determined by any court to be part of the ill-gotten wealth shall also file Sworn Statements.
- a.6 If the landowner or co-owner, is unable to file his

Sworn Statement, it may be filed by his duly authorized representative. For corporations and government entities, the Sworn Statement may be prepared and filed by any officer duly authorized. The authorization (Special Power of Attorney) of the representative should be in four (4) copies which shall be attached to each copy of the Sworn Statement.

B. Information Required:

Registrants will be required to prepare Sworn Statement on Agricultural Landholdings using a prescribed CARP form stating the aggregate size of the agricultural landholdings owned by them all over the country. For each contiguous landholding the following information are required, among others:

- B.1 Description of land owned including location, size, lot number, cadastral/pls/survey plan number, title number;
- B.2 Average gross income from the land for the immediate past three years;
- B.3 Crop/s planted in the property and area covered each crop as of June 1, 1987;
- B.4 Last declared market value of the land and improvements as determined by the City/Provincial Assessors;
- B.5 Owner's sworn value of the land;
- B.6 Terms of mortgages, leases or management contracts subsisting as of June 1, 1987;
- B.7 Acquisition cost of the land;
- B.8 Names of all tenants and regular farmworkers.

C. Incentives:

Landowners who file their Sworn Statements in pursuance to this Act shall be entitled to such incentives as may be provided ~~for~~ ^{by} the PARC.

IV. PROCEDURES:

1. Where and When To File:

The duly administered Sworn Statement shall be filed at the Office of the Assessor designated as Listasaka II Registration Center in the city or municipality where the landholdings described in the

Sworn Statement are located. The filing period is from August 15, 1988 to December 12, 1988.

However, in order to facilitate the filing of Sworn Statements (CARP Form I & 1988 CARP Form I-S) by the landowners residing in Metro Manila, LISTASAKA II Centers shall be established at the Field Operation Offices for Luzon, Visayas and Mindanao at the Central Office. The three (3) Central Office Registration Centers shall assist the landowners whose landholdings are located in their respective regions.

2. The Municipal Registration System (Listasaka II) shall be the same as in Listasaka I using the enclosed forms:

- a. CARP Form I - same as Listasaka I. Data elements attached as Appendices A & B. General instruction is at the back of the original copy of the printed form.
- b. 1988 CARP Form I-S - New form for the Listasaka II with corresponding instruction and checklist of data elements. (See attached Annexes C & D)

A. Overview:

The figure on the following pages graphically illustrates the Landholders' Registration Processing System.

As shown in the diagram, the landholder will file four (4) copies of the Sworn Statement at the Municipal Assessor's Office where his landholdings are located. The landholder will be required to file one set of Sworn Statement in quadruplicate form for each municipality where he would have other landholdings.

- * one copy will be returned to the filer,
- * one copy to the Assessor's Office,
- * one copy will be filed for public reference, and
- * one copy will go to the DAR Provincial Data Processing Center.

At the municipal level, manual listings of landholders will be posted, for public information. (See Exhibits 4 & 5). More specifically, this is to enable the prospective beneficiaries to verify whether

they have been declared in the Sworn Statement by the landholders.

DAR's copy of the Sworn Statement (CARP Form 1 & 1988 CARP Form 1-S) will be brought to the Provincial Data Processing Center (PDPC) where they will be entered into a computer. The output from the PDPC will be provincial summaries and data disks. The data disks will be transmitted to the National Processing Center.

At the National Processing Center, data disks from the different PDPCs will be consolidated to generate national summaries and statistical reports.

The Municipal/City registration team shall be responsible for the following activities during the registration period:

B. Forms Issuance:

B.1 issue out forms to prospective registrants who request for the forms in order to file their Sworn Statements (CARP Forms No. 1 and 1988 CARP 1-S).

B.2 ensure that the following items are clearly and legibly entered in ink in the CARP Form Distribution logbook, (see format in Exhibit 1 for each form issued:

- 1) date when form was issued to prospective registrant or to his representative;
- 2) full name of prospective registrant to whom, or in whose behalf, the form was issued. The name should be in print;
- 3) address of prospective registrant;
- 4) full name of person/representative receiving the form for the prospective registrant (if any);
- 5) address of person/representative; and
- 6) signature of prospective registrant or his representative receiving the form.

C. Receipt of Accomplished Forms:

C.1 check entries for legibility of all copies, and for completeness of answers. (refer to Annex B for checklists of data elements.)

C.2 ensure that the Sworn Statement is administered/sworn to;

C.3 refer to the Forms Receipt logbook (see format in Exhibit 2) for the next available Sworn Statement number; assign it and write it down on the newly received form and on any attachments to it;

C.4 enter the following data regarding the newly received form in the Forms Receipt logbook (Exhibit 2):

- 1) date when accomplished form was received at the Assessor's Office;
- 2) Sworn Statement Number assigned to the form; and
- 3) full name of the registrant/s in print.

C.5 stamp all copies as received and give the fourth copy to the filer;

C.6 segregate the other copies for distribution as follows:

- 1) one copy - for Municipal Assessor;
- 2) one copy - for Provincial Data Processing; and
- 3) one copy - for municipal registration team (to be used for public reference, in conjunction with the public postings of masterlist of landholders who registered).

D. Coding, Tabulation and Manual Listing:

D.1 code the shaded areas for the urban codes;

D.2 tabulate each Sworn Statement to come up with the following tables (see formats in

Exhibit 3):

- 1) number of Sworn Statements filed by type (individual, co-owner, business corporation, government entity) and by size of landholding;
- 2) number of Sworn Statements filed by tenorial status (owner, lessee, manager) and by size of landholding. Note: For Listasaka II columns under lessee and manager should be blank; and

D.3 prepare a masterlist of registrants for posting on municipal boards (see format in Exhibits 4 and 5). Additions or updates to the list will be appended every week.

E. Transmittal of Forms to Provincial Data Processing Center based at the regional office:

E.1 batch the copies for data processing into 4 groups;

E.2 on a weekly basis, prepare a transmittal form (see format in Exhibit 6 and CARP Form No. 002) to include all batches prepared for the week, and send the transmittal form with the attached batches through the PARO district staff to the provincial data processing center based at the regional office. If there are no completed batches for any given week, the transmittal form should be sent with "No batches completed" written on it;

E.3 attach a copy of the week's manual tabulations to the transmittal form (Exhibit 3); and

E.4 receive back the receipt (bottom) portion of the transmittal form from the provincial processing supervisor for his file.

F. Other Activities:

F.1 Supplies Management:

- 1) ensure that the team has adequate supply of:

- a) CARP Form No. 1 and 1988 CARP Form 1-S;
- b) transmittal forms (for sending batches to provincial center);
- c) posting form (masterlist of landholders who registered);
- d) copy of urban codes within the province; and
- e) rubber stamp for posting "Received" on forms.

2) prepare the following to be used in logging:

- a) pre-formatted Forms Distribution logbook; and
- b) pre-formatted Forms Receipt logbook.

F.2 Information/Feedback System:

- 1) document and report unanswered questions and any problem regarding the registration procedure to DAR central office; receive answers and additional guidelines from DAR central office regarding the registration procedure; and
- 2) document and report to provincial center any irregularity, untoward incident and notable public reaction to the program.

V. IMPLEMENTING STRUCTURE

A. National Level:

A.1 An Ad Hoc Listasaka II Committee shall be created and composed of selected DAR officials and Technical Staff:

The Executive Committee shall be headed by the Undersecretary for Field Operations to be assisted by ~~the~~ four (4) Assistant Secretaries. This Committee shall primarily provide direction and supervision of field operations and report on the progress and status of the registration in their respective geographic coverage.

The Technical and Administrative Staff shall be composed of eight (8) technical specialists who shall provide the necessary technical support to the Executive Committee in operationalizing the Listasaka II including, among others, the following:

- a. coordination of the registration;
- b. financial requirements;
- c. printing and distribution of forms;
- d. information dissemination;
- e. data processing and
- f. monitoring the progress and status of registration operations.

B. Field Level:

B.1 DAR Regional Registration Monitoring Center (DAR-RRMC):

- a. The Regional Director shall establish a DAR Regional Registration Monitoring Center;
- b. Monitor and report regularly to the Central Office the progress of registration operation in their region;
- c. Process data received from the field units; and
- d. Print enough sets of CARP Forms for immediate distribution to the Municipal/City Registration Centers.

B.2 Provincial Registration Committees (PRC):

- a. The PARO shall reactivate the previously organized PRC in their respective provinces and cause the reactivation of the Municipal Registration Committees (MRC);
- b. Hire casuals needed to man the Registration Centers;
- c. Direct the organization and setting up of the registration centers in appropriate areas; and
- d. Organize the provincial technical and administrative task groups to perform the following:
 - d.1 Brief/orient officials to be involved in landowners registration;

- d.2 Effect province-wide information campaign for landowners registration;
- d.3 Monitor progress of the registration in the province and report its progress to the region; and
- d.4 Ensure timely delivery of forms, supplies and other administrative needs of those involved in landowners registration in the province.

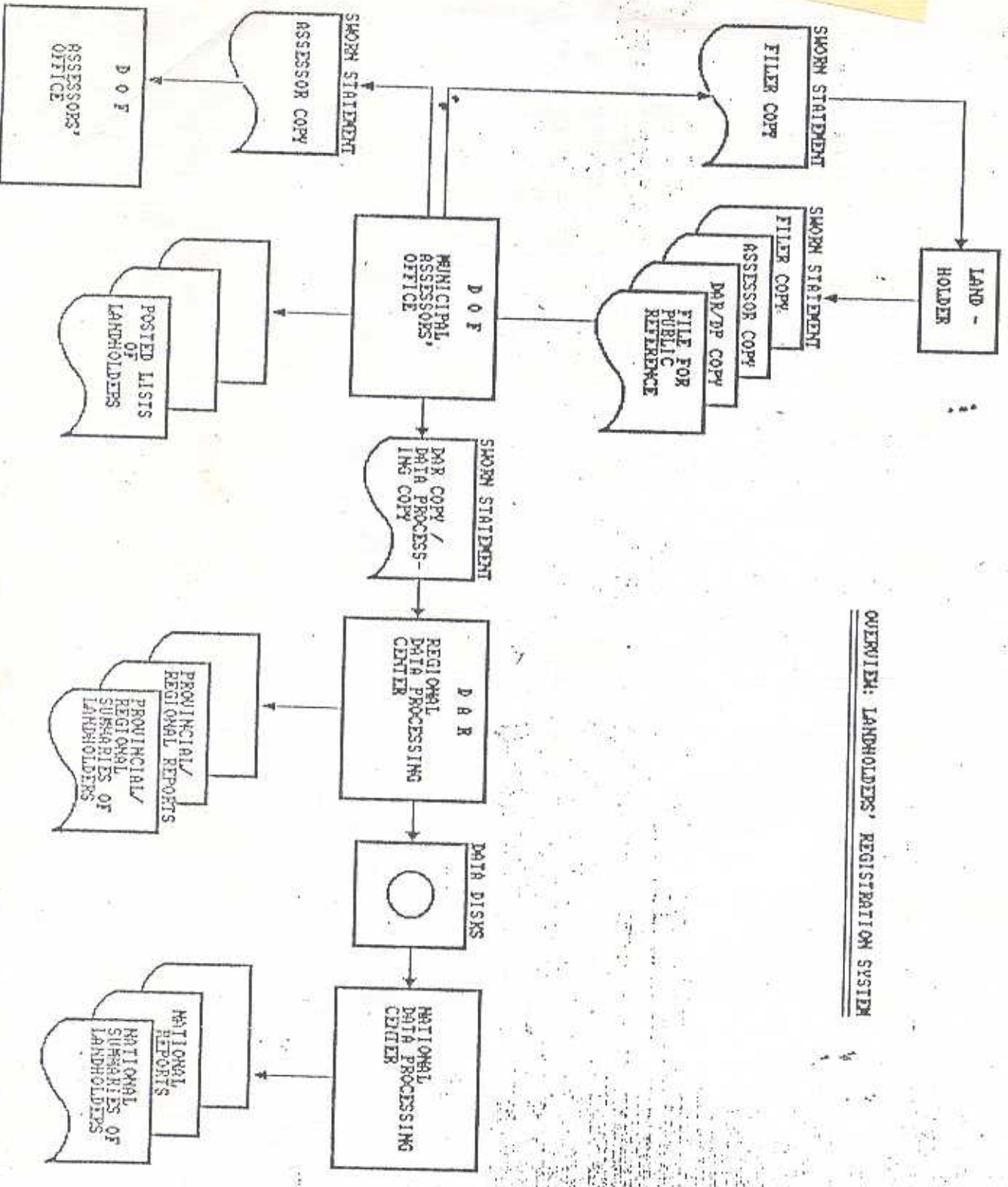
B.3 Municipal/City Registration Center (MRC):

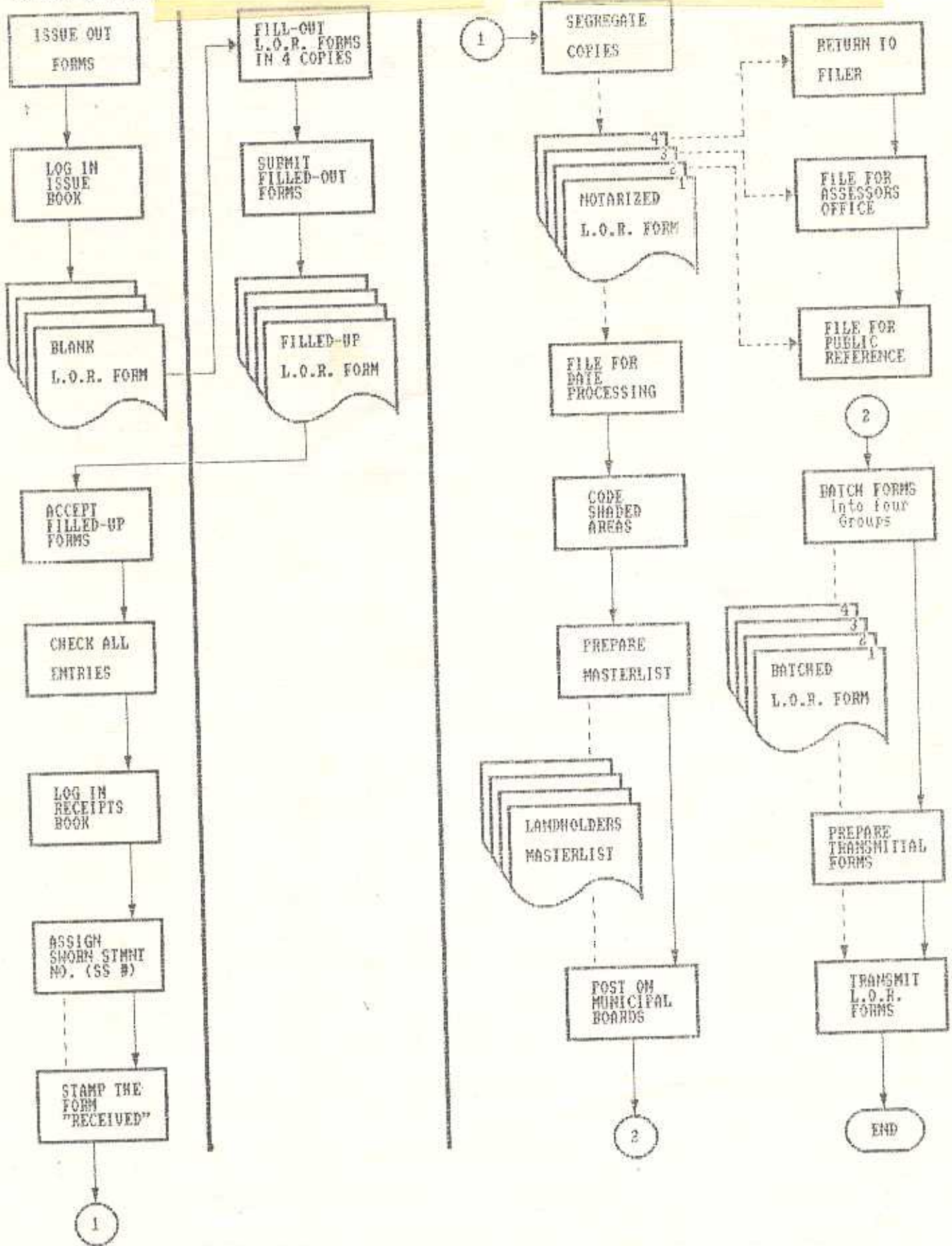
- a. The MARD in collaboration with Municipal/City Assessors shall set up the registration centers in the municipal or city assessors office or other appropriate place; and
- b. A registration team composed of the Municipal/City Assessors assisted by one DAR Registration Officer shall be deployed to extend assistance to all landowner registrants.

This Order is issued for the guidance and immediate compliance by all concerned.

Philip Llaquico
 PHILIP LLAQUICO
 Secretary

QUIRY: LANDHOLDERS' REGISTRATION SYSTEM





SWORN STATEMENT NUMBER
RURBAN CODE
Print instruction on the back before recompleting this form. Type or print entries legibly. Fill out in divided boxes.

SWORN STATEMENT ON AGRICULTURAL LANDHOLDINGS
Required Under Executive Order No. 229

Filed in the City/Municipality of _____
Province of _____
Accomplish this form for all landholdings within the municipality

1. Agricultural Tenure: tenant
No. 100
Owned _____
Leased _____
Managed _____
2. VOLUNTARILY OFFERED (for landowners only)
Do you wish to voluntarily offer for the sale price owned lands or portion thereof?
 NO YES NOT SURE

Section A: IDENTIFICATION OF LANDHOLDER AND THE AGRICULTURAL LAND OWNED/LEASE/MANAGED (To be filled - in by all filers)
3. Landholder Type (check one only)
a) Individual b) Full name (last, first, middle, if known)
c) S. Address _____
4. Title No. 5. Date of acquisition 6. Tax account no. 7. SEC registration no. (if corporation) 8. Name of President/Manager (if corporation)
9. Land Identification
a) Tax Declaration No. b) Area (ha) c) Location (name of barangay) d) Code e) New Acquiree (check one)
10. TOTAL AREA

Section B: LAND VALUATION, LIENS AND ENCUMBRANCE (To be filled - in only by landowners)
11. Land Valuation
a. Assessed Value b. Market Value c. Fair Value attributable to Landowner
12. If acquired after June 1, 1957, state from whom parcel or title was acquired and at what cost
13. Liens and Encumbrances
14. If any mortgages and other claims - as of June 1, 1967

Table for Land Valuation with columns: Assessed Value (Land, Improvements), Market Value (Land, Improvements), Fair Value (Land, Improvements)

Table for Liens and Encumbrances with columns: Title No., Status Code, Amount, Name of mortgagee/landholder, Address, Area (ha), Date foreclosed/registered, Start, End

Section C: LAND UTILIZATION AND PRODUCTION
15. Land Use - as of June 1, 1967 (check all applicable boxes and indicate percentage in relation to total area covered by each use)
16. Major crops planted - for the year ending June 1, 1967 (check all applicable boxes and indicate corresponding area of land covered by each crop or product)
17. Average three year annual gross income of the farm (in peso)
18. Average three year annual gross production of other farm products (in peso)
19. Average three year annual gross production from land (in peso)

Section D: INVENTORY OF TENANTS/FARMWORKERS
21. List all farmers on the land (F - Farmer type code: F-Tenant, R-Regular Farmworker, S-Seasonal Farmworker, O-Others)
Table with columns: Name (last, first, middle), Age, Farmer type code, Name (last, first, middle), Age, Farmer type code

TOTAL NUMBER OF: Tenants, Regular Farmworkers, Seasonal Farmworkers, Others
22. Full Name of Landholder/Representative, 23. Address, 24. Relationship to Landholder (if representative)

WORK STATEMENT
According to the provision of Executive Order No. 229, I hereby certify that all information stated above are true and correct.
IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 1967 at _____
Signature of Landholder/Representative
SUBSCRIBED AND SWORN to before me this _____ day of _____ 1967 at _____ Philippines, Landholder/Representative exhibiting her Residence Certificate No. _____ issued on _____
Administering Official

Annex B

CARP FORM NO. 1
SWORN STATEMENT ON AGRICULTURAL LANDHOLDINGS
REGISTRAR'S CHECKLIST OF DATA ELEMENTS

[Note: All data elements must be filled in, unless otherwise indicated.]

<u>Data Element</u>	<u>Description</u>
0. Sworn Statement No.	Should be the same as the Sworn Statement No. of any attached supplemental CARP Form No. 1-S.
a. Rurban Code	the rurban code (down to municipality level only).
b. Sequence code	5-digit sequence number assigned by the municipal registration team to the Sworn Statement. For every municipal/city registration office, this number should start from "00001". Right-justified; pad blank columns with zeroes.
1. Aggregate landholding nation-wide (owned/leased/managed):	
a. Number	at least one type (owned/leased/managed) should be filled in; total number for all three types should be "1" or more.
b. Aggregate areas	all types (owned/leased/managed) which have entries for Item 1.a "Number" above should have corresponding entries for areas. Should be expressed in terms of hectares, with any square meters portion less than one hectare expressed in terms of decimal portions of a hectare.
2. Voluntary offer	should be answered "Yes" or "No", if Item No. 1.a "Number" and/or Item No. 1.b "Aggregate areas" above indicated that landholder has "owned lands." Otherwise, will be blank.
Section A - Identification of Landholder and the Agricultural Land	
3. Landholder type	only one selection box should be checked.
4. Full name	name of an individual (in standard last-name/full/middle-name format), or name of a corporation or a government entity, depending on landholder type checked in Item 3 above. The first name should include any name suffixes such as "Jr.", "II", or "III".
5. Address	full contact address.

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<u>Data Element</u>	<u>Description</u>
6. Telephone number	write "None" if none.
7. Date of birth or incorporation.	in standard month/day/year format.
8. Tax Account No.	tax account number of the landholder, if any.
9. SEC registration number	SEC registration number of business corporation; should be "N/A" if landholder is not a business entity.
10. Name of president/head	should be "N/A" if landholder is not a business entity or a government entity.
11. Land Identification:	
a. Tenure type code	should be O, L or M only.
b. Title type code	should be OCT, TCT, or UT only.
c. Title number	should be "N/A" if land is untitled (i.e., title type code in Item 11.b above is "UT").
d. Lot number	can be blank if no lot number is indicated in the land title.
e. Survey plan no.	plan number covering the landholding.
f. Tax declaration number	current Tax Declaration number covering the piece of land.
g. Area	should be expressed in terms of hectares, with any square meters portion less than one hectare expressed in terms of decimal portions of a hectare.
h. Location	name of barangay where landholding is located.
i. Date acquired	in standard month/day/year format.
j. Total area	total of all areas listed in Item 11.g "Area" above.
12. If acquired after June 1, 1987:	
a. Title no.	should be one of the title numbers listed in Item 11.c "Title no." above.
b. From whom acquired	name of previous owner (individual, business entity, or government entity).
c. Address	address of owner named in Item 12.b above.
d. Acquisition cost	in terms of pesos.

Data Element

Description

Section B - Land Valuation, Liens and Encumbrances

[This section is to filled in only if Tenure type code listed in Section A Item 11.a above is "Q" for owner. Otherwise, this section will be blank.]

13. Land Valuation

- | | | |
|----|---|--|
| a. | Title or Tax Declaration number | title number or Tax Declaration number |
| b. | Assessed values (land and permanent improvements) | in terms of pesos. |
| c. | Market values (land and permanent improvements) | in terms of pesos, if available. |
| d. | Fair values acceptable to landowner (land and permanent improvements) | in terms of pesos. |

14. Liens, encumbrances and adverse claims:

- | | | |
|-------|------------------------------------|---|
| a. | Does land have any...? | should be answered "Yes" or "No". If answer is "No", the following items up to 14.b.8.2 will be blank. |
| b.1 | Title no. | complete title numbers of any portions of the contiguous landholding which have any liens, encumbrances or adverse claims. If untitled, the current Tax Declaration number should be written. |
| b.2 | Status code | should be from 1 to 9 only; if 9, others should be specified in the lines provided at the bottom. |
| b.3 | Amount | monetary value. |
| b.4 | Name of mortgagee /lessee/claimant | name of individual, business entity or government entity. |
| b.5 | Address | complete known address of claimants named in Item 14.b.4 above. |
| b.6 | Area | in terms of hectares and any decimal fractions thereof. |
| b.7 | Date foreclosed/ sequestered | in standard month/day/year format. "N/A" if Status code in Item 14.b.2 above is either "6" or "7". |
| b.8 | Mortgage/lease period: | |
| b.8.1 | Start date | in standard month/day/year format. |
| b.8.2 | End date | in standard month/day/year format. |

Data Element

Description

Section C - Land Use and Production

15. Land use:

- a. Use at least one selection box should be checked; for other land uses not listed, the use should be specified under "Others, specify".
- b. Area in hectares should be filled in for every corresponding selection box checked (in terms of hectares, with any square meters portion less than one hectare expressed in terms of decimal portions of a hectare), or alternatively:
- c. Area in % should be filled in for every corresponding selection box checked in Item 15.a above, as an alternate to providing areas in terms of hectares.
- d. Total area should be filled in, either in terms of hectares (in which case, the total should be equal to the total area in Item 11.k above) or in percentage, depending on which option (Item 11.b or Item 15.c above) was taken.

16. Major crops planted:

- a. Crops at least one selection box should be checked; for other crops and produce not listed, such crops/produce should be specified under "Fruit trees, specify" or "Others, specify".
- b. Area in hectares should be filled in for every corresponding selection box checked (in terms of hectares, with any square meters portion less than one hectare expressed in terms of decimal portions of a hectare).

17. Average 3-year annual gross income of filer from land in terms of pesos.

18. Average 3-year annual gross share of others from production from land should be "N/A" if there are no other parties having any claim to the land in terms of leases or management agreements and to production from land; otherwise, should be in terms of pesos.

19. Average 3-year annual gross production from land in terms of pesos. If Item 18 above is "N/A", this (Item 19) should be equal to Item 17 above.

<u>Data Element</u>	<u>Description</u>
20. If Item 17 or 19 is blank	should be filled in if either Item 17, 19 or both above are blank.

Section D - Inventory of Tenants/Farmworkers

21. (If landholder has no tenants or farmworkers on the landholdings being described in the Sworn Statement, "N/A" should be written here. Otherwise, the following should be filled in.)
- | | |
|--------------------------|---|
| a. Name of farmer | in standard last/first/middle-name format, if known. |
| b. Age | exact or approximate age of farmer. |
| c. Farmer type code | should be T, R or S only. |
| d. Total number of: | |
| d.1 Tenants | the actual number of farmers named in Item 1 above with Farmer type code = T. |
| d.2 Regular farmworkers | the actual number of farmers named in Item 1 above with Farmer type code = R. |
| d.3 Seasonal farmworkers | the actual number of farmers named in Item 1 above with Farmer type code = S. |

END PORTION OF CARP FORM NO.

- | | |
|--|--|
| 22. Full name of landholder/representative | if landholder is an individual filing the Sworn Statement personally, should be the same as the name written in Section A Item 2 of form; otherwise, should be the name of representative. (A duly authorized representative should have the appropriate Special Power of Attorney.) |
| 23. Address | the complete contact address of the person named in Item 22 above. |
| 24. Relationship to landholder | can be blank if landholder is an individual filing the Sworn Statement personally. |
| -- Sworn Statement signature | signature of landholder if landholder is an individual filing the Sworn Statement personally; otherwise, the signature of the representative. |

SWORN STATEMENT NO. _____

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

1988 COMPREHENSIVE AGRARIAN REFORM PROGRAM

SUPPLEMENT TO CDRP SWORN STATEMENT

Read instructions at the back before accomplishing this form. Type or print entries legibly. Do not fill in shaded boxes.

AWR2 - C

A. Additional Information on Landowner and Holdings described in this Sworn Statement

11. Land Acquisition and Management Status				12. Three-year Annual Gross Income (Pesos)		13. Children of Landowner		
a. Title/Tax Declaration No.	b. Nature of Acquisition (1/)	c. Acquisition Cost	d. Management Type 2/	1987	1988	1989	a. Name	b. Age

1/) Nature of Acquisition: P - Purchase I - Interference D - Gift/Donation O - Others
 2/ Management Type: 0 - Owner-Cultivated L - Leased M - Managed by others T - Tenanted

4. LIST OF CO-OWNERS/PARTNERS (to be accomplished only if land described in section A of CDRP FORM 01 is jointly owned)

3a. For each co-owned parcel write the name of the owner as it appears on land title. (b. List all) Co-owner (including yourself)

1) Title No.	2) Name of owner as it appears in land title	1) Name of co-owner/partner (last, first, middle, if individual)	12) Tax Account Number	13) Date of birth (4) Area Owned

51 Total Area

TRUSTEES COPY: IAG Field Office Copy

LANDLORD/REPRESENTATIVE: (Name as the written No. in item 2a of the Sworn Statement - CDRP FORM NO. 1)

FULL NAME: _____

SIGNATURE: _____

1988 CARP FORM NO. I-S

SUPPLEMENTAL FORM

GUIDELINES AND INSTRUCTIONS

SECTION A - Additional Information on Landowner and Landholding described in this Sworn Statement

1. This section shall indicate the manner of acquisition, acquisition cost and management type for all lands registered in this form as indicated under CARP FORM I Sec. A No. 11 acquired.
 - a. Title/Tax Declaration No. - Indicate the title number of land acquired. If the piece of land is untitled, write the current tax declaration number covering the piece of land.
 - b. Manner of Acquisition - indicate the ways in which the piece of land was acquired, whether by purchase (P), inheritance (I), gift or donation (D) or others (O).
 - c. Acquisition Cost - indicate the amount in peso.
 - d. Management type - indicate whether land is owner-cultivated (O), tenanted (T), leased out (L) or managed by others (M).
2. This Section shall indicate the three year Annual Gross Income for at least three (3) years, the annual gross income is equivalent to the annual gross production valued in peso. In case of abnormal production, consider the normal production prior to 1985.
3. This section shall indicate the names of children of landowner aged 15 and above as of June 15, 1988.
 - a. Name - the full name/s of children filing the sworn statement
 - b. Age - the exact age for each children of landowner as of June 15, 1988
4. LIST OF CO-OWNERS/PARTNERS
 1. Only one co-owner, in behalf of all the co-owners, must accomplish this section for each parcel or title that is under joint or collective ownership.
 - a. For each co-owned parcel or titled land, write complete name of owner as it appears in the land title. Include

such phrases as "heirs of" and "et al", and write "(deceased)" after a name as applicable.

b. List all co-owners (including yourself) - the first line on this list has been reserved for the filer, in order that his share of the co-owned parcel or title may be written in the space provided. Names of all other co-owners should be listed on the succeeding lines. If co-owners are individuals, names should be written in the standard last/first/middle name format. If name/s stated on title includes "heirs of" and "et al", each of these heirs and other persons or entities should be individually named on the list.

2. Tax Account Number - the Tax Account Number of each of the co-owners listed in letter (a) above.

3. Date of Birth or Incorporation - the birthdate of each co-owner listed (if co-owner is an individual), or the incorporation date (if co-owner is a private corporation). If co-owner is a government entity, this item may be left blank.

4. Areas Owned - the share in the co-owned land of each co-owner. If shares of the area of each of the co-owners are not available on existing document, the share per co-owner should be averaged based on the total area of the co-owned land divided by the number of co-owners. Areas should be written in terms of hectares including any decimal portion thereof, to cover areas in square meters below one hectare.

5. Total Area - add the shares of areas of all co-owners and write the total in the space provided.

NO. OF SWORN STATEMENTS
 By Type and By Size of Landholding
 For the Week _____ to _____, 198_

Province : _____
 Municipality : _____

Size (in hectares)	Individual Partnership	Private Corporation	Government Entity	Total This Week
50 and above				
24 to 49.9				
5.1 to 23.9				
5 and below				
TOTAL				

EXHIBIT ~~5-8~~

MASTERLIST OF FARMERS
City/Municipality of _____
Province of _____

DATE	NAME OF LANDHOLDER	SWORN STATEMENT NO. Title/TD No.	NAME OF FARMER	FARMER TYPE (T/R/S)

LANDHOLDER REGISTRATION SCHEDULE OF ACTIVITIES UNDER RA 6657
 JUNE 15 - DECEMBER 16, 1988

ACTIVITIES

TIME	JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER		DECEMBER	
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2

I. Pre-Registration Activities

1. Draft implementing guidelines presentation
 - Decision/policy makers level
 - Field Administrators & Implementors level
2. Issuance of Implementing Order
3. Printing of Forms
4. Distribution of Forms
5. Briefing/Orientation on Listbooks II
 - Field Administrators
 - Technical and Administrative Staff
 - Cooperating Agencies
6. Reactivation of Land-owners Registration Committees/Team
 - Regional
 - Provincial
 - Municipal
7. Recruitment & Hiring of Registration Officers

EXHIBIT 4

MASTERLIST OF LANDOWNERS
 City/Municipality of _____
 Province of _____

DATE	Name of Landholders	Type (C/L/N)	TITLE NO.	LOCATION (Barangay, Town, Province)	AREA (Hectares)

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TRANSMITTAL FOR (Municipality of _____, Province of _____)

To : DAR Data Processing Center

Date: _____

From : DAR CARP Registrar
Municipality of _____ (Rurban Code: _____)

Re : Transmittal of Municipal CARP Registration Forms

Attached herewith are the following CARP registration forms batched in groups of 25 forms each:

Municipal Batch No.	Sworn Statement Number	Municipal Batch No.	Sworn Statements Number
_____	_____	_____	_____

Total No. of Batches : _____

Total No. of Forms : _____

Received from the DAR CARP Registrar Municipality of _____,
Province of _____, Sworn Statements with Batch Number from
_____ to _____ on _____
(Date)

DAR Data Processing Center

Regional Supervisor

Date : _____
 To : DAR Regional Data Processing Center

 (Address of RDPC)

From : DAR CARP Registrar, Municipality of _____
 (Rurban Code : _____)

Re : Transmittal of Municipal CARP Registration Forms

Attached herewith are the following batches of CARP Sworn Statements on Agricultural Landholdings filed during the week:

Batch Description	Batch No.	No. of Sworn Statements
Owners with 50 hectares and above	1	_____
Owners with 24 to 49.9 hectares	2	_____
Owners with 5.1 hectares to 23.9 hectares	3	_____
Owners with 5 hectares or less	4	_____
___ "Yes" to voluntary offer of sale		_____
___ "No" to voluntary offer of sale		_____
Total No. of Sworn Statements:		_____

Received _____ Sworn Statements from the DAR Registrar, Municipality of _____, Province of _____ on _____ (Date)

 Supervisor (Name & Signature)
 DAR Regional Data Processing Center

 (Address)

LANDHOLDER REGISTRATION SCHEDULE OF ACTIVITIES UNDER RA 6657
 JUNE 15 - DECEMBER 16, 1988

ACTIVITIES	JUNE		JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER	
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
8. Orientation of Registration Teams																				
9. Setting up of Registration Centers																				
10. Information Drive																				
II. Registration Proper																				
1. Registration mobilization																				
2. Posting of Landowners Data																				
3. Monitoring and Reports																				
4. Editing/Coding of SS																				
5. Manual Preparation of List of Landowners and by LHM.																				
6. Manual listing of Tenants & Farm Workers by Landowners & Municipalities																				
7. Posting of Tenants and																				

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