



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

Department of Agrarian Reform
ADMINISTRATIVE ORDER NO. 10
Series of 2014

SUBJECT : AMENDMENT TO ADMINISTRATIVE ORDER NO. 7, SERIES OF 2011 WITH RESPECT TO THE GUIDELINES GOVERNING THE IDENTIFICATION, SCREENING AND SELECTION OF FARMWORKER BENEFICIARIES FOR HACIENDAS, COMMERCIAL FARMS OR PLANTATIONS

PREFATORY STATEMENT

Section 22 of Republic Act (R.A.) No. 6657, as amended, provides that lands covered by the CARP shall be distributed as much as possible to landless farmer-residents of the same barangay, or in the absence thereof, landless farmer-residents of the same municipality in the following order of priority: a) agricultural lessees and share tenants; b) regular farmworkers; c) seasonal farmworkers; d) other farmworkers; e) actual tillers or occupants of public land; f) collectives or cooperatives of the above beneficiaries; and g) others directly working on the land.

Administrative Order (A.O.) No. 7, Series of 2011, was issued on September 30, 2011 to streamline the Land Acquisition and Distribution (LAD) Process of the DAR and strengthen the due process requirement for CARP coverage, and to ensure the completion of land acquisition and distribution within the prescribed period provided in R.A. No. 6657, as amended.

However, in the course of the implementation of A.O. No. 7, Series of 2011, as amended, some issues and bottlenecks are encountered by field implementers that affect the finalization of the ARB selection in commercial farms/plantation, resulting to the delay in the completion of the LAD process.

In view of the foregoing, this A.O. is issued to address the issues and bottlenecks in order to expedite the identification, screening and selection of farmworker beneficiaries who will be considered in the final Masterlist of ARBs, thus leading to the completion of the LAD process.

SECTION 1. Applicability. These guidelines shall apply to the identification, screening and selection farm worker beneficiaries in haciendas, commercial farms or plantations.

SECTION 2. Definition of Terms. For purposes of this A.O., the following terms are defined:

2.1. **Commercial Farms and/or Plantations** refer to large private agricultural lands, such as haciendas, devoted to sugarcane, banana, pineapple, coconut, fruit farms, orchard, vegetables and cut-flowers, and cacao and rubber plantations and have a systematic and integrated operation as cited in Section 11 of R.A. No. 6657, as amended. A commercial farm and/or

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plantation may traverse the boundaries of municipalities and barangays. It may also be covered by more than one Title.

- 2.2. **Civil law Lessee (Arriendador)** refers to a person who leases/rents an agricultural land, or a person who holds a lease contract from a landowner for the purposes of growing crop/s under specific terms and conditions such as payment of rental fee, lease period (i.e., annual or per cropping/production cycle which in the case of sugarcane production is three years) and/or other arrangements. The *arriendador* usually hires his/her own farmworkers for the operations of the leased farm.

SECTION 3. Policy Guidelines.

- 3.1 The LAD process in agricultural landholdings which were issued with Notices of Coverage (NOC) and with Letters of Acceptance in the case of voluntary offer to sell (VOS) on or before 30 June 2014, and, those with pending petition/s for coverage and/or exemption/exclusion as of 30 June 2014 shall continue even after this date until the same have been awarded to qualified beneficiaries.
- 3.2 The LAD process for hacienda/commercial farm/plantation which may consist of one or several titles shall be undertaken as a whole and not by title or parcel.

SECTION 4. Qualifications for Purposes of the Preliminary Masterlist. – All farmworkers who worked on the land on or after 15 June 1988, whether under the landowner or a civil law lessee (*arriendador*), shall be considered as potential beneficiaries in the Preliminary List of Potential ARBs (Preliminary List) using CARPER LAD Form No. 28 subject to the qualifications under Section 43 of AO No. 7, Series 2011.

Dismissed, terminated or retired farmworkers at the time of FWB identification, screening, and selection process can still be considered as potential beneficiary provided they are farmworkers on or after 15 June 1988, meet all the qualifications provided in Section 22 of R.A. No. 6657, as amended, and are willing and able to do farming. Those farmworkers with pending labor-related cases will be considered employed for purposes of identification and screening of qualified farmer beneficiaries.

Employment records such as employee's identification card, payroll, SSS records, etc., shall be submitted to the MARPO or designated office caretaker concerned as proof of employment of the farmworker. In the absence of these records, an affidavit of two (2) disinterested persons using CARPER LAD Form No. 76 shall be required from the farmworker as substitute proof of his employment in the subject landholding pursuant to MC No. 17, Series of 2013.

SECTION 5. Creation of the Beneficiary Screening Committee (BSC). The PARPO concerned shall constitute the Beneficiary Screening Committee (BSC) to be composed of the PARPO as the Ex-Officio Chairperson, the DARPO Legal Officer as the Vice-Chairperson, the MARPO or the designated office caretaker concerned as the BSC secretary, and as members are the Provincial Agrarian Reform Coordinating Committee (PARCCOM) Chairperson or his/her representative, and the Barangay Agrarian Reform Committee (BARC) Chairperson(s) of the barangay(s) where the landholding is located, or in the absence of a BARC, the barangay council or

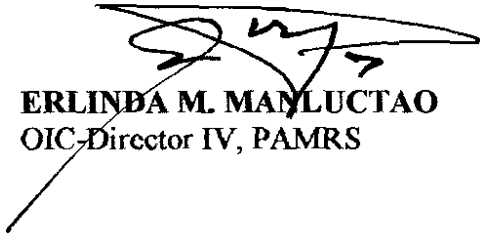


Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

CERTIFICATION

This is to certify that Administrative Order No. 10, Series of 2014 entitled **“AMENDMENT TO ADMINISTRATIVE ORDER NO. 7, SERIES OF 2011 WITH RESPECT TO THE GUIDELINES GOVERNING THE IDENTIFICATION, SCREENING AND SELECTION OF FARMWORKER BENEFICIARIES FOR HACIENDAS, COMMERCIAL FARMS OR PLANTATIONS”** was published today, 10 December 2014 in the Manila Standard Today and Manila Times newspapers.

Issued this 10th day of December 2014 for whatever purpose it may serve.


ERLINDA M. MANLUCTAO
OIC-Director IV, PAMRS

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Region No. _____
Province of _____
Municipality of _____

**MASTERLIST OF QUALIFIED AGRARIAN REFORM BENEFICIARIES (ARBs)
FOR COMMERCIAL FARMS/PLANTATIONS/HACIENDA**

Landowner/s: (Write full names of all co-owners – Family Name, First Name, Middle Initial). _____

Location (Municipality, Barangay): _____ OCT/TCT No. _____ TD No. _____ Total Area: _____ (has.) Lot No. _____

No.	Name of ARBs (Last Name, First Name, Middle Initial)	Date of Birth	Address	Name of Spouse (Last Name, First Name, Middle Initial)	Present Status ¹	Position/ Designation ²	Length of Tenure/ Service (No. of Days)	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

¹ Present Status (i.e., regular farmworker, seasonal farmworker, other farmworker, actual tillers)

² Position/Designation/Nature of Work (i.e., Laborer, Foreman, Supervisor, Kapatás, others, please specify, if applicable)

No.	Name of ARBs (Last Name, First Name, Middle Initial)	Date of Birth	Address	Name of Spouse (Last Name, First Name, Middle Initial)	Present Status ³	Position/ Designation ⁴	Length of Tenure/ Service (No. of Days)	Remarks
1								
2								
3								
4								
5								

Note: Put a big "X" in the row immediately after writing/typing/encoding the name of the last ARB in the list. Then put the words "NOTHING FOLLOWS". Use additional sheet, if necessary.

Prepared/Reviewed by: _____
Signature Over Printed Name of MARPO/Authorized Representative

Approved by: _____
Signature Over Printed Name of PARPO – Chairperson, BSC

Certified by: 1. _____
Barangay Agrarian Reform Council Chairperson/
Brgy. Chairman or Authorized Representative
(Signature Over Printed Name)

2. _____
Barangay Agrarian Reform Council Chairperson/
Brgy. Chairman or Authorized Representative
(Signature Over Printed Name)

3. _____
Barangay Agrarian Reform Council Chairperson/
Brgy. Chairman or Authorized Representative
(Signature Over Printed Name)

WITNESS: _____
(Signature Over Printed Name)

SUBSCRIBED and SWORN to before me, this _____ day of _____, 20__ in _____, the certifying BARC Chairperson/Member having presented to me his/her competent proof of Identification _____.

Administering Officer

³ Present Status (i.e., tenant, lessee, regular farmworker, seasonal farmworker, other farmworker, actual tillers)

⁴ Position/Designation/Nature of Work (i.e., Laborer, Foreman, Supervisor, Kapatás, others, please specify, if applicable)

ADDITIONAL SHEET FOR THE MASTERLIST OF QUALIFIED BENEFICIARIES

No.	Name of ARBs (Last Name, First Name, Middle Initial)	Date of Birth	Address	Name of Spouse (Last Name, First Name, Middle Initial)	Present Status ⁵	Position/ Designation ⁶	Length of Tenure/ Service (No. of Days)	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Note: Put a big "X" in the row immediately after writing/typing/encoding the name of the last ARB in the list. Then put the words "NOTHING FOLLOWS". Use additional sheet, if necessary.

⁵ Present Status (i.e., tenant, lessee, regular farmworker, seasonal farmworker, other farmworker, actual tillers)
⁶ Position/Designation/Nature of Work (i.e., Laborer, Foreman, Supervisor, Kapatás, others, please specify, if applicable)

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

JOINT SWORN STATEMENT

WE, _____, _____ Filipino, of
legal age and resident of _____ and with postal addresses at

after having been sworn to in accordance with law, depose and say:

- 1. That WE personally know _____
since _____;
- 2. That based on OUR knowledge, he/she is a farmer/farmworker of
_____ (name of the
landholding) for the period of _____ which is
located _____ at
_____;
- 3. That WE know this information because

_____;
- 4. That WE are not a relative of the aforestated person;
- 5. WE have no interest that will influence our statement, but WE fully know the
aforesaid information because he/she has been OUR co-worker for
_____; and
- 5. That WE ARE narrating the truth in this sworn statement in connection with the
qualifications of the aforesaid person to become a beneficiary of the
Comprehensive Agrarian Reform Program.

In witness whereof, WE have hereunto set OUR hands this _____ day of _____,
2014 at _____, Philippines.

AFFIANT

AFFIANT

Subscribed and sworn to before me this _____ day of _____,
20____, at _____, affiant exhibiting to me their Government-
Issued Identification (ID) Numbers _____, _____ issued on
_____ at
_____ Philippines.

Signature of Authorized DAR Official to Administer Oath

Doc. No. _____
Page No. _____
Book No. _____
Series of 2014

Note: To be executed by two (2) disinterested persons