



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ADMINISTRATIVE ORDER

No. *02*

Series of 2009

SUBJECT: RULES AND PROCEDURES GOVERNING THE ACQUISITION AND DISTRIBUTION OF AGRICULTURAL LANDS UNDER REPUBLIC ACT (R.A.) NO. 6657, AS AMENDED BY R.A. NO. 9700

I. PREFATORY STATEMENT

Republic Act (R.A.) No. 9700, which amends R.A. No. 6657, provides for, among others, the continuing acquisition and distribution of agricultural lands covered under the Comprehensive Agrarian Reform Program (CARP) for a period of five (5) years under various phases, and the simultaneous provision of support services and the delivery of agrarian justice to Agrarian Reform Beneficiaries (ARBs). It further provides that after June 30, 2009, the modes of acquisition shall be limited to voluntary offer to sell (VOS) and compulsory acquisition (CA) and that voluntary land transfer (VLT) shall be allowed only for landholdings submitted for VLT as of June 30, 2009.

The agrarian reform program is founded on the right of farmers and regular farmworkers, who are landless, to own directly or collectively the lands they till or, in the case of other farmworkers, to receive a just share of the fruits thereof. To this end, the State shall encourage and undertake the just distribution of all agricultural lands, subject to the priorities and retention limits set forth under R.A. No. 6657, as amended, taking into account ecological, developmental, and equity considerations, and subject to the payment of just compensation. Owners of agricultural land have the obligation to cultivate directly or through labor administration the lands they own and thereby make the land productive.

The principles of agrarian reform or stewardship shall be in accordance with law in the disposition or utilization of other natural resources, including lands of the public domain, under lease or concession, suitable to agriculture, subject to prior rights, homestead rights of small settlers and the rights of indigenous communities to their ancestral lands.

To ensure the completion of land acquisition and distribution within the prescribed period, the following rules and procedures are hereby promulgated.

II. COVERAGE

These rules and regulations shall govern the acquisition and distribution of all agricultural lands yet to be acquired and/or to be distributed under the CARP in accordance with R.A. No. 6657, as amended by R.A. No. 9700.

III. DEFINITION OF TERMS

1. **Landless Beneficiary** is any farmer/tiller who owns less than three (3) hectares of agricultural land.

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2. **Share Tenant** refers to a person who himself and with the aid available from within his immediate farm household, cultivates the land belonging to or possessed by another with the latter's consent, for purposes of production, sharing the produce with the landholder under the share tenancy system, or paying the landholder a price certain or ascertainable in produce or in money or both, under the leasehold tenancy system. This arrangement has been abolished by R.A. No. 3844, as amended, which automatically converted the relations under leasehold.
3. **Agricultural lessee** refers to a person who, by himself and with the aid available from within his immediate farm household, cultivates the land, belonging to or lawfully possessed by another, with the latter's consent for purposes of agricultural production, for a price certain in money or in produce or both. It is distinguished from civil lessee as understood in the Civil Code of the Philippines.
4. **Farmworker** refers to a natural person who renders service for value as an employee or laborer in an agricultural enterprise or farm regardless of whether his/her compensation is paid on a daily, weekly, monthly or "pakyaw" basis. The term includes an individual whose work has ceased as a consequence of, or in connection with, a pending agrarian or labor dispute and who has not obtained a substantially equivalent and regular farm employment.
5. **Regular Farmworker** refers to a natural person who is considered employed on a permanent basis by a landowner engaged in an agricultural enterprise or farm.
6. **Seasonal farmworker** refers to a natural person who is employed on a recurrent, periodic or intermittent basis by an agricultural enterprise or farm, whether as a permanent or a non-permanent laborer, such as "dumaan", "sacada", and the like.
7. **Other farmworkers** refer to farmworkers who do not fall under Items 5 and 6 of this Section.
8. **Cooperatives** refer to organizations composed primarily of small agricultural producers, farmers, farmworkers, or other agrarian reform beneficiaries who voluntarily organize themselves for the purpose of pooling land, human, technological, financial or other economic resources, and operate on the principle of one member, one vote. A juridical person may be a member of a cooperative, with the same rights and duties as a natural person.
9. **Substantially Equivalent and Regular Employment** means any employment or profession from which the applicant farmer derives income equivalent to the income of a regular farmworker at the time of ARB identification, screening and selection.
10. **Agrarian Dispute** refers to any controversy relating to tenurial arrangements, whether leasehold, tenancy, stewardship, or otherwise, over lands devoted to agriculture, including disputes concerning farmworkers' associations, or representation of persons in negotiating, fixing, maintaining, changing or seeking to arrange terms and conditions of such tenurial arrangements.

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It includes any controversy relating to compensation of lands acquired under R.A. No. 6657 and other terms and conditions of transfer of ownership from landowners to farmworkers, tenants and other ARBs, whether the disputants stand in proximate relation of farm operator and beneficiary, landowner and tenant, or lessor and lessee.

11. **Usufruct** refers to a real right conferred on the beneficiary/usufructuary to enjoy the fruits of the property of another with the obligation of preserving its form, substance, and productivity.
12. **Direct Management** in so far as preferred beneficiaries are concerned, refers to the cultivation of the land through personal supervision under the system of labor administration. It shall be interpreted along the lines of farm management as an actual major activity being performed by the landowner's child from which he/she derives his/her primary source of income.
13. **Newspaper of General Circulation** refers to newspaper or publication of general circulation, which may be national or local to where the property is located.
14. **Award** is the conferment of Certificate of Land Ownership Award (CLOA) title to qualified agrarian reform beneficiaries.

IV. STATEMENT OF POLICIES

A. NOTICE OF COVERAGE

1. The acquisition and distribution of agricultural lands under CARP shall be completed by June 30, 2014. However, the process of acquisition and distribution for landholdings which were issued with Notices of Coverage (NOCs) on or before June 30, 2014 shall continue even after June 30, 2014 until the said lands have been awarded to qualified beneficiaries.
2. The schedule of the acquisition and distribution of lands covered by CARP shall be as follows:
 - 2.1 All landholdings of landowners owning more than twenty four (24) hectares which have been issued Notices of Coverage (NOCs) as of December 10, 2008, shall be subject to immediate acquisition and distribution under compulsory acquisition and shall be completed by June 30, 2012. The landholdings of landowners owning more than fifty (50) hectares shall be prioritized for coverage within this same period.
 - 2.2 All private agricultural lands voluntarily offered before July 1, 2009 by the landowner for agrarian reform shall be subject to immediate acquisition and distribution under voluntary offer to sell (VOS) and shall be completed by June 30, 2012.
 - 2.3 Lands under voluntary land transfer (VLT) received by DAR before July 1, 2009 shall be subject to immediate acquisition and distribution and shall be completed by June 30, 2012.
 - 2.4 The following types of lands shall likewise be subject of immediate acquisition and distribution under CARP and shall be completed by June 30, 2012:

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- a. Rice and corn lands under Presidential Decree (P.D.) No. 27;
 - b. All idle and abandoned lands;
 - c. All lands foreclosed by government financial institutions;
 - d. All lands acquired by the Presidential Commission on Good Government (PCGG); and
 - e. All other lands owned by the government.
- 2.5 All landholdings of landowners owning more than 24 hectares but have not been issued with NOC as of December 10, 2008 shall be subject to land acquisition and distribution (LAD) by July 1, 2012 and completed by June 30, 2013.
 - 2.6 All landholdings of landowners owning more than 10 hectares up to 24 hectares, in so far as the excess hectarage above 10 hectares is concerned, shall be covered under land acquisition and distribution starting July 1, 2012 and be completed by June 30, 2013.
 - 2.7 All landholdings of landowners owning more than five (5) hectares up to 10 hectares shall be covered under land acquisition and distribution starting July 1, 2013 and be completed by June 30, 2014. Notwithstanding this schedule, coverage of landholdings more than five (5) hectares up to 10 hectares may commence when the LAD balance of the concerned province, reckoned as of January 1, 2009, is already 90 percent complete, as certified to by the Provincial Agrarian Reform Coordinating Committee (PARCCOM) under existing guidelines of the Presidential Agrarian Reform Council (PARC).
3. For provinces declared by the Presidential Agrarian Reform Council (PARC) as priority land reform areas, the acquisition and distribution of private agricultural lands therein under advanced phases may be implemented ahead of the above schedules on the condition that prior phases in these provinces have been completed pursuant to the PARC implementing rules and regulations on the matter.
 4. The Notice of Coverage (NOC) shall be issued to landowners not later than 90 days prior to the scheduled date of acquisition and distribution of their landholding except for landowners owning more than five (5) up to ten (10) hectares, in which case, the NOCs shall be issued on or after July 1, 2013.
 5. In the case of lands for which NOCs have already been issued, the DAR Provincial Office (DARPO) shall send a memorandum to the Municipal Agrarian Reform Officer (MARO), copy furnished the LO, directing him/her to proceed with the process of land acquisition and distribution of the landholdings under the CARP, either immediately or on the specific schedule provided under Item IV(A)(2) of this Order.
 6. For lands already in the Inventory of CARP Scope (ICS), the DARPO shall transmit to the DAR Municipal Office (DARMO) on or before October 30, 2009 the list of LAD balances and the schedule of coverage

of each landholding therein, based on the prioritized phasing under Section 5 of R.A. No. 9700.

In the case of other landholdings still unacquired and undistributed but coverable under CARP, the DARMO shall submit the list of such lands to the DARPO which shall prepare and issue NOCs and transmit these to the DARMO for service to the landowners (LOs) based on specific schedules under Item IV(A)(2) of this Order.

7. Landholdings subject of expropriation or acquisition by the Local Government Units (LGUs) or any portions thereof not actually, directly and exclusively used for non-agricultural purposes are subject to CARP coverage if one or more of the following conditions apply:

7.1 There is agricultural activity;

7.2 The land is suitable for agriculture; or

7.3 The land is presently occupied and tilled by farmer/s.

8. Excluded from coverage are lands actually, directly and exclusively used and found to be necessary for the following purposes:

8.1 Parks;

8.2 Wildlife;

8.3 Forest reserves;

8.4 Reforestation;

8.5 Fish sanctuaries and breeding grounds;

8.6 Watersheds;

8.7 Mangroves;

8.8 National defense;

8.9 School sites and campuses including experimental farm stations operated by public or private schools for educational purposes;

8.10 Seeds and seedlings research and pilot production centers;

8.11 Church sites and Islamic centers appurtenant thereto;

8.12 Communal burial grounds and cemeteries;

8.13 Penal colonies and penal farms actually worked by the inmates;

8.14 Government and private research and quarantine centers;

Also excluded from coverage are:

8.15 All undeveloped lands with eighteen percent (18%) slope and over;

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- 8.16. All lands actually, directly and exclusively used for commercial, industrial or residential purposes and classified as such before June 15, 1988;
- 8.17. Fish ponds and prawn farms;
- 8.18. All lands actually, directly and exclusively used for livestock raising;
- 8.19. Ancestral lands and domain; and
- 8.20. Retention areas granted to landowners.

The MARO, together with a representative of the DARPO, shall conduct an inventory and ocular inspection of all agricultural lands within their area which are used for the above purposes. A report on the inventoried and inspected lands shall be submitted by the MARO and the DARPO representative to the Provincial Agrarian Reform Officer (PARO) indicating the following:

- Name of landowner;
 - Location of property and area;
 - OCT/TCT or Tax Declaration Number;
 - Actual land use;
 - Existence of agricultural activity;
 - Land Classification documents available; and
 - Other information vital to the determination of coverage of the land or portions thereof under CARP.
9. Any act of the landowner to change or convert his/her agricultural land to non-agricultural uses shall not affect the coverage of the landholding. Any diversification or change in the agricultural use of the landholding, or shift from crop production to non-agricultural uses and purposes shall be subject to the guidelines on land use conversion.
 10. Land subject to a conversion order but not developed within the five-year period starting from the issuance of the conversion order or the specific time frame stipulated therein, or if there is a violation of other conditions so provided, shall be reverted to agricultural use and Notice of Coverage thereon shall be issued by the PARO. An ocular inspection shall be conducted by the PARO on all lands covered by conversion orders and shall submit a factual finding on land development or violations of conditions on the conversion orders if any, to the Regional Director, copy furnished the Center for Land Use Policy, Planning and Implementation (CLUPPI), for appropriate action pursuant to the existing implementing rules and regulations (IRR) on land use conversion.
 11. As a general rule, the Notice of Coverage (NOC) shall be addressed to and received by the LO through the following modes of service:

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- 11.1 Personal Service – This is made by handing a copy of the NOC to the LO in person and having him receive it by affixing his signature or thumbmark with a witness to the thumbmark who will set his signature in the receiving copy.
- 11.2 Substituted Service – If personal service of the NOC cannot be served directly to the LO within a reasonable time, service may be made by leaving copies of the NOC and having this duly received at the LO's:
 - a. residence with some person of suitable age and discretion residing therein; or
 - b. office or regular place of business with some competent person in charge thereof.
- 11.3 Service by Registered Mail – If personal or substituted service is not practicable, the Notice of Coverage shall be sent by registered mail to the last known address of the LO. The registered mail envelope shall be marked “*Deliver to Addressee Only*” and “*Return to Sender*” based on the possibilities that the LO has moved out, address is erroneous or insufficient, or the LO refuses to accept or receive the mailed NOC.
- 11.4 Service by Publication – The mode of service by publication shall apply if the LO is outside the Philippines, or whereabouts is unknown, or LO refused to receive the NOC. If any of the three (3) modes of service {Items IV(A)(11.1 to 11.3) of this Order} fails, the NOC will be published in a newspaper of general circulation in such places. Service by publication shall be evidenced by the affidavit of the editor-in-chief, or circulation/advertising manager attesting to the fact of said publication and a copy of the said publication. A “*Return to Sender*” stamped on the mailing envelope for registered mail will serve as proof that the NOC was not received by the LO. The publication need not state the entire contents of the NOC but only the following essential particulars:
 - 11.4.1 Coverage of the subject landholding under CARP on the specific land acquisition schedule based on the prioritized phasing under Section 5 of R.A. No. 9700;
 - 11.4.2 Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT)/Latest Tax Declaration No/s.;
 - 11.4.3 Complete name/s of the LO/s and last known address, if available;
 - 11.4.4 Address or location of the subject landholding (barangay, city/municipality, province); and
 - 11.4.5 A statement that the LO has thirty (30) calendar days from date of NOC publication to reply to the NOC, and that failure to do so shall be a waiver of the right to choose his retention area, the privilege to nominate child/children who may qualify as preferred beneficiaries and to apply for exemption/exclusion from CARP coverage.



12. The other modes of service/delivery/receipt of the NOC shall be as follows:
 - 12.1 *Service upon co-owners* – In case of co-ownership, the NOC shall be served upon each and every co-owner, unless one is specifically authorized to receive for the co-owners.
 - 12.2 *Service upon minors or incompetents* – When the LO is a minor, insane or otherwise incompetent, service shall be made upon him/her personally and to his/her legal guardian if he/she has one, or if none, upon his/her guardian *ad litem* whose appointment shall be applied for by the Department of Agrarian Reform (DAR). In the case of a minor, service may also be made on his/her father and/or mother.
 - 12.3 *Service upon entity without juridical personality* – When the LOs who are persons associated through an entity without juridical personality are issued a NOC under the name by which they are generally or commonly known, service may be effected upon all the LOs by serving upon any one of them, or upon the person in charge of the office or place of business maintained in such name. Such service shall not individually bind any person whose connection with the entity has, upon due notice, been severed before the proceeding was brought.
 - 12.4 *Service upon domestic private juridical entity* – When the LO is a corporation, partnership or association organized under the laws of the Philippines with a juridical personality, service may be made on the president, managing partner, general manager, corporate secretary, treasurer, in-house counsel or administrator.
13. Within thirty (30) calendar days from receipt of NOC or from its date of publication, the LO has:
 - 13.1 The right to choose a retention area not exceeding five (5) hectares pursuant to Section 6 of R.A. No. 6657, as amended; and
 - 13.2 The privilege to nominate child/ren who may qualify as preferred beneficiary/ies.

The landowner is likewise given the same thirty (30)-day prescribed period from receipt or date of publication of NOC, whichever is applicable, within which to protest coverage. Upon receipt of the protest of coverage by DAR, the LO is given another thirty (30) days to substantiate his/her protest and/or application for exemption or exclusion from CARP coverage. Failure to comply within the aforementioned 30-day reglementary periods shall be construed as a waiver or abandonment of the right to protest and/or to file for an application for exemption or exclusion from CARP coverage.

14. Notwithstanding a protest of coverage or an application for exemption or exclusion by a landowner, the processing of the claim folder, including valuation and the issuance of Certification of Deposit (COD) by the Land Bank of the Philippines (LBP) and the transfer of title to the Republic of the Philippines, shall continue unless the Regional Director or the DAR

Secretary, as the case may be, suspends the processing based on preliminary findings on grounds for exemption or exclusion or the Supreme Court issues a Temporary Restraining Order (TRO) on the processing of the claim folder.

B. RETENTION

1. All landholdings five (5) hectares and below shall not be subject to CARP coverage except for landholdings submitted for voluntary offer to sell (VOS) before July 1, 2009 wherein the retention right has been waived. The PAROs shall issue Certification of Retention to landowners who have already availed of the same and cover all areas in excess thereof.
2. For VOS lands submitted prior to July 1, 2009 where the master list of ARBs has been finalized, the retention areas of landowners covered under said VOS shall be processed under the existing guidelines of R.A. No. 6657, as amended, before July 1, 2009.
3. Landowners who own lands five (5) hectares or less may file a request for the issuance of Certification of Retention.
4. Landholdings covered by homestead grants and Free Patents issued pursuant to Commonwealth Act (C.A.) No. 141 still owned by the original grantees or their direct compulsory heirs shall be retained by them as long as they were cultivating the said landholdings at the time of the approval of R.A. No. 9700 and continue to cultivate the same.
5. Heirs of deceased landowners who died after June 15, 1988 and whose lands are covered under CARP are only entitled to the five (5) hectare retention area of the deceased landowner.
6. For landholdings under compulsory acquisition (CA), the landowner shall choose his retained area within thirty (30) days from receipt of Notice of Coverage (NOC) or date of publication of NOC.

Failure to exercise the right to choose within the prescribed period shall constitute a waiver thereof. In which case the DAR, through the MARO, shall automatically choose for the landowner his/her retention area.

For landholdings under voluntary offer to sell (VOS), the landowner shall exercise his right of retention simultaneously at the time of the offer for sale of the subject landholding.

7. When landowners waive their right of choice, the following factors shall be considered in choosing their retention area:
 - 6.1 commodity produced;
 - 6.2 terrain;
 - 6.3 infrastructure available; and
 - 6.4 soil fertility.



8. For marriages covered by the New Civil Code, in the absence of an agreement for the judicial separation of property, spouses whose agricultural land properties are all conjugal may retain a total of not more than five (5) hectares of such properties. However, if either or both of them are landowners in their respective rights (capital and/or paraphernal), they may each retain not more than five (5) hectares of their respective landholdings. In no case shall the total retention of such couple exceed ten (10) hectares.
9. For marriages covered by the Family Code, which took effect on August 03, 1988, a husband owning capital property and/or a wife owning paraphernal property may retain not more than five (5) hectares each, provided they executed a judicial separation of properties prior to entering into such marriage. In the absence of such an agreement, all properties (capital, paraphernal and conjugal) shall be considered to be held in absolute community, i.e., the ownership relationship is one, and, therefore, only a total of five (5) hectares may be retained by each couple.
10. The DAR shall notify the LO, through personal service with proof of receipt or by registered mail with return card, the portion selected as his/her retention area if the LO fails to exercise such right within the prescribed period.
11. In case a tenant chooses to remain in the LO's retained area, he/she shall be a leaseholder in the said land and shall not qualify to be a beneficiary under CARP. Conversely, if the tenant chooses to be a beneficiary in another agricultural land, he/she cannot be a leaseholder in the land retained by the LO. The tenant must exercise this option within a period of one (1) year from the time the LO manifests his/her choice of the area for retention.
12. Tenants/lessees in the retained areas who do not wish to become leaseholders in the retained lands shall be given preference in other landholdings whether or not these lands belong to the same landowner, without prejudice to the farmers who are already in place and subject to the priorities under Section 22 of R.A. No. 6657, as amended.
13. In all cases, the security of tenure of the farmers or farmworkers on the LO's retained land prior to the approval of R.A. No. 6657, as amended, shall be respected. Further, actual tenant-farmers in the landholdings shall not be ejected or removed therefrom.
14. Land transactions executed prior to R.A. No. 6657, as amended, shall be valid only when registered with the Registry of Deeds within a period of three (3) months after June 15, 1988 in accordance with Section 6 of R.A. No. 6657, as amended.

Where the transfer/sale of a landholding involves a total of five (5) hectares and below and such landholding is the retention area of the transferor or subject of retention by the transferor, and the transferee will not own an aggregate of more than five (5) hectares as a result of the sale, the transfer is legal and proper. However, a DAR clearance is needed for the purpose of monitoring and as requisite for the registration of the title in the name of the transferee with the Registry of Deeds (ROD).

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In the case of multiple or a series of transfers/sales, only the first five (5) hectares sold/conveyed and the corresponding titles issued by the ROD in the name of the transferee shall be considered valid and be treated as the transferor's retained area, but in no case shall the transferee exceed the five (5)-hectare landholding ceiling pursuant to Sections 6, 70 and 73(a) of R.A. No. 6657, as amended. In so far as the excess area beyond five (5) hectares sold and conveyed is concerned, the same shall be covered under CARP, regardless of whoever is the current titleholder to the land, considering that the transferor has no right of disposition of these lands since CARP coverage of these lands is mandated by law as of June 15, 1988. Any landholding still registered in the name of the landowner after earlier dispositions up to an aggregate of five (5) hectares are no longer part of his retention area and therefore shall be covered under CARP.

15. CARP covered agricultural lands which are to be expropriated or acquired by the local government units (LGUs) and to be used for actual, direct and exclusive public purposes, such as roads and bridges, public markets, school sites, resettlement sites, local government facilities, public parks and barangay plazas or squares, consistent with the approved local government land use plan, shall not be subject to the five-hectare retention limit. However, prior to the expropriation/acquisition by the LGU, the subject land shall first undergo the land acquisition and distribution process of the CARP, and the ARBs therein shall be paid just compensation without prejudice to their qualifying as ARBs in other landholdings under the CARP.
16. The title of the land awarded under the agrarian reform program must indicate that it is an Emancipation Patent (EP) or Certificate of Land Ownership Award (CLOA) and any subsequent transfer of title must also indicate that it is an EP or a CLOA.
17. Pursuant to Section 4 of R.A. No. 9700, an LGU may, through its Chief Executive and/or an ordinance, exercise the power of eminent domain on agricultural lands for public use, purpose, or welfare of the poor and the landless, upon payment of just compensation to agrarian reform beneficiaries (ARBs) on these lands, pursuant to the provisions of the Constitution and pertinent laws. The power of eminent domain may not be exercised unless a valid and definite offer has been previously made to the ARBs, and such offer was not accepted. In cases where the land sought to be acquired has been issued with a Notice of Coverage or is already subject to voluntary offer to sell (with letter-offer submitted to DAR) the concerned LGU shall suspend the exercise of its power of eminent domain until after the LAD process has been completed and the title to the property has been transferred to the ARBs.

Where agricultural lands have been subjected to expropriation, the ARBs therein shall be paid just compensation. For this purpose, lands "subjected to expropriation" includes all agricultural lands which have been reviewed and approved by the DAR to be actually, directly and exclusively used by the LGU for public purpose with a case for expropriation already filed by the LGU before a judicial court. ARBs are those who have been certified by the Barangay Agrarian Reform Council (BARC) and DAR as beneficiaries of the subject landholdings.

18. The expropriation/conversion of agricultural lands shall be subject to the existing guidelines of DAR on land conversion. Irrigable and irrigated

lands where (1) there is agricultural activity, (2) land is suitable for agriculture, or (3) the land is presently occupied and tilled by farmers shall not be subject of expropriation by the LGUs.

C. LAND ACQUISITION

1. Pursuant to Section 3 of R.A. No. 9700, the landholdings of LOs owning a total of five (5) hectares or less shall not be subject of acquisition and distribution under CARP.
2. Landholdings above five (5) hectares which were offered under voluntary land transfer (VLT) and not approved by the DAR shall be covered under compulsory acquisition (CA).

All VLT applications submitted to DAR after June 30, 2009 shall no longer be processed.

3. Landowners (LOs) may voluntarily offer their private agricultural lands for coverage under R.A. No. 6657, as amended or under R.A. No. 9700. Upon its acceptance by the DAR, the Letter-Offer for coverage under Voluntary Offer to Sell (VOS) can no longer be withdrawn. In any case, the DAR can immediately subject such landholding to coverage under compulsory acquisition and distribution under CARP notwithstanding the schedule of prioritized phasing under R.A. No. 9700.

The acceptance letter for VOS shall stipulate that upon offer under VOS, the schedule of coverage under R.A. No. 9700 is deemed waived.

Landowners who received NOCs for their landholdings under Compulsory Acquisition (CA) may be allowed to shift to Voluntary Offer to Sell (VOS), provided, that the claim folder (CF) for the subject landholding has not yet been received by the Claims Processing, Valuation and Payment Division (CPVPD) of the Land Bank of the Philippines (LBP) for valuation.

4. Landowners who have voluntarily offered their landholdings for coverage under CARP and those who have previously waived their rights to retain are disqualified from becoming ARBs of other landholding/s being covered or to be covered under CARP. The LO's voluntary offer or his previous waiver is construed to be his inability and/or unwillingness to cultivate the land and make it productive.

Likewise, children of the same landowners who were not nominated as preferred beneficiaries are disqualified from becoming an ARB in another landholding following the qualification criteria pursuant to Section 22 of R.A. No. 6657, as amended.

5. For tenanted lands or lands under leasehold, the Agrarian Reform Beneficiary/ies (ARB/s) shall continue to pay their lease rentals as tenants/lessees based on their leasehold contracts until such time that the LBP issues a Certification of Deposit (COD).
6. As a general rule, untitled public alienable and disposable (A & D) lands are within the jurisdiction of the Department of Environment and Natural Resources (DENR) pursuant to Commonwealth Act (C.A.) No. 141 (Public Land Act). However, subject lands are deemed "private" and for coverage by the DAR, if all the requisites specified in R.A. No. 6940, as

amended by R.A. No. 9176 for the determination whether or not private rights over a landholding have already been acquired based on the following:

- a. Continuous occupancy and cultivation by oneself or through one's predecessors-in-interest for at least thirty (30) years prior to the effectivity of R.A. No. 9176 on December 4, 2002 (i.e., December 1972);
- b. The land must have been classified as alienable and disposable for at least thirty (30) years prior to the effectivity of R.A. No. 9176;
- c. One must have paid the real estate tax thereon; and
- d. There are no adverse claims on the land.

In cases where the DAR and DENR have jointly identified specific untitled properties that may be covered under the LAD component of CARP, the DENR – Community Environment and Natural Resources Office (CENRO)/Provincial Environment and Natural Resources Office (PENRO) or Regional Technical Director (RTD) – Land Management Service (LMS) shall issue the certification that the subject tract of land is within an area classified as alienable and disposable.

7. The current list of all lands covered by NOCs and all remaining unacquired and undistributed landholdings covered under CARP that are in the process of acquisition and distribution or will be acquired based on the schedule of priorities under Section 5 of R.A. No. 9700 shall be submitted by the DARPO to the ROD concerned for segregation of the corresponding original copy of the Certificates of Title of all these lands from the regular volume or files of the Registry, and the compilation of the same in a new separate volume (CARP Volume) until the customary number of titles constituting a regular volume is reached. This CARP Volume shall be treated as a restricted volume and any voluntary transaction on any of the titles included in this restricted file shall be subject to clearance in writing from the PARO. The maintenance of the CARP Volume shall be undertaken by the LRA-CARP personnel under the supervision of the ROD.
8. Any title contained in the CARP Volume shall only be returned to the general/regular file upon proof that the property covered by said title is exempted, excluded or ascertained to be outside CARP coverage. Such proof may be in the form of a Court Order or DAR Order which has become final and executory.
9. The ROD shall issue a Transfer Certificate of Title (for titled properties) and an Original Certificate of Title (for untitled properties) in the name of the Republic of the Philippines (RP title) upon receipt of a copy of the LBP's Certification of Deposit (COD) from the DARPO.
10. Landholdings distributed by the DENR under R.A. No. 6657, as amended shall no longer be acquired and distributed by the DAR.
11. Landholdings subject of acquisition shall be validated based on ownership documents and on the projection by the DAR on DENR land classification maps to determine whether or not the areas are alienable and disposable.

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12. All projections undertaken by the DARPO on land titles, whether administratively or judicially (survey was based on the cadastral map of the Department of Environment and Natural Resources {DENR}) issued, shall be confirmed or validated by the DENR-Community Environment and Natural Resources Office (CENRO) or Provincial Environment and Natural Resources Office (PENRO) as to the land classification status of said lands.

All projections undertaken by the DARPO on lands covered by judicially issued titles and whose survey was based on the Private Survey (Psu) Plan of the Land Registration Authority (LRA) shall be confirmed or validated by the LRA on whether these lands do not overlap with other titled or decreed property.

13. Titles judicially issued prior to 1921 based on Act No. 2874 need not be validated or confirmed by the DENR-CENRO/PENRO as to their land classification status as such lands are classified as alienable and disposable. However, the DARPO shall:

- 13.1 Undertake the projection as to land classification status; and

- 13.2 Obtain a certification from the Land Registration Authority (LRA) that the property does not overlap with a titled or decreed property. Such certification shall include, among others, the Judicial Decree number, date of issuance of Decree, name of adjudicatee, location and area.

Such properties that partially overlap with other titled or decreed properties shall be segregated accordingly during the conduct of survey by the landholdings subject of acquisition. The acquisition and distribution of such landholdings that either partially or fully overlap with decreed properties shall continue regardless in whose name the decree is.

14. As a general rule, the conduct of survey to determine land use, segregation of coverable and not coverable area, and subdivision survey shall be undertaken prior to field investigation (FI). The PARO shall ensure that all field survey activities shall be completed before the conduct of field investigation (FI).

However, in the event that the finalization of the master list of ARBs will necessitate resolution of petitions for inclusion and exclusion of ARBs in the master list, the PARO shall inform the Land Bank of the Philippines (LBP) regarding the matter, in which case, the conduct of subdivision survey will come after the field investigation (FI) or upon the finalization of the master list of ARBs so as not to delay the land acquisition process.

15. The Land Use Management and Development (LUMD) fund shall be released and utilized only for CARP covered lands with Requisition Survey Services (RSS) approved by the DAR's Bureau of Land Development (BLD), pursuant to existing guidelines on requisition, approval and monitoring of survey services.

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16. A landowner-mortgagor of a foreclosed agricultural land where the two-year right of redemption period has already expired and is subsequently to be covered under CARP, cannot qualify as an ARB on the foreclosed land notwithstanding his/her being in actual possession and cultivation thereof. The DAR shall be responsible for taking possession of the land by negotiating or filing of the appropriate case, if necessary, and to successfully install the qualified ARB/s.

D. LAND VALUATION AND LANDOWNER COMPENSATION

1. The compensation for lands covered under R.A. No. 9700 shall be: a) the amount determined in accordance with the criteria provided for in Section 7 of the said law and existing guidelines on land valuation; or b) the value based on the order of the DAR Adjudication Board (DARAB) or the regular court, which has become final and executory.

The basic formula for the valuation of lands covered by VOS or CA shall be:

$$LV = (CNI \times 0.60) + (CS \times 0.30) + (MV \times 0.10)$$

Where: LV = Land Value
CNI = Capitalized Net Income (based on land use and productivity)
CS = Comparable Sales (based on fair market value equivalent to 70% of BIR Zonal Value)
MV = Market Value per Tax Declaration (based on Government assessment)

1.1 If three factors are present

When the CNI, CS and MV are present, the formula shall be:

$$LV = (CNI \times 0.60) + (CS \times 0.30) + (MV \times 0.10)$$

1.2 If two factors are present

1.2.1 When the CS factor is not present and CNI and MV are applicable, the formula shall be:

$$LV = (CNI \times 0.90) + (MV \times 0.10)$$

1.2.2 When the CNI factor is not present, and CS and MV are applicable, the formula shall be:

$$LV = (CS \times 0.90) + (MV \times 0.10)$$

1.3 If only one factor is present

When both the CS and CNI are not present and only MV is applicable, the formula shall be:

$$LV = MV \times 2$$

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In no case shall the value of idle land using the formula $(MV \times 2)$ exceed the lowest value of land within the same estate under consideration or within the same barangay, municipality or province (in that order) approved by LBP within one (1) year from receipt of Claim Folder (CF.)

The specific guidelines governing the valuation of lands under voluntary offer to sell (VOS) or compulsory acquisition (CA) pursuant to R.A. No. 6657, as amended by R.A. No. 9700 are provided in CARP-LAD Annex A of this Order.

2. All previously acquired lands wherein valuation is subject to challenge by landowners shall be completed and finally resolved pursuant to Section 17 of R.A. No. 6657, as amended.

In like manner, claims over tenanted rice and corn lands under P.D. No. 27 and Executive Order (E.O.) No. 228 whether submitted or not to the Land Bank of the Philippines (LBP) and not yet approved for payment shall be valued under R.A. No. 6657, as amended.

Landholdings covered by P.D. No. 27 and falling under Phase I of R.A. No. 9700 shall be valued under R.A. No. 9700.

3. In cases of rejection, landowners may withdraw the original value of the landholding as determined by the Department of Agrarian Reform (DAR) and Land Bank of the Philippines (LBP) per Memorandum of Valuation (MOV) and subsequently deposited in their names, subject to their submission of the requirements for payment.

When the LO later accepts the original value or as recomputed by the LBP based on existing valuation guidelines, mere filing of a manifestation by the LO as regards the acceptance of the original value or a joint manifestation by the LO and the LBP on the recomputed value with the DAR Adjudication Board (DARAB) shall automatically terminate the just compensation case pending thereat.

4. Landowners, other than banks and financial institutions, who voluntarily offer their lands for sale, shall be entitled to an additional five percent (5%) cash payment.
5. For landholdings which were conveyed after the effectivity of R.A. No. 6657, the LBP shall consider the transferor as the payee.

However, payment must be released to the LO-transferee if the LO-transferor issues a Special Power of Attorney (SPA) or Deed of Assignment in favor of the former.

6. In the determination of the Annual Gross Production (AGP), Selling Price (SP) and Cost of Operation (CO) to be used in the land valuation, the audited financial statement filed with the Bureau of Internal Revenue (BIR) shall be obtained by the DARMO from the LO fifteen (15) days prior to the date of field investigation. If the landowner fails to submit the same, the DAR and LBP may adopt applicable industry data or, in the absence thereof, conduct an industry study on the specific crop.

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7. Small portions or patches within the covered landholdings which are determined to be less productive than the bigger portion during the conduct of joint field investigation shall be valued based on the current use of the adjacent portions, provided that said small portions or patches shall not exceed 10% of the productive area.

Likewise, small portions or patches of landholdings above 18 percent slope, undeveloped and of no use to the landowner shall be valued as idle provided it shall not exceed 10% of the covered landholding.

E. FARMER BENEFICIARY IDENTIFICATION, SCREENING AND SELECTION

1. Farmers/Tillers and farmworkers who meet the following qualifications shall be eligible as beneficiaries under the Comprehensive Agrarian Reform Program:

1.1 *General Qualifications.* All agrarian reform beneficiaries must be:

1.1.1 Landless as defined by R.A. No. 6657, as amended and under Item III(1) of this Order;

1.1.2 Filipino citizen;

1.1.3 Permanent resident of the barangay and/or municipality where the landholding is located as provided under Section 22 of R.A. No. 6657, as amended.

1.1.4 At least fifteen (15) years of age at the time of identification, screening and selection of farmer-beneficiaries; and

1.1.5 Willing, able, and equipped with the aptitude to cultivate and make the land productive.

1.2 *Specific Qualifications for Farmworkers in Commercial Farms and Plantations.* In addition to Item 1.1 above, the applicant must have been employed as of June 15, 1988 in the landholding covered under CARP.

All farmworkers who are holding managerial or supervisory positions as of June 15, 1988 shall not qualify as ARBs. However, farmworkers who were promoted to managerial or supervisory positions after they were identified, screened and selected shall remain as qualified ARBs.

2. Qualified beneficiaries shall be prioritized as follows:

2.1 agricultural lessees, share tenants and regular farmworkers;

2.2 seasonal farmworkers;

2.3 other farmworkers;

2.4 actual tillers or occupants of public lands;

2.5 collectives or cooperatives of the above beneficiaries; and

- 2.6 others directly working on the land.
3. The following are grounds for disqualification in the identification of ARBs of the CARP:
 - 3.1 Failure to meet the qualifications as provided for under Section 22 of R.A. No. 6657, as amended;
 - 3.2 Execution of a waiver of right to become an ARB in exchange for due compensation and such waiver has not been questioned in the proper government entity as of the approval of this Order;
 - 3.3 Non-payment of an aggregate of three (3) annual amortizations and failure to exercise the right of redemption/repurchase within two (2) years resulting in the foreclosure of mortgage by the LBP of a previously awarded land;
 - 3.4 Deliberate non-payment of three (3) annual amortizations to the landowner (LO) resulting in the repossession by the landowner (in the case of voluntary land transfer/direct payment scheme or VLT/DPS) of the awarded land;
 - 3.5 Dismissal from the service for cause upon a judgment that is final and executory (and there is no case filed questioning said dismissal) as of the approval of this Order and if there is any such case, the same has been affirmed with finality by the proper entity of government;
 - 3.6 Obtaining a substantially equivalent and regular employment, as defined in Item III(9) of this Order;
 - 3.7 Retirement from the service, whether optional or mandatory, or voluntary resignation, provided this was not attended by coercion and/or deception, and there is no case questioning said retirement or voluntary resignation by the applicant as of the date of approval of this Order;
 - 3.8 Misuse or diversion of financial support services extended by government (Section 37 of R.A. No. 6657, as amended);
 - 3.9 Negligence or misuse of the land or any support extended by government (Section 22 of R.A. No. 6657, as amended);
 - 3.10 Material misrepresentation of the ARB's basic qualifications as provided for under Section 22 of R.A. No. 6657, as amended, P.D. No. 27, and other agrarian laws;
 - 3.11 Sale, disposition, or abandonment of the lands awarded by government under CARP or P.D. No. 27 which is violative of the agrarian laws;
 - 3.12 Conversion of agricultural lands to non-agricultural use without prior approval from the DAR;
 - 3.13 Final judgment for forcible entry into the property or for unlawful detainer; and

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- 3.14 Commission of any violation of the agrarian reform laws and regulations, or related issuances, as determined with finality after proper proceedings by the appropriate tribunal or agency.
4. Only after the agricultural lessees and share tenants, and regular farmworkers have each been awarded three (3) hectares pursuant to Section 8 of R.A. No. 9700, shall other qualified beneficiaries such as seasonal farmworkers, other farmworkers, actual tillers/occupants of public lands, collectives or cooperatives of the above beneficiaries, and others directly working on the land, be accommodated.
5. The child of an LO shall be given preference in the distribution of his/her parent's land pursuant to existing rules and regulations on award to children of LOs provided he/she meets all of the following criteria:
 - 5.1 Filipino citizen;
 - 5.2 At least fifteen (15) years of age; and
 - 5.3 Actual tiller or directly managing the farm as of the time of the conduct of field investigation of the landholding under CARP.

However, only untenanted portions of the landholding may be subject to award to qualified children of the LO and actual tenant-tillers in the landholding shall not be ejected or removed therefrom. An LO's child cannot claim that he/she is directly managing the farm or a specific area of tillage, if the same has tenants or lessees, considering that the tenants on the land have the right to directly manage the land or area of tillage with the obligation to pay the LO lease rental therefor.

6. In the event that the agricultural land for distribution in commercial farms or plantations is sufficient following the order of priority under Section 22 of R.A. No. 6657, as amended, the farmworker-beneficiaries therein on or prior to 15 June 1988, shall enjoy priority of award of a maximum of three (3) hectares.

On the other hand, farmworkers who were hired after the effectivity of R.A. No. 6657 shall be accommodated based on their length of service, reckoned from 15 June 1988, and subject to Item IV(F)(1.2) of this Order.

7. All potential ARBs of a landholding who have been included in the preliminary list, including those who have signified their intent or interest with the DARMO to be included in the preliminary list of potential ARBs thereof, must submit the essential documents to prove their qualifications as ARBs as provided under Item V(D.1.d) of this Order within fifteen (15) days from posting of the said list.

Potential ARBs who fail to comply with the submission of the required documents to prove their qualifications fifteen (15) days from the last day of posting of the preliminary list of ARBs shall not be delisted from the preliminary list of ARBs. The DARMO shall use available documentary evidence at hand, if any, or exhaust all efforts to gather the necessary information/evidence as bases in the evaluation of the potential ARB's qualifications and inclusion in the said list.

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8. For the purpose of screening and selection of qualified ARBs in commercial farms, plantations and other landholdings that qualify for collective distribution under Item IV(F)(4) of this Order, all concerned PAROs shall create a Beneficiary Screening Committee (BSC) whose members shall be composed of the PARO as the Ex-Officio Chairperson, the MARO, the DARPO Legal Officer, the Provincial Agrarian Reform Coordinating Committee (PARCCOM) Chairman or his representative and the BARC Chairman of the area where the landholding is located or his representative, pursuant to DAR A.O. No. 7, Series of 2003.

The BSC may invite the landowner/s and/or civil society organization (CSO) representatives in the area to serve as resource persons in the ARB selection and screening process, as may be necessary.

The BSC shall exercise exclusive jurisdiction in the screening and selection of ARBs in commercial farms, plantations and other landholdings for collective distribution to ARBs.

9. Qualified beneficiaries in a particular landholding shall include those determined/identified by the DAR during the actual investigation and documentation process. The master list of ARBs selected by the MAROs or the Beneficiaries Screening Committee (BSC) in the case of commercial farms or plantations, shall be certified under oath by the BARC and further attested to under oath by the LO in so far as his tenants, lessees and regular farmworkers in the landholding are concerned, pursuant to Item IV(E)(10) of this Order.
10. The right of the LO to attest to the master list of ARBs in so far as the tenants, lessees and regular farmworkers in his/her landholdings are concerned, is deemed waived after the lapse of fifteen (15) days from his/her receipt of the said master list of ARBs, if he fails to act on it within the said period. Thereafter, the master list of ARBs shall become final and executory. Landowners who fail, refuse or delay the issuance of the attestation despite proof of qualification of the beneficiaries, shall be liable under Sections 24 and 25 of R.A. No. 9700.

In case of partial or full non-attestation or repudiation by the LO of the ARBs in the master list, the LO shall be required to submit evidence to sustain his partial or full non-attestation, repudiation of ARBs, and/or substitution or addition to the master list of ARBs.

- The landowner's refusal to attest to all or specific ARB/s in the master list despite the presentation of proof of their being either tenants or lessees or regular farmworkers shall not in any way delay the LAD process. The MARO shall submit a report on this to the PARO.
11. The DARPO shall, within fifteen (15) days from receipt of the DARMO's report, conduct a revalidation of the qualifications of the ARBs' being tenants or lessees or regular farmworkers in cases where the landowner refuses to attest to:
 - 11.1 Specific ARBs in the master list of ARBs (partial attestation);
 - 11.2 Specific ARBs in the master list of ARBs (partial attestation) and identifies other ARBs either by substitution or addition whom the LO claims are his tenants, lessees or regular farmworkers; or

11.3 All ARBs in the master list of ARBs (full non-attestation) and identifies other ARBs either by substitution or addition whom the LO claims are his tenants, lessees or regular farmworkers.

Should the PARO find that there is possible merit to the LO's partial or full non-attestation of the master list of ARBs, he shall order the BARC to conduct compulsory arbitration within thirty (30) days to pass upon the issue.

The BARC shall submit a report of its findings within five (5) days after arbitration to the PARO who shall then evaluate and finally determine the qualifications of the ARBs in the master list. The PARO's decision shall be final in so far as the master list is concerned.

12. Protests for inclusion/exclusion from the master list of qualified ARBs may be filed in writing at the DARPO by an interested party not later than fifteen (15) days from the last day of posting of the master list, for resolution within thirty (30) days from receipt of the same.
13. The master list of qualified ARBs becomes final after the lapse of fifteen (15) days from issuance of the PARO's decision on the protest and receipt of the same by the parties.
14. The authority of the PARO to determine ARBs' qualifications is specifically limited in the context of partial attestation or full non-attestation by the LO and to resolve protests and petitions on the ARBs' qualifications to be included in the master list. After this phase, the other processes and the authority to decide on the determination of ARBs' qualifications under specific issuances (e.g., inclusion/exclusion of ARBs issued with CLOA from the master list of ARBs under agrarian law implementation cases) shall remain.
15. In case an appeal/motion for reconsideration is filed on the PARO's decision/s or order/s for inclusion/exclusion of potential ARBs in/from the master list, the rules and procedures provided under the existing agrarian law implementation (ALI) rules shall be followed.
16. The ARBs who qualify under the screening process shall state under oath before the judge of the city or municipal court that he/she is willing to work on the land to make it productive and to assume the obligation of paying the amortization for the compensation of the land and the land taxes thereon as stipulated in the Application to Purchase and Farmer's Undertaking (APFU).

ARBs in the master list who fail or refuse to execute and sign the APFU shall be given thirty (30) days from the date of receipt of the APFU to sign it. Failure to sign the APFU within the reglementary period of thirty (30) days shall be considered as a waiver of right to become an ARB. Due notice shall be given to the concerned parties stating the consequence of such failure to sign and execute the APFU within the prescribed period.

F. LAND DISTRIBUTION

1. Equitable distribution of the land shall be observed subject to the following considerations:



- 1.1 Landholdings covered by CARP shall be distributed first to agricultural lessees and share tenants and regular farmworkers of the same landholding up to a maximum of three (3) hectares each. Only when the qualified agricultural lessees and tenants and regular farmworkers by order of priority under Section 22 of R.A. No. 6657, as amended, shall have received three (3) hectares each, shall the remaining portion of the subject landholding, if any, be distributed to seasonal and other farmworkers, actual tillers or occupants of public lands, collectives or cooperatives of the beneficiaries and others directly working on the land, pursuant to R.A. No. 9700.
- 1.2 Excess areas subsequent to the three-hectare award to entitled beneficiaries pursuant to R.A. No. 9700, shall be distributed to other qualified beneficiaries without prejudice to the consideration of immediate family members of agricultural lessees/tenants/farmworkers who are actually tilling/cultivating such lands as ARBs, subject to the procedures on screening and selection of ARBs. However, the tenants/lessees in such excess areas shall be given reasonable time to harvest the produce of his/her crop, subject to the rules on standing crops.

In cases where the land area is not enough to meet the three-hectare award ceiling for each agricultural lessee and tenant in a particular landholding, the area to be distributed to them shall be based on the actual size of tillage by each tenant/lessee.

Other qualified beneficiaries under Section 22 of R.A. No. 6657, as amended, who are displaced after the distribution of all available land to tenants/lessees, may still qualify as ARBs in other lands covered under the CARP.

In cases where the three-hectare award limit is satisfied for tenants, lessees and regular farmworkers, the remaining lands shall be distributed to agrarian reform beneficiaries following the order of priority under Section 22, Items c to f of R.A. No. 6657, as amended, at an award limit of three (3) hectares each, using the following as the criteria for prioritization in case the land is not economically feasible and sound to distribute among all the remaining ARBs:

- a. willingness, aptitude and ability to cultivate and make the land as productive as possible;
- b. physical capacity; and
- c. length of service.

If there are ARBs who equally meet the foregoing criteria, priority shall be given to ARBs who have continuously worked on the subject landholding.

The other farmworkers on the land who cannot be accommodated shall be put in a wait list of potential ARBs who will be awarded in other landholdings covered by the CARP.

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- 1.3 For untenanted land, all the farmers/tillers/farmworkers therein who qualify under the existing guidelines on the identification, screening and selection of Agrarian Reform Beneficiaries (ARBs), shall be considered as potential beneficiaries in the estate, provided that the proportional share of each will not exceed three (3) hectares, otherwise, additional farmworkers shall be considered.
- 1.4 For unoccupied lands, each qualified landless farmer shall be allowed the award ceiling of three (3) hectares.
2. In general, the land awarded to an ARB should be under an individual CLOA-title covering one (1) contiguous tract or several parcels of land cumulated up to a maximum of three (3) hectares.
3. Qualified beneficiaries may opt for collective ownership, through a co-workers or farmers' cooperative/association or some other form of collective organization and for the issuance of collective ownership titles: *Provided*, That the total area to be awarded shall not exceed the total number of co-owners or members of the cooperative or collective organization multiplied by the award limit of three (3) hectares, except in meritorious cases as may be determined by the Presidential Agrarian Reform Council (PARC) and that the conditions for the grant of collective CLOAs under Item IV(F)(4.1 to 4.4) of this Order are met.

Under collective ownership, a collective CLOA to the property shall be issued in the name of the co-owners or the farmers' cooperative/association or collective organization, as the case may be. If the CLOAs are issued to co-owners or to a farmers' cooperatives/association, the names of the beneficiaries must be listed in the CLOA.

4. Collective CLOAs may be issued to farmers' cooperatives/associations under the following instances:
 - 4.1 The current farm management system of the land covered by CARP is not appropriate for either individual farming or division of the landholding into farm parcels;
 - 4.2 The farm labor system is specialized, where the farmworkers are organized by functions such as spraying, weeding, packing and other similar activities and not by specific parcels;
 - 4.3 The potential beneficiaries are currently not farming individual parcels but collectively working on large contiguous areas; and
 - 4.4 The farm consists of multiple crops being farmed in an integrated manner or includes non-crop production areas that are necessary for the viability of farm operations, such as packing plants, storage areas, dikes, and other similar facilities that cannot be subdivided or assigned to individual farmers.
5. If the conditions for the issuance of collective CLOAs no longer exist, the landholding shall be parcelized/subdivided and the ARBs subsequently issued individual CLOA-titles.

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6. For idle and abandoned lands or undeveloped agricultural lands to be covered by CARP, collective ownership shall be allowed only if the beneficiaries opt for it and there is a clear development plan that would require collective farming or integrated farm operations exhibiting the conditions described in Item IV(F)(4.1-4.4) of this Order. Otherwise, such lands awarded to ARBs should be under individual CLOAs/titles, covering one (1) contiguous tract or several parcels of land cumulated up to a maximum of three (3) hectares.
7. As a general rule, the DAR shall take immediate possession of a landholding upon the issuance of Transfer Certificate of Title (TCT) or Original Certificate of Title (OCT) in the name of the Republic of the Philippines (RP) by the concerned Registry of Deeds (ROD), and shall thereafter immediately proceed with the distribution process to the qualified agrarian reform beneficiaries of the landholding pursuant to Section 16 of R.A. No. 6657, as amended.
8. The ARBs have the right of usufruct over the land from the time the DAR takes constructive and actual possession of the same until the award of a CLOA.

Pending the award of the CLOA and for the purpose of establishing usufructuary rights, the DAR, upon transfer of the title in the name of the Republic of the Philippines and it takes actual possession of the land, shall immediately inform the ARBs that they have been identified and qualified to receive the land.

9. The existence of labor-related problems between the landowner and the farmworkers, including questions on ownership of the subject landholding and payment of just compensation shall in no case deter or delay the process of land acquisition and distribution.
10. The rights and responsibilities of the ARB shall commence from their receipt of a duly registered Certificate of Land Ownership Award (CLOA) and their actual physical possession of the awarded land.
 - 10.1 All ARBs shall exercise diligence in the use, cultivation and maintenance of the land including the improvements thereon. Negligence, misuse, or unauthorized sale of the land or misuse of any support extended to an ARB shall be a ground for the forfeiture of one's right as an ARB.
 - 10.2 Lands awarded to ARBs under this Act may not be sold, transferred or conveyed except through hereditary succession or to the Government, or to the LBP, or to other qualified beneficiaries within a period of ten (10) years; Provided, however, that the children or the spouse of the transferor shall have a right to repurchase the land from the government or the LBP within a period of two (2) years from the date of transfer.
 - 10.3 ARBs have the obligation to pay the LBP in thirty (30) annual amortizations with interest at six percent (6%) per annum unless the ARB opts to accelerate payment.

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- 10.4 Amortization payments shall commence one (1) year from the date of the CLOA registration. However, if the actual occupancy of the ARB takes place after the CLOA registration, the amortization shall start one (1) year after the constructive and physical occupation of the land by the ARB.
11. The ARB Cooperative/Association shall assume the responsibility of paying the local government unit (LGU) the real property tax (RPT) of collectively awarded land subject to the provisions of the Cooperative Code of the Philippines.
12. Land improvements and facilities such as roads, bridges, warehouses, irrigation systems and the like, for common use and benefit as may be defined by DAR, may be transferred through a Farmers' Association or Cooperative, or in the absence thereof, through co-ownership, and equally shared payments covered under either individual or collective land amortizations, as the case may be.
13. Agricultural lessees and tenants, regular farmworkers and other qualified beneficiaries such as seasonal farmworkers, other farmworkers, actual tillers/occupants of public lands, members of collectives or cooperatives of the above beneficiaries, and others directly working on the land who are husband and wife may be entitled to three (3) hectares each provided that they qualify as ARBs in their own individual rights and that their respective vested rights to the land have been duly established. A separate CLOA shall be issued to each spouse in such cases.
14. For legally married spouses, the names of both husband and wife shall appear in the CLOA and shall be preceded by the word "spouses". Should the couple qualify as individual ARBs, their names shall be registered in the title, to wit: Juan married to Maria or Maria married to Juan to indicate that the first name is the awardee. In the case of common-law relationship, the names of both parties shall likewise appear in the CLOA with the conjunctive word "and" between their names. Should they likewise qualify as individual ARBs, their names shall be registered without the other. The same provisions shall apply in cases where the married ARBs or ARBs in a common-law relationship are covered by a collective/co-ownership CLOA and their names annotated at the back of the said CLOA.

For purposes of ARB inventory and reporting, spouses or parties whose names appear in a single CLOA shall be counted as one ARB.

15. It is the ministerial duty of the ROD to:
- 15.1 Issue the title of the land in the name of the Republic of the Philippines, after the LBP has certified that the claim proceeds have been deposited in the name of the landowner constituting full payment in cash and bonds, with due notice to the landowner;
- 15.2 Register the CLOA generated by DAR;
- 15.3 Cancel previous titles pertaining thereto; and
- 15.4 Issue title to the LO's retained area.

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16. All registered CLOAs shall be released by the Registry of Deeds (ROD) to LBP as the mortgagee financing institution. The LBP shall be the responsible repository of the encumbered CLOAs until the time of their release to the concerned ARBs upon full payment of the land amortization, and the cancellation of the encumbrance.

G. INSTALLATION OF AGRARIAN REFORM BENEFICIARIES ON AWARDED LANDS

1. As owners of awarded lands under CARP, the ARB/s shall take possession of the land covered by his/her/their titles from the time the same is awarded to them through a registered CLOA.

In case taking possession of the awarded land by the ARBs would imperil or endanger their lives, the DAR shall assume responsibility for the installation of the ARB/s on the subject land with the assistance of the police or military until they are settled and in constructive and physical control of the property.

2. As a general rule, there shall only be a one time installation of ARBs on their specific area of tillage as indicated in their CLOAs, rendering them in constructive and physical possession of the same.

The DAR shall assist the ARBs in reporting cases of threat/harassment or ejection attempts by the former landowner or other parties to the police or military, and the filing of appropriate legal action against those responsible, if warranted.

3. In case the installation activities would necessitate the provision of police and/or military forces to assist the DARMO personnel, the Provincial Agrarian Reform Officer (PARO) shall coordinate the said activities with the Department of National Defense-Armed Forces of the Philippines (DND-AFP) and the Department of Interior and Local Government-Philippine National Police (DILG-PNP), pursuant to the existing guidelines per Memorandum of Agreement executed by the DAR, Department of Interior and Local Government (DILG), and Department of National Defense (DND).
4. In the event that the former landowner harasses or threatens the ARB/s installed by the DAR, the affected ARB/s shall immediately report the matter to the concerned PNP and the DAR. The ARBs should be assisted by the DAR Regional/Provincial Legal Division, Public Attorney's Office (PAO) and the Office of the City/Provincial Prosecutors.
5. If upon the effectivity of this Order, the former landowner deliberately acts to delay, stall or obstruct the installation of the ARBs, a criminal case shall be filed against him/her for violation of Sec. 73 (d) of R.A. No. 6657, as amended. Moreover, the DAR shall ask that the landowner be held liable by the Court for actual, compensatory and moral damages suffered by the ARB/s.

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V. OPERATING PROCEDURES FOR THE LAND ACQUISITION AND DISTRIBUTION PROCESS

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A. PREPARATION, ISSUANCE AND PUBLICATION OF THE NOTICE OF COVERAGE (See CARP-LAD Annex "E" for the Process Flow)			
A.1 Projection of Lands for Coverage			
A.1.a	DARPO	<p>Project landholdings for coverage under CARP in the Department of Environment and Natural Resources (DENR) Land Classification Maps to determine whether or not the areas are alienable and disposable, and do not overlap with any decreed property.</p> <ul style="list-style-type: none"> • If the land is found to be adjacent to forest or timber land, determine the date of issuance of the title. In case the title was issued prior to 1921 based on Act No. 2874, the subject land is definitively considered as alienable and disposable, and the procedure in Item V(A)(2) of this Order shall be undertaken. • If the title was issued on or after 1921 based on Act No. 2874, determine whether these were issued administratively or judicially. • For landholdings covered by judicial titles and the survey was based on the Land Registration Authority (LRA) – Private Survey (PSu) Plan, the procedure outlined in Item 	

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STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.1.b	DARPO	<p>V(A)(3.1) of this Order shall be followed.</p> <ul style="list-style-type: none"> • For landholdings covered by administrative titles or judicial titles and the survey was based on the DENR Cadastral Plan, the procedure outlined in Item V(A)(3.2) of this Order shall apply. <p>In the case of untitled properties, a certification from the LRA and DENR regarding the status of the landholding shall be obtained observing the following procedures:</p> <ul style="list-style-type: none"> • Submit the list of untitled properties to the DENR – CENRO/PENRO for validation on whether or not the said landholdings are alienable and disposable, and for subsequent issuance of a certification on the matter. Likewise, submit the same list to the Bureau of Land Development (BLD) for it to obtain the same certification from the LRA informing whether these landholdings are within or outside a decreed property. • Upon receipt of both certifications, undertake the following: <ol style="list-style-type: none"> 1. If the untitled land totally overlaps with a decreed property, continue with the acquisition and distribution of the decreed property regardless in whose name the decree is; 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.2.c	DARPO	<p>2. If the untitled property is totally not alienable and disposable, discontinue with the coverage of the subject land.</p> <p>3. If the untitled land partially overlaps with a decreed property, or it is partially alienable and disposable, ensure that the portions of the said lands that are within the decreed property and those that are not alienable and disposable are segregated during the conduct of survey. Likewise, continue with the acquisition and distribution of both the landholding that partially overlaps with a decreed property as well as the latter regardless in whose name the landholdings are.</p> <p>Prepare, in coordination with the DARMO, the preliminary information on all landholdings which were validated and projected by the DARPO and subject of joint field investigation using CARP-LAD Form No. 1.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation)
A.2 Validation of Landholdings for Coverage			
A.2.a	DARPO	Submit to the BLD list of landholdings with titles or decrees issued prior to 1921 based on Act No. 2874.	
A.2.b	BLD	Obtain a certification from the LRA that the subject landholdings do not overlap	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.2.c	LRA	<p>with a titled or decreed property.</p> <p>Validate if the subject landholding overlaps with a titled or decreed property based on records and projections.</p> <p>Prepare and transmit to the BLD a certification regarding the status of the subject landholding which should include the following information:</p> <ul style="list-style-type: none"> - Judicial Decree No.; - Date of issuance of Decree; - Name of Adjudicatee; - Location; and - Area. 	
A.2.d	BLD	<p>Upon receipt of the LRA's certification, record and forward the same to the DARPO.</p>	
A.2.e	DARPO	<ul style="list-style-type: none"> • If the subject landholding partially overlaps with a titled or decreed property, ensure that the overlapping portions thereof are segregated during the conduct of survey. Likewise, continue with the acquisition and distribution of both the landholding that partially overlaps with a decreed property as well as the latter regardless in whose name the landholdings are. 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.2.f	DARPO	<ul style="list-style-type: none"> If the subject landholding totally overlaps with a decreed property, continue with the acquisition and distribution of the decreed property regardless in whose name the decree is. <p>Prepare, in coordination with the DARMO, the preliminary information on all landholdings which were validated and projected by the DARPO and subject of joint field investigation using CARP-LAD Form No. 1.</p>	<ul style="list-style-type: none"> CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation)
A.3 Landholdings Adjacent to Forest or Timber Land and the Decree was Issued on or After 1921 Based on Act No. 2874			
A.3.1 Landholdings Covered by Judicial Titles and the Survey was Based on the LRA-PSu Plan			
A.3.1.a	DARPO	Send to BLD the list of landholdings adjacent to forest or timber land for revalidation to ensure that these are alienable and disposable.	
A.3.1.b	BLD	<p>Revalidate the said landholdings which are adjacent to forest or timber land vis-à-vis the DENR Land Classification Map filed at BLD.</p> <ul style="list-style-type: none"> If the subject landholding/s is/are found to be alienable and disposable, issue a certification as to its findings and transmit this back to the DARPO. In case the subject landholding/s is/are found to be totally or partially 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.3.1.c	LRA	<p>not alienable and disposable, transmit these to LRA with a request for it to validate whether or not these lands are alienable and disposable.</p> <ul style="list-style-type: none"> • Validate the landholding/s adjacent to forest or timber land if this/these is/are alienable and disposable or not based on records and projections. • Prepare a certification regarding the status of the landholding/s (i.e., alienable and disposable, partially or fully not alienable and disposable). If a landholding is found to be partially alienable and disposable, prepare a sketch map indicating the approximate size, contour and portion of the said landholding that is considered alienable and disposable. • Transmit to BLD the certification regarding the status of the landholding, including the sketch map, if applicable. 	
A.3.1.d	BLD	<p>Upon receipt of the certification and sketch map, if any, send these to DARPO for appropriate action.</p>	
A.3.1.e	DARPO	<ul style="list-style-type: none"> • If the land is partially alienable and disposable, ensure that portions thereof which are found to be not alienable and disposable are segregated during the conduct of the survey. 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.3.1.f	DARPO	<ul style="list-style-type: none"> In case the entire area is totally not alienable and disposable, discontinue with the coverage of the subject land. <p>Prepare, in coordination with the DARMO, the preliminary information on all landholdings which were validated and projected by the DARPO and subject of joint field investigation using CARP-LAD Form No. 1.</p>	<ul style="list-style-type: none"> CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation)
A.3.2 Landholdings Covered by Judicial or Administrative Titles and the Survey was Based on the DENR Cadastral Plan			
A.3.2.a	DARPO	Forward to DENR-CENRO/PENRO the list of landholdings adjacent to forest or timber land for validation to ensure that these are alienable and disposable.	
A.3.2.b	DENR-CENRO/ PENRO	<ul style="list-style-type: none"> Validate the landholdings adjacent to forest or timber land based on its records and projections. Prepare a certification regarding the status of the landholdings (i.e., alienable and disposable, partially or fully not alienable and disposable). If a landholding is found to be partially alienable and disposable, prepare a sketch map indicating the approximate size, contour and portion found to be alienable and disposable. Transmit to DARPO the certification regarding the findings on the landholding, including a sketch map, if applicable. 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.3.2.c	DARPO	<ul style="list-style-type: none"> If the land is partially alienable and disposable, ensure that said portions found to be not alienable and disposable are segregated during the conduct of the survey. <p>In case the land is totally not alienable and disposable, discontinue with the coverage of the subject land.</p>	
A.3.2.d	DARPO	Prepare, in coordination with the DARMO, the preliminary information on all landholdings which were validated and projected by the DARPO and subject of joint field investigation using CARP-LAD Form No. 1.	<ul style="list-style-type: none"> CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation)
A.4 Preparation and Issuance of Notices of Coverage (NOCs)			
A.4.a	DARPO	<ul style="list-style-type: none"> Transmit to the DARMO the validated and projected list of landholdings in the ICS/F1 and other landholdings still unacquired and undistributed but coverable under CARP, indicating the concomitant phasing schedule of said lands, giving priority to private agricultural lands. Prepare and send to the DARMO the claim folder (CF) documentation memorandum for each landholding, including therein the following: <ol style="list-style-type: none"> Notice of Coverage or Memorandum to the MARO directing 	<ul style="list-style-type: none"> CARP-LAD Form No. 2 (CF Documentation Memorandum) CARP-LAD Form No. 3 (Notice of Coverage) CARP-LAD Form No. 4 (Directive to MARO to Proceed)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.4.b	DARMO	<p>him/her to proceed with the coverage of agricultural lands for lands already issued with NOCs, duly signed by the PARO and copy furnished the landowner (LO), as the case may be; and</p> <p>2. Preliminary information on all landholdings which were validated and projected by DARPO and subject of field investigation (FI) which shall form part of the claim folder.</p> <p>Receive the Notices of Coverage for landholdings still unacquired and undistributed but coverable under CARP or the Memorandum to the MARO on the coverage of agricultural lands for lands already issued with NOCs, as the case may be, and cause the service of either document to the LO, as the case may be, pursuant to Item IV(A)(11) of this Order.</p>	<p>with the Coverage of Agricultural Lands with NOCs)</p> <ul style="list-style-type: none"> • CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation) • CARP-LAD Form No. 3 (Notice of Coverage) • CARP-LAD Form No. 4) (Directive to MARO to Proceed with the Coverage of Agricultural Lands with NOCs)
A.4.c	DARMO	<p>In case the LO's residence is outside the Philippines or unknown, or the LO refuses to accept the NOC or there is failure to notify the LO through the regular mode of service enumerated under Item IV(A)(11) of this Order, submit a report of this to the DARPO and request the PARO to cause the publication of the NOC in a newspaper of general circulation in accordance with Item IV(A)(11.4) of this Order.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 5 (Report on Failure to Serve the NOC to the LO and Request for NOC Publication) • CARP-LAD Form No. 6 (NOC Publication)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.4.d	DARMO	<ul style="list-style-type: none"> • Post copies of the NOC for at least seven (7) days in the bulletin boards or any conspicuous places in the city or municipality and the barangay where the property is located and obtain from the proper barangay or municipal officer a Certification of Posting Compliance. • Commence with the preparation of claim folder. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 3 (Notice of Coverage) • CARP-LAD Form No. 7 (Certification of Posting Compliance)
A.4.e	Landowner	<p>Within thirty (30) calendar days upon receipt of the NOC or date of NOC publication, submit to the DARMO the following:</p> <ol style="list-style-type: none"> 1. Sketch map of the entire property with delineation or shading or any general indication of the area he/she intends to retain. In case the LO fails to identify his/her retained area and submit the said sketch map, the DAR shall identify and choose the LO's retention area; 2. List of name/s of nominated child/ren as preferred beneficiary/ies with address/es, birthdate/s, certified true copies of child/ren's birth certificate/s and two (2) other documents with probative value showing the parental relationship of the LO to his/her nominated preferred beneficiary/ies. <p>In cases where the LO contests the coverage of his/her land under CARP, the LO has thirty (30) calendar</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 8 (Landowner's Letter of Submission of Sketch Map of Selected Retained Area and List of Nominated Preferred Beneficiaries) • CARP-LAD Form No. 9 (Sketch Map of the Selected Retained Area) • Certified copies of NSO birth certificate/s of preferred beneficiary/ies nominated by LO • Two (2) other documents indicating parental relationship of LO to each nominated preferred beneficiary/ies

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
A.4.f	DARMO	<p>days from receipt of the NOC, or if the NOC was served through newspaper publication, within thirty (30) days from date of publication to file his/her protest/application for exemption or exclusion with the DARPO.</p> <p>Receive from the LO the letter of submission of sketch map of his/her retention area and the list of nominated child/ren as preferred beneficiary/ies and supporting documents indicating parental relationship to preferred beneficiary/ies .</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 8 (Landowner's Letter of Submission of Sketch Map of Selected Retained Area and List of Nominated Preferred Beneficiaries) • CARP-LAD Form No. 9 (Sketch Map of Selected Retained Area) • Certified copies of NSO birth certificate/s of preferred beneficiary/ies nominated by LO • Two (2) other documents indicating parental relationship of LO to nominated preferred beneficiary/ies
B. PROCESSING OF LANDOWNER'S RETENTION AREAS (See CARP-LAD Annex "F" for the Process Flow)			
B.1 Landholdings Above Five (5) Hectares			
B.1.a	DARMO	Conduct an Ocular Inspection (OCI) for reconnaissance purposes and to validate the following:	<ul style="list-style-type: none"> • CARP-LAD Form No. 10 (OCI Report)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
B.1.b	DARMO	<p>a. The status of the landholding/s subject of coverage and the retention area chosen by the LO as identified in the sketch map; and</p> <p>b. Names and qualifications of nominated children as preferred beneficiaries fifteen (15) years old and actually cultivating or directly managing the farm at the time of the conduct of field investigation of the landholding under CARP.</p> <p>In case the LO fails to choose his/her retention area within the reglementary period provided in this Order, the MARO identifies the location and area of the LO's retention area based on Item IV(B)(7) of this Order. The MARO shall notify the concerned LO through personal service with proof of receipt or by registered mail with return card on the portion selected as his/her retention area.</p> <p>Prepare the Retention Folder which should include the OCI Report, the sketch map or plan of the retained area identified either by the LO or the MARO, and copy of Notice to Landowner on the Portion Selected as Retention Area and proof of service of said notice, when applicable.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 9 (Sketch Map of Selected Retained Area) • CARP-LAD Form No. 8 (Landowner's Letter of Submission of Sketch Map of Selected Retained Area and List of Nominated Preferred Beneficiaries) • CARP-LAD Form No. 11 (Notice to Landowner on the Portion Selected as Retention Area) • Retention Folder <ul style="list-style-type: none"> – Copy of CARP-LAD Form No. 8 (Landowner's Letter of Submission of Sketch Map of Selected Retained Area and List of Nominated Preferred Beneficiaries) – CARP-LAD Form No. 9 (Sketch Map of the Selected Retained Area)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
			<ul style="list-style-type: none"> - CARP-LAD Form No. 10 (OCI Report) - Copy of CARP-LAD Form No. 11 (Notice to Landowner on the Portion Selected as Retention Area, if applicable) - Proof of Service of the Notice to LO on the Portion Selected as Retention Area
B.1.c	DARMO	Submit Retention Folder to DARPO for review and evaluation.	<ul style="list-style-type: none"> • Retention Folder
B.1.d	DARPO	Receive, record, review, and evaluate the Retention Folder submitted by DARMO. If the Retention Folder is in order, prepare the Certification of Retention signed by the PARO and issue the same to the landowner through personal service with proof of receipt or by registered mail with return card. In case of incomplete data or information, notify the DARMO for appropriate action.	<ul style="list-style-type: none"> • Retention Folder • CARP-LAD Form No. 12 (Certification of Retention)
B.1.e	Landowner	In case the LO opts for the immediate issuance of a title for his/her retention area after the issuance of Certification of Retention by the PARO, he can request, in coordination with the PARO, the Registry of Deeds (ROD) to issue a title in the LO's name on the portion of his/her retained area based on the Owner's Duplicate Copy of title from the LO, Approved	<ul style="list-style-type: none"> • CARP-LAD Form No. 12 (Certification of Retention)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>Segregation Plan, and technical description, and Certificate of Retention.</p> <p>All fees for the immediate segregation survey of the LO's retention area and the issuance of title on the same by the ROD shall be chargeable to the account of the LO.</p>	
B.2 Landholdings Five (5) Hectares And Below			
B.2.a	Landowner	LOs who own lands five (5) hectares or less may file a request for the issuance of a Certification of Retention with the DAR Regional Office (DARRO), DARPO or DARMO, which should be accompanied by an affidavit by the LO that the said landholding is his/her sole and aggregate ownership of agricultural land nationwide.	<ul style="list-style-type: none"> • CARP-LAD Form No. 13 (Request for Certification of Retention) • LO's Affidavit of sole and aggregate ownership of agricultural land nationwide
B.2.b	DARRO/ DARMO	Upon receipt of the request for the issuance of Certification of Retention and LO's Affidavit of sole and aggregate ownership of agricultural land nationwide, record and forward the same to the DARPO.	<ul style="list-style-type: none"> • CARP-LAD Form No. 13 (Request for Certification of Retention) • LO's Affidavit of sole and aggregate ownership of agricultural land nationwide
B.2.c	DARPO	Evaluate the LO's request for the issuance of Certification of Retention and validate and ensure that the LO has no other agricultural lands nor has he previously availed of the right to retention on any CARP covered land.	<ul style="list-style-type: none"> • CARP-LAD Form No. 13 (Request for Certification of Retention) • LO's Affidavit of sole and aggregate ownership of agricultural land nationwide
B.2.d	DARPO	Issue Certification of Retention to the LO.	<ul style="list-style-type: none"> • CARP-LAD Form No. 12

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
			(Certification of Retention)
B.3 Landholdings with Previous Orders of Retention			
B.3.a	DARPO	Based on its records, issue a Certification of Retention to LOs of all landholdings with Orders of Retention previously issued by the Regional Director.	<ul style="list-style-type: none"> CARP-LAD Form No. 12 (Certification of Retention)
B.4 Reports on All Lands Issued Certifications of Retention			
B.4.a	DARPO	Prepare a list of all landholdings issued with Certifications of Retention and submit the same to the Bureau of Land Acquisition and Distribution (BLAD) for purposes of creating a database on all lands subject of retention and landowners who have filed for the issuance of a Certification of Retention (for landholdings five (5) hectares and below), copy furnished the DARRO. This must be updated every quarter.	<ul style="list-style-type: none"> CARP-LAD Form No. 14 (List of Landholdings with Issued Certification of Retention)
C. LAND ACQUISITION PROCESS (See CARP-LAD Annex "G" for the Process Flow)			
C.1 Lands Covered under Voluntary Offer to Sell (VOS)			
C.1.a	LO	<ul style="list-style-type: none"> Files VOS in any DAR office through a notarized Letter-Offer with supporting basic ownership documents as stipulated under the "Forms/Documents required" per Item V(C.1.a) of this Order. 	FOR TITLED PROPERTIES: <ul style="list-style-type: none"> CARP-LAD Form No. 15 (Landowner's Letter-Offer) CARP-LAD Form No. 15A (Checklist of Required

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
			<p>Documents)</p> <ul style="list-style-type: none"> • Certified copy of the original OCT/TCT on file with ROD and photocopy of ODC, if available • Certified Copy of latest Tax Declaration in the name of the registered owner duly certified by the Municipal/City Assessor • Copy of Approved Survey Plan certified by the DENR-LMS • CARP-LAD Form No. 16 (Landowner Information Sheet {LOIS} duly accomplished and signed by the LO) <p>FOR UNTITLED PRIVATE PROPERTIES:</p> <ul style="list-style-type: none"> • CARP-LAD Form No. 15 (Landowner's Letter-Offer) • CARP-LAD Form No. 15A (Checklist of Required Documents) • Certification of the DENR-CENRO/ PENRO or Regional Technical Director, Lands Management Service, that the tract of land covered by the survey is within an area classified as alienable and

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
			<p>disposable pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, Series of 1994 as reconciled with R.A. No. 9176</p> <ul style="list-style-type: none"> • Certified Approved Survey Plan or cadastral map and geographical position and plane coordination of the points duly certified by the Chief, Survey Division of DENR • Certified copy of the latest Tax Declaration from the Assessor's file in the name of the claimant with verified and correct lot numbers and area per approved survey plan • Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest • Certification of the Assessor concerned showing the Tax Declaration issued, the declarant/s, the area covered, and the basis for the issuances and cancellations thereof up to the Tax Declaration

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.1.b	DARMO/ DARPO/ DARRO/ DARCO-BLAD	Receive and review the basic documents enumerated under Item V(C.1.a) of this Order for completeness and require other applicable documents under different situations. If the documents are	<p>issued in the name of the claimant, as well as any existing liens on the current and previous Tax Declaration, where applicable</p> <ul style="list-style-type: none"> • Certification from the Clerk of Court concerned whether or not the property/ies identified in the approved survey plan is/are covered by land registration proceedings or any civil case, and if the same has been used as a bond in other court actions • Certification from the Assessor's Office concerned that per their records, the property/ies as appearing in the Approved Survey Plan is/are free from all liens and encumbrances • LRA certification that the property is not within any decreed or titled property • CARP-LAD Form No. 16 (Landowner Information Sheet {LOIS} duly accomplished and signed by the LO) • CARP-LAD Form No. 15 (Landowner's Letter-Offer) • CARP-LAD Form No. 15A (Checklist

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.1.c	DARMO/ DARRO/ DARCO-BLAD	<p>incomplete, require the LO to submit the pertinent document/s within thirty (30) days from submission of Letter-Offer. The application shall not be accepted by any of the receiving offices (i.e., DARMO, DARPO, DARRO, DARCO-BLAD) until all the basic documents are complied with by the LO.</p> <p>Forward the duly accomplished Letter-Offer filed by the LO together with complete basic documents to the DARPO of the province where the property is located.</p>	<p>of Required Documents)</p> <ul style="list-style-type: none"> • Same documents required under Item V(C.1.a) • CARP-LAD Annex "B" (List of Documents Required under Different Situations)
C.1.d	DARPO	<ul style="list-style-type: none"> • Upon receipt and recording of the documents forwarded by the DARMO/DARRO/DARCO-BLAD, review and evaluate the documents applicable under different situations as stipulated in CARP-LAD Annex "B". • Prepare and send to the concerned LO the Acceptance Letter for VOS duly signed by the PARO. Thereafter, forward to the DARMO a duplicate copy of the Acceptance Letter for VOS, together with the Letter-Offer and basic documents, with the following instruction: <ul style="list-style-type: none"> a. Post the Letter-Offer and Acceptance Letter for VOS for seven (7) days at the barangay and municipal/city halls where the property is located and subsequently obtain Certification of Posting 	<ul style="list-style-type: none"> • CARP-LAD Annex "B" (List of Documents Required under Different Situations) • CARP-LAD Form No. 17 (Acceptance Letter for VOS) • CARP-LAD Form No. 7 (Certification of Posting Compliance)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.1.e	DARMO	<p>Compliance from the proper municipal or barangay official; and</p> <p>b. Secure from LO the latest BIR-filed Audited Financial Statement supported by accounting records which shall be submitted by the LO fifteen (15) days prior to the date of field investigation (FI).</p> <ul style="list-style-type: none"> • Comply with the requirements as enumerated under Item V(C.1.d) of this Order. • Conduct preliminary field verification on the landholding subject of joint field investigation using CARP-LAD Form No. 1. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation)
C.2 Lands Covered under Compulsory Acquisition (CA)			
C.2.a	DARMO	<p>Based on the Memorandum to the MARO on the coverage of agricultural lands (for lands already issued with NOC as of December 10, 2009) or based on the NOC and posting of the same within seven (7) days at the barangay and municipal/city halls where the property is located and the issuance of the Certification of Posting Compliance by the proper municipal and barangay official (for lands issued with NOC under this Order), the DARMO shall:</p>	<ul style="list-style-type: none"> • Same documents required under Item V(C.1.a) of this Order except CARP-LAD Form No. 15 (Landowner's Letter-Offer) • CARP-LAD Form No. 1 (Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation) • CARP-LAD Form No. 7 (Certification

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<ol style="list-style-type: none"> 1. conduct preliminary field verification on the landholding subject of joint investigation using CARP-LAD Form No. 1; and 2. gather basic ownership documents per landholding as listed in CARP-LAD Form No. 1. 	of Posting Compliance)
C.3 Lands Covered under Voluntary Offer to Sell (VOS) or Compulsory Acquisition (CA)			
C.3.a	DARMO	<p>In the case of lands for collective distribution, determine, in coordination with the Local Government Unit (LGU) – Municipal Agriculture Office (MAO) and other concerned agencies, whether or not it is economically feasible and sound to divide the land based on the conditions for the issuance of collective CLOA-titles as provided under Item IV(F)(4.1 to 4.4) of this Order. A corresponding certification of the LGU-MAO or other concerned agencies shall be obtained.</p> <p>If the conditions for collective ownership so warrant, inform the qualified ARBs of the need to form a farmers' cooperative/association for purposes of collective distribution of the land to them, if not yet existing.</p> <p>In the case of lands that do not meet the conditions for collective ownership, such lands shall be programmed for distribution under individual CLOA-titles.</p>	<ul style="list-style-type: none"> • LGU-MAO certification on whether or not land is economically feasible and sound to divide

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.3.b	DARMO and BSC	Proceed with the screening and selection of potential ARBs and preparation of master list of ARBs pursuant to Item V(D) of this Order.	
C.3.c	DARMO	Simultaneous with the on-going preparation of the CF, request the DARPO for land use, segregation and subdivision survey services for landholdings subject of acquisition and distribution.	<ul style="list-style-type: none"> • CARP-LAD Form No. 18 (Requisition for Survey Services {RSS} Involving Lands for Acquisition and Distribution)
C.3.d	DARPO	<p>Receive, record and review/evaluate the request for survey and the documents submitted by DARMO. In case of incomplete documents, data or information, notify the DARMO for appropriate action.</p> <p>If the documents, data or information are complete and in order, approve the request for survey based on the priority areas of the province, and prepare survey modules by administration or by contract in accordance with the existing guidelines on bidding and award of CARP survey projects.</p>	
C.3.e	DAR Geodetic Engineer/ Surveyor-Contractor	<p>In coordination with the concerned DARMO, conduct actual land use, segregation and subdivision surveys of the landholding. Thereafter, prepare Land Use Map, and Segregation and Subdivision Survey Returns, and submit the same to the DARPO.</p> <p>During the conduct of survey, the DARMO shall ensure that the monuments of survey are planted in the subject landholding.</p>	<ul style="list-style-type: none"> • Copy of Segregation and Subdivision Survey Returns • Copy of Land Use Map

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.3.f	DARPO	<ul style="list-style-type: none"> • Ensure that the Land Use Map, and Survey Returns (segregation and subdivision) are in order and complete. • Submit the Survey Returns (segregation and survey) to the DARRO. 	<ul style="list-style-type: none"> • Segregation and Subdivision Survey Returns • Copy of Land Use Map
C.3.g	DARRO	<p>Receive, review and evaluate the Survey Returns and submit the same to DENR-LMS for approval.</p>	
C.3.h	DARPO	<ul style="list-style-type: none"> • Forward to DARMO the following: <ul style="list-style-type: none"> 1. schedule of field investigation (FI) of landholdings for barangays in proximity of each other for purposes of optimizing time and resources; 2. Land Use Map; and 3. copy of segregation and subdivision plans pending approval at the DENR-LMS. • Coordinate with the LBP regarding the conduct of FI, particularly as regards failure of LO, if applicable, to submit BIR-filed Audited Financial Statement. This is for purposes of gathering applicable industry data by the LBP staff for use during the FI. 	<ul style="list-style-type: none"> • Schedule of Field Investigation (FI)
C.3.i	DARMO	<p>Upon receipt of the documents enumerated in Item V(C.3.h) of this Order, the following shall be undertaken:</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>a. Secure from the LO the latest BIR-filed Audited Financial Statement supported by accounting records fifteen (15) days prior to the date of FI. In case the LO fails to submit the said document, issue a certification regarding this.</p> <p>b. Prepare and submit to DARPO the corresponding CF containing the following:</p> <ul style="list-style-type: none"> - Basic documents enumerated in Item V(C.1.a) of this Order; - BIR-filed Audited Financial Statement or in the absence thereof, certification on LO's failure to submit the said document; - CARP-LAD Form No. 1 (Preliminary Information on Landholding Validated and Projected and Subject of Joint Field Investigation) - Land Use Map, Segregation and Subdivision Plans still pending approval; and - Other pertinent documents <p>c. Send notice to Barangay Agrarian Reform Council (BARC) and potential ARBs and invite the LO,</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 19 (Certification on Landowner's Failure to Submit BIR-filed Audited Financial Statement) or LO's BIR-filed Audited Financial Statement supported by accounting records • CARP-LAD Form No. 20 (CF Transmittal Memorandum) • CARP-LAD Form No. 21 (Notice to Conduct Field Investigation)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.3.j	DARPO	<p>DENR, LGU-MAO (if necessary) to the scheduled field investigation (FI) at least fifteen (15) days prior to the date of the FI.</p> <p>Receive and review the CF for completeness of initial documentation. If the documents, data or information are complete, provide a copy of documents attached in the CF to LBP for use in the FI. In case of incomplete documents, data or information, inform the DARMO for appropriate action.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 22 (Invitation Letter to the LO on the conduct of FI)
C.3.k	DARMO, BARC, LBP, LO, Potential ARBs	<p>Conduct FI of the property on the scheduled date together with representatives of LBP, BARC, LO and potential ARBs, and if necessary, the DENR and/or LGU-MAO. Thereafter, prepare the Field Investigation Report (FIR) and submit the same to the DARPO.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 23 (Field Investigation Report) • LGU-MAO Certification on the suitability of land to agriculture, if necessary • DENR Certification on the slope of the land covered under CARP, if necessary
C.3.l	DARPO	<p>If there are discrepancies between the Field Investigation Report (FIR) submitted by the DARMO and the Segregation and Subdivision Plans that are pending approval at the DENR-LMS, coordinate with the Geodetic Engineer of DAR/surveyor-contractor to resolve the discrepancies and submit the corrected Segregation and Subdivision Plan to the DARRO.</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
C.3.m	DARRO	Submit the corrected Segregation and Subdivision Plan to the DENR – Land Management Service (LMS).	<ul style="list-style-type: none"> Approved Segregation Plan and Approved Subdivision Plan with Technical Description
C.3.n	DENR-LMS	Issue to the DARRO the approved segregation and subdivision plan with technical description.	
C.3.o	DARRO	Upon return by the DENR-LMS of the Approved Segregation Plan and Approved Subdivision Plan (ASP), with technical description, forward the same to the DARPO.	
C.3.p	DARPO	Upon receipt of the DENR-LMS Approved Segregation Plan and Approved Subdivision Plan (ASP) with technical description of the subject property from the DARRO, record and furnish the DARMO and Assessor's Office a copy of the same for reference.	

**D. IDENTIFICATION, SCREENING AND SELECTION OF
AGRARIAN REFORM BENEFICIARIES (ARBs)**
(See CARP-LAD Annex "H" for the Process Flow)

**D.1 Identification and Preparation of Preliminary List of Potential
Agrarian Reform Beneficiaries (ARBs)**

D.1.a	DARMO	With the assistance of the DARPO, and in coordination with the BARC, or in the absence thereof, the Barangay Council and concerned non-government organizations/people's organizations (NGOs/POs), undertake information dissemination on the activities for the identification, screening and selection of ARBs through "bandillo"	
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STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.1.b	DARMO	<p>mobile system, distribution of flyers, farmers' assembly or meetings and other means such as the use of the tri-media (e.g., radio, local newspapers, local television networks).</p> <p>Gather information on the potential beneficiaries of the subject landholding with the assistance of the BARC, or in the absence thereof, the Barangay Council and all other reliable sources of information in the community, to include pertinent information drawn from the initial OCI/reconnaissance activity under Item V(B.1.a) of this Order, employment records or payrolls in the case of commercial farms or plantations.</p>	
D.1.c	DARMO	Prepare the preliminary list of potential ARBs, including the names of LO's preferred beneficiaries, if any.	<ul style="list-style-type: none"> • CARP-LAD Form No. 24 (Preliminary List of Potential Agrarian Reform Beneficiaries of CARP)
D.1.d	DARMO	<p>Cause the posting of the preliminary list of potential beneficiaries in the specific landholding for a period of fifteen (15) days in at least three (3) conspicuous places:</p> <ol style="list-style-type: none"> 1. in the respective barangay halls of the barangays where the landholding is located; 2. in the municipal halls of the municipalities where the landholding is located; and 	<ul style="list-style-type: none"> • CARP-LAD Form No. 24 (Preliminary List of Potential Agrarian Reform Beneficiaries of CARP)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>3. in other conspicuous places in the community, commercial farm or plantation, as the case may be.</p> <p>The preliminary list shall be posted in a bulletin board shielded from the elements and with ample space to accommodate all the names of the potential ARBs.</p> <p>The preliminary list of potential beneficiaries in the specific landholding shall be accompanied by information on the inclusion of the potential ARBs in the preliminary list and a general announcement written in both English and the local dialect, enjoining other parties who are not in the preliminary list, if any, to signify their intent or interest to the DARMO to be included as potential ARBs in the specific landholding if qualified. Information shall instruct the listed potential ARBs and other concerned parties to submit to the DARMO within fifteen (15) days from the last day of posting of the said list, which should be stipulated therein, any or all of the following documents as proof of their identity and qualification as an ARB:</p> <ol style="list-style-type: none"> a. Community Tax Certificate (cedula) or barangay certificate indicating potential ARBs as permanent or bonafide residents of the barangay; b. Social Security System (SSS) identification card for farmworkers; 	<ul style="list-style-type: none"> • CARP-LAD Form No. 25 (Request/Petition to be Included as Potential ARB in the Preliminary List of Agrarian Reform Beneficiaries)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<ul style="list-style-type: none"> c. Voter's identification card or certified copy of voter's registration record; d. Other identification documents with probative value. e. Certificate of aggregate land owned by the ARB from the city/municipal assessor, land titles, tax declarations, as the case may be; f. Leasehold contract and/or proof of tenancy papers, if available; g. Employment certificate indicating length of service and/or periods of employment in the commercial farm or plantation, if applicable; h. Payslips or payroll if applicable; i. Original or certified copy of notice of dismissal or retrenchment for farmworker beneficiaries; j. Original or certified copy of decision, order or ruling by a court, quasi-judicial body or administrative agency in the event that there was a case related to the dismissal, retrenchment, etc., of the potential ARB; k. Original or certified copy of letter of resignation for farmworker beneficiaries; and 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.1.e	DARMO	<p>I. Other documents which can establish the qualifications of the potential beneficiary in a landholding, commercial farm, or plantation.</p> <p>After the required fifteen-day period, obtain a Certification of Posting Compliance from barangay/municipal officials, and/or other authorized officials in the community, indicating therein the inclusive days of posting.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 26 (Certification of Posting Compliance for List of ARBs)
D.1.f	DARMO	<ul style="list-style-type: none"> • Schedule the conduct of a meeting with potential ARBs in the preliminary list and those who may have signified their qualification and intent to be included as farmer beneficiary in the subject landholding, commercial farm or plantation, which shall be held not later than thirty (30) days from the last day of posting of the Preliminary List of ARBs. • In the case of commercial farms, plantations and other landholdings qualified for collective distribution, the schedule of this meeting must be coordinated with the Beneficiary Screening Committee (BSC) at the DARPO to ensure its presence and participation during the meeting with the potential beneficiaries as provided under Item V(D.2.a) of this Order. 	
D.1.g	DARMO	<ul style="list-style-type: none"> • Send Invitation Letters by personal service or by registered mail with return card to potential 	<ul style="list-style-type: none"> • (CARP-LAD Form No. 27 (Invitation Letter))

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>beneficiaries in the preliminary list and all those who may have signified their qualification and intent for inclusion in the preliminary list regarding the schedule of meeting and post a general notice on the same at the three (3) conspicuous places enumerated under Item V(D.1.d) of this Order.</p> <p>The Invitation Letters regarding the notice of meeting shall state that the potential beneficiaries and other concerned parties should bring with them all pertinent and available documents provided under Item V(D.1.d) of this Order as proof of their identity and qualification as an ARB, if not yet submitted.</p> <ul style="list-style-type: none"> For invitation letters regarding the schedule of meeting served by mail or personal service and positively acknowledged or received by the potential ARB and other concerned parties, the DARMO shall accomplish Item I of CARP-LAD Form No. 29 (Proof of Service of Invitation Letter), as proof of personal service to be placed on file. In case the potential ARB refuses to receive/accept the invitation letter on notice of meeting, the DARMO shall fill-up/accomplish Item II of the same form. 	<ul style="list-style-type: none"> (CARP-LAD Form No. 28 (General Notice to All Interested Parties)) (CARP-LAD Form No. 29 (Proof of Service of Invitation Letter))

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.2 Screening and Preparation of Updated Preliminary List of Agrarian Reform Beneficiaries (ARBs)			
D.2.a	DARMO	<ul style="list-style-type: none"> • With the assistance of the BARC, conduct a meeting on the scheduled date with the potential beneficiaries in the preliminary list and other concerned parties, if any, and undertake the following: <ul style="list-style-type: none"> a. Explain in the local dialect, the qualifications, rights, responsibilities and obligations of ARBs and the identification and screening process for ARBs; b. Individually interview all potential ARBs in the preliminary list and concerned parties for the determination of qualifications and the initial review of documents; c. Assist potential beneficiary-applicants in accomplishing the Beneficiary Application Form; and d. Discuss issues and concerns on qualifications of potential ARBs in the preliminary list and those who may have signified qualification and intent for inclusion in the preliminary list. • In the case of commercial farms and plantations and lands qualified for collective distribution, the BSC must be present at 	<ul style="list-style-type: none"> • CARP-LAD Form No. 30 (Agrarian Reform Beneficiary Application Form)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.2.b	DARMO	<p>this meeting and take the lead, in coordination with the MARO, in the aforementioned activities enumerated under Item V(D.2.a)(a-d) of this Order.</p> <p>In close coordination with the BARC, review and evaluate the potential beneficiaries' application forms vis-a-vis documents/evidence submitted and ensure that based on the information from the applicant himself or other persons and the available documents, the qualifications provided in Item IV(E)(1) of this Order are met.</p>	
D.2.c	DARMO	<p>If the potential ARBs evaluated qualify as beneficiaries, sustain or include, as the case may be, their names in the preliminary list. The potential ARBs who do not meet the qualifications provided in Item IV(E)(1) of this Order shall be excluded from the preliminary list and informed accordingly through personal service or registered mail with return card.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 31 (Notice of Disqualification as Agrarian Reform Beneficiary)
D.2.d	DARMO	<p>Prepare an Updated Preliminary List of Potential Beneficiaries of CARP for subsequent ranking and prioritization pursuant to Section 8 of R.A. No. 9700 and Section 22 of R.A. No. 6657, as amended, and Item V(D.3.1.d) of this Order, and the preparation of the master list of ARBs.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 32 (Updated Preliminary List of Potential Beneficiaries of CARP)
D.2.e	DARMO	<p>For commercial farms, plantations and other landholdings which qualify for collective distribution under Item IV(F)(4.1 to 4.4) of this</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.2.1.f	DARMO	<p>Order, DARMO shall submit the updated preliminary list of potential ARBs, together with application forms and supporting documents/evidence, to the Beneficiary Screening Committee (BSC) through the Provincial Agrarian Reform Officer (PARO).</p> <p>For landholdings subject to individual distribution, cause the posting of the updated preliminary list of potential ARBs for fifteen (15) days in at least three (3) conspicuous places as enumerated under Item V(D.1.d) of this Order:</p> <p>The updated preliminary list of potential ARBs shall contain a statement written in both English and in the local dialect that concerned parties may submit to the DARMO a petition for inclusion or exclusion from the said list within fifteen (15) days from the last day of posting, which should be stipulated therein.</p>	
D.2.1.g	DARMO	Obtain certification of posting compliance from the proper municipal and barangay officials after the fifteen (15) day posting period, indicating therein the inclusive dates of posting.	<ul style="list-style-type: none"> • CARP-LAD Form No. 26 (Certification of Posting Compliance for List of ARBs)
D.3 Selection and Preparation of the Master List of Agrarian Reform Beneficiaries (ARBs)			
D.3.1 Agrarian Reform Beneficiaries (ARBs) in Landholdings Subject to Individual Distribution			
D.3.1.a	DARMO	After the lapse of the fifteen (15) day posting period, conduct a field validation in	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.3.1.b	DARMO	<p>the subject landholding on the updated preliminary list of ARBs to further verify the identity and qualifications of the potential beneficiary/ies therein.</p> <p>Re-evaluate the potential beneficiaries in the updated preliminary list of potential ARBs based on the field validation and documents/evidence available.</p>	
D.3.1.c	DARMO	<p>In case one or more conditions for disqualification provided under Item IV(E)(3) of this Order is present, exclude disqualified applicants from the updated preliminary list of potential ARBs. Thereafter, send a Notice of Disqualification, citing the reason/s therefor, through personal delivery or registered mail with return card.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 31 (Notice of Disqualification as Agrarian Reform Beneficiary)
D.3.1.d	DARMO	<ul style="list-style-type: none"> • Prepare the master list of ARBs and prioritize and classify each qualified ARB, pursuant to Section 22 of R.A. No 6657, as: <ul style="list-style-type: none"> a. Agricultural lessees and share tenants; b. Regular farmworkers; c. Seasonal farmworkers; d. Other farmworkers; e. Actual tillers or occupants of public lands; 	<ul style="list-style-type: none"> • CARP-LAD Form No. 33 (Master List of Agrarian Reform Beneficiaries)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.3.1.e	DARMO	<p>f. Collectives or cooperatives of the above beneficiaries; and</p> <p>g. Others directly working on the land.</p> <ul style="list-style-type: none"> • Post the master list of ARBs for fifteen (15) days in designated areas as provided in Item V(D.1.d) of this Order. The master list of ARBs shall be accompanied by a notice containing a statement that concerned parties may file protest on the said master list of ARBs within fifteen (15) days from the last day of posting. <p>Obtain a certification of posting compliance from the proper municipal and barangay officials after the fifteen (15) day posting period, indicating therein the inclusive dates of posting.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 33 (Master List of Agrarian Reform Beneficiaries) • CARP-LAD Form No. 34 (Notice - Master List of Agrarian Reform Beneficiaries) • CARP-LAD Form No. 26 (Certification of Posting Compliance for List of ARBs)
D.3.1.f	DARMO	<p>If no protest is filed within fifteen (15) days from the last day of posting of the master list, submit the master list of ARBs to the BARC for certification and LO attestation.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation)
D.3.2 Agrarian Reform Beneficiaries (ARBs) in Commercial Farms, Plantations and Other Landholdings Qualified for Collective Distribution			
D.3.2.a	BSC	<p>Review, verify and validate the updated preliminary list of potential ARBs submitted by the DARMO through the ARB application forms and other supporting documents, and finalize the same based on its</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 32 (Updated Preliminary List of Potential ARBs of CARP)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.3.2.b	BSC	<p>evaluation, fifteen (15) days from receipt of the updated preliminary list of potential ARBs from the DARMO.</p> <p>Cause the posting of the updated preliminary list of potential ARBs for fifteen (15) days in at least three (3) conspicuous places as enumerated under Item V(D.1.d) of this Order:</p> <p>The updated preliminary list of potential ARBs shall contain a statement written in both English and in the local dialect that concerned parties may submit to the BSC through the PARO, a petition for inclusion or exclusion from the said list within fifteen (15) days from the last day of posting, which should be stipulated therein.</p>	
D.3.2.c	BSC	Obtain Certification of Posting Compliance from the proper municipal and barangay officials after the fifteen (15) day posting period, indicating therein the inclusive dates of posting.	<ul style="list-style-type: none"> • CARP-LAD Form No. 26 (Certification of Posting Compliance for List of ARBs)
D.3.2.d	BSC	Schedule the conduct of a public hearing for petitions for inclusion and exclusion from the updated preliminary list of potential ARBs, if any. Said public hearing/s should commence no later than thirty (30) days from the last day of posting of the updated preliminary list of potential ARBs.	
D.3.2.e	BSC	Send by registered mail with return card, Notice of Public Hearing to all potential ARBs, which should also be posted in at least three (3)	<ul style="list-style-type: none"> • CARP-LAD Form No. 35 (Notice of Public Hearing) • CARP-LAD Form No. 35-A (General

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.3.2.f	BSC	<p>conspicuous places in the commercial farm, plantation or landholding qualified for collective distribution.</p> <p>Conduct the public hearing/s on the scheduled date/s with those who submitted petitions or protests on the updated preliminary list of potential ARBs or other concerned parties.</p>	<p>Notice of Public Hearing)</p>
D.3.2.g	BSC	<p>Within thirty (30) days after the conclusion of public hearing/s, evaluate the ARB's qualifications based on the proceedings and documents.</p> <p>In case one or more conditions for disqualification provided under Item IV(E)(3) of this Order is present, exclude disqualified applicants from the updated preliminary list of potential ARBs. Thereafter, send a Notice of Disqualification citing the reason/s therefor, through personal delivery or registered mail with return card.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 31 (Notice of Disqualification as Agrarian Reform Beneficiary)
D.3.2.h	BSC	<p>Prepare the master list of ARBs, and prioritize and classify each qualified ARB, pursuant to Section 22 of R.A. No. 6657, as amended:</p> <ol style="list-style-type: none"> Agricultural lessees and share tenants; Regular farmworkers; Seasonal farmworkers; Other farmworkers; Actual tillers or occupants of public lands; 	<ul style="list-style-type: none"> • CARP-LAD Form No. 33 (Master List of Agrarian Reform Beneficiaries)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.3.2.i	BSC	<p>f. Collectives or cooperatives of the above beneficiaries;</p> <p>g. Others directly working on the land.</p> <p>Post the master list in the same manner and for the same purpose as provided under Item V.D.1.d of this Order. The Master List of ARBs should be accompanied by a notice containing a statement that concerned parties may file protest on the said Master List of ARBs within fifteen (15) days from the last day of posting.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 33 (Master List of Agrarian Reform Beneficiaries) • CARP-LAD Form No. 34 (Notice – Master List of ARBs)
D.3.2.j	BSC	<p>Obtain a Certification of Posting Compliance from the proper municipal and barangay officials after the fifteen (15) day posting period, indicating therein the inclusive dates of posting.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 26 (Certification of Posting Compliance for List of ARBs)
D.3.2.k	BSC	<p>In case no protest is filed within fifteen (15) days from the last day of posting of the master list, transmit the master list to the DARMO for BARC certification and LO attestation.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation)
D.3.2.l	DARMO	<p>In case majority of the qualifying ARBs opt for collective ownership and the landholding is not feasible and sound to divide, based on the conditions for the issuance of collective titles as provided under Item IV(F)(4.1 to 4.4) of this Order, the following shall be undertaken:</p> <p>1. Facilitate the organization and</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>registration of the association or cooperative in coordination with the appropriate government agencies, i.e., Cooperative Development Authority (CDA), Securities and Exchange Commission (SEC) or appropriate non-government agencies, where applicable.</p> <p>2. Require the ARBs' cooperative/ association to submit the following documents:</p> <ul style="list-style-type: none"> - Board Resolution authorizing the specific member/s of the association or cooperative to sign the application form on behalf of the association or cooperative; and - Articles of Incorporation and By-Laws of the cooperative or association. <p>3. In the event that there are two (2) or more cooperatives or associations in the landholding, determine the specific area to be allotted to each cooperative or association by the drawing of lots in the presence of all parties concerned.</p>	
D.4 Resolution of Protest in the Selection of Agrarian Reform Beneficiaries (ARBs)			
D.4.a	Potential ARB/s or Concerned Parties	File a written protest for the inclusion in or exclusion from the master list of ARBs with	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.4.b	PARO	the DARPO, not later than fifteen (15) days from the last day of posting of the master list.	
D.4.c	PARO	In the case of commercial farms, plantations, and landholdings qualified for collective distribution, order the BSC to submit all pertinent records/documents of the case and conduct an investigation on the matter.	
D.4.d	PARO	Resolve the petition/protest within thirty (30) days from receipt of petition/protest through summary proceedings.	
D.4.e	DARMO and BSC	Pursuant to his/her decision, instruct the MARO and the BSC, as the case may be, to include in the master list the names of qualified potential ARBs and/or to exclude the disqualified ARBs. Simultaneously inform all parties concerned of his decision through registered mail or personal service, copy furnished the MARO.	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation)
D.4.f	BSC	Based on the PARO's decision and instruction/s, finalize the master list of ARBs for subsequent BARC certification and LO attestation.	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation)
		Transmit finalized master list of ARBs to the MARO for BARC certification and LO attestation.	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.5. Barangay Agrarian Reform Council (BARC) Certification and Landowner (LO) Attestation of Master List of Agrarian Reform Beneficiaries (ARBs)			
D.5.a	DARMO	Submit to the BARC the master list of ARBs for certification, including the concomitant BARC Certification form (CARP-LAD Form No. 33.A.1).	<ul style="list-style-type: none"> • CARP-LAD Form No. 36 (Transmittal Letter to BARC, Re: Certification of Master List of Agrarian Reform Beneficiaries) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.1 (BARC Certification of Master List of ARBs)
D.5.b	BARC	<ul style="list-style-type: none"> • Upon receipt of the master list of ARBs and BARC Certification form from the DARMO, the BARC Chairman or his authorized representative, shall review the master list of ARBs and certify the same under oath before an authorized administering officer, affixing his/her signature on the said master list of ARBs and the BARC Certification form, with one (1) witness signing the same. • Return the certified master list of ARBs and notarized BARC Certification to the DARMO within fifteen (15) days from receipt of the master list. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.1 (BARC Certification of Master List of ARBs) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.5.c	DARMO	<ul style="list-style-type: none"> • Receive and record the BARC-certified master list of ARBs and BARC Certification. • Send to the landowner the BARC-certified master list of ARBs including the concomitant Landowner Attestation form (CARP-LAD Form No. 33.A.2) through personal service or registered mail with return card for attestation of the LO of his/her/their tenants/lessees/regular farmworkers. 	<p>Attestation)</p> <ul style="list-style-type: none"> • CARP-LAD Form No. 33-A.1 (BARC Certification of Master List of ARBs) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.1 (BARC Certification of Master List of ARBs) • CARP-LAD Form No. 37 (Letter to LO, Re: Attestation of Master List of ARBs) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.2 (Landowner Attestation of Master List of ARBs)
D.5.d	Landowner	<ul style="list-style-type: none"> • Upon receipt of the BARC-certified master list of ARBs and Landowner Attestation form from the DARMO, attest under oath to the master list of ARBs insofar as his/her/their share tenants, lessees and/or regular 	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.5.e	DARMO	<p>farmworkers in the landholding are concerned by indicating his tenant, lessee and regular farmworker among those listed in the master list of ARBs, affixing his signature on the same and on the Landowner Attestation form, with one (1) witness signing the same.</p> <ul style="list-style-type: none"> • Return the attested master list and notarized Landowner Attestation form to the DARMO within fifteen (15) days from receipt of the same. • Upon receipt of the LO attested master list of ARBs and Landowner Attestation on the master list of ARBs, proceed with the preparation of the Application to Purchase and Farmer's Undertaking (APFU) in accordance with Item V(D.7) of this Order, if the LO attested to all the ARBs in the master list. • In cases where the LO does not to attest to specific ARBs or to all ARBs in the master list of ARBs and identifies other ARBs by substitution or addition whom the LO 	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A.2 (Landowner Attestation of Master List of ARBs) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.2 (Landowner Attestation of Master List of ARBs) • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 33-A.2 (Landowner Attestation of Master List of ARBs)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.5.f	DARPO	<p>claims are his tenants, lessees or regular farmworkers, the MARO shall require the LO to submit evidence supporting the qualification of his identified ARBs.</p> <p>Thereafter, submit to the DARPO a report regarding the LO's refusal to attest to specific ARBs or to all ARBs in the master list to which he shall attach the documents and other evidence supporting the ARB/s' qualification as share tenants, agricultural lessees or regular farmworkers, as submitted by the LO.</p> <ul style="list-style-type: none"> If the LO returns the master list to the DARMO without attesting to any of the ARBs in the said list without comment whatsoever, or does not act at all upon the master list of ARBs after fifteen (15) days from receipt of the same, submit to the DARPO a report regarding the matter. <p>In case of inaction or refusal of the LO to attest to the master list of ARBs, instruct the DARMO to proceed with the preparation of the APFU in accordance with Item V(D.7) of this Order. The right of the LO to attest to the master list of ARBs in so far as the tenants, lessees and regular farmworkers in his/her landholdings are concerned is deemed waived if he fails to act upon the master list of</p>	<ul style="list-style-type: none"> CARP-LAD Form No. 38 (Report on Partial/Full Non-Attestation/Inaction by the LO of the Master List of Agrarian Reform Beneficiaries) CARP-LAD Form No. 38 (Report on Partial/Full Non-Attestation/Inaction by the LO on the Master List of Agrarian Reform Beneficiaries)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		ARBs within fifteen (15) days from receipt thereof, and the master list of ARBS becomes final and executory pursuant to item IV(E)(10) of this Order.	
D.6 Resolution of Landowner (LO) Partial or Full Non-Attestation of Tenants, Agricultural Lessees or Regular Farmworkers in the Master List of Agrarian Reform Beneficiaries (ARBs)			
D.6.a	PARO	<p>Within fifteen (15) days from receipt of the report from the DARMO of the partial or full non-attestation of the LO to the master list of ARBs and his substitution or addition of other ARBs whom the LO claims to be his tenants, lessees or regular farmworkers, conduct a revalidation on the qualifications of the ARBs in the master list and those submitted by the LO either as substitutes or additions.</p> <p>Should the PARO sustain the master list prepared by the MARO and certified to by the BARC subsequent to his revalidation of ARB qualifications, return the same to the DARMO with an instruction to prepare the APFUs in accordance with Item V(D.7) of this Order.</p> <p>If based on the PARO's revalidation, there is possible merit to the LO's partial or full non-attestation of the master list, and to the qualification of other ARBs whom the LO claims to be his tenants, lessees or regular farmworkers, the PARO shall instruct the BARC to conduct compulsory arbitration to resolve the matter and to</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 39 (Letter to BARC for the Conduct of Compulsory Arbitration)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.6.b	BARC	<p>make a determination of the qualifications of the ARBs who were not attested to by the LO vis-à-vis the qualifications of the ARBs substituted or added by the LO as his alleged tenants, lessees or regular farmworkers, or those who were simply repudiated by the LO as his tenants/lessees/regular farmworkers.</p> <ul style="list-style-type: none"> • Within thirty (30) days from receipt of the instruction from the PARO, conduct a compulsory arbitration to resolve the matter and make a determination of the qualifications of the ARBs who were not attested to by the LO vis-à-vis the qualifications of the ARBs substituted or added by the LOs as his alleged tenants, lessees or regular farmworkers or those who were simply repudiated by the LO as his tenants/lessees/regular farmworkers. • Submit a report of its findings and include therein all the pertinent documents to the PARO within five (5) days after the completion of the compulsory arbitration. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 40 (BARC Report of Findings on the Compulsory Arbitration) • Pertinent Documents
D.6.c	PARO	<ul style="list-style-type: none"> • Within fifteen (15) days from receipt of the report and findings of the BARC on the compulsory arbitration, the PARO shall undertake an evaluation of the BARC report and render his decision. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 40 (BARC Report of Findings on the Compulsory Arbitration)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.6.d	DARMO	<ul style="list-style-type: none"> • Should the PARO's decision affirm the ARBs in the BARC certified master list, return the same to the DARMO with an instruction to proceed with the preparation of the APFU in accordance with Item V(D.7) of this Order. • If the PARO's decision fully or partially sustains the LO's partial or full non-attestation of the master list of ARBs and his substitution or addition of other potential ARBs, he shall finalize the master list of ARBs and thereafter, forward the same to DARMO with the instruction to proceed with the preparation of the APFU in accordance with Item V(D.7) of this Order. <p>Based on the master list of ARBs finalized by the PARO, prepare the APFU for signing of the ARBs in accordance with Item V(D.7) of this Order.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 33-A (Master List of Agrarian Reform Beneficiaries with Provision on BARC Certification and LO Attestation) • CARP-LAD Form No. 41 (Master List of Agrarian Reform Beneficiaries as Finalized by the PARO per Resolution on LO Non-Attestation) • CARP-LAD Form No. 41 (Master List of Agrarian Reform Beneficiaries as Finalized by the PARO per Resolution on LO Non-Attestation) • CARP-LAD Form No. 42 (Application to Purchase and Farmer's Undertaking {APFU})
D.7 Preparation of the Application to Purchase and Farmer's Undertaking (APFU)			
D.7.a	DARMO	Upon receipt of the BARC certified and LO-attested master list of ARBs or the master list of ARBs finalized	<ul style="list-style-type: none"> • CARP-LAD Form No. 42 (Application to Purchase and Farmer's

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.7.b	DARMO	<p>by the PARO, undertake the following:</p> <ol style="list-style-type: none"> 1. Prepare the APFU; 2. Coordinate with a city/ municipal judge on the schedule for the swearing under oath of the APFU by the ARBs; and 3. Notify the qualified ARBs of the subject landholding/s by personal service or registered mail with return card regarding the schedule of a meeting with the DARMO on the APFU, and if applicable, the signing and swearing to under oath of the APFU before a judge on the said date. <p>Conduct meeting with the ARBs on the scheduled date to:</p> <ol style="list-style-type: none"> 1. Explain the following: <ol style="list-style-type: none"> 1.1 Importance, necessity and significance of accomplishing and signing the APFU in the acquisition and distribution of lands covered by CARP; 1.2 Contents of the APFU, i.e., willingness to work on the land to make it productive, obligation to pay land amortization and land taxes thereon; and 1.3 Requirement to have this signed and sworn to under oath before 	<p>Undertaking {APFU})</p> <ul style="list-style-type: none"> • CARP-LAD Form No. 43 (Letter to ARBs Regarding the Schedule of the APFU Signing)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.7.c	ARB/s	<p>a city or municipal judge.</p> <p>2. Cause the signing and swearing to under oath of the APFU by the beneficiaries before a city/municipal judge.</p> <ul style="list-style-type: none"> • Attend the meeting scheduled by the DARMO on the APFU. • Sign and swear to the APFU under oath before a city or municipal judge during the designated schedule per Item V(D.7.b) of this Order. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 42 (Application to Purchase and Farmer's Undertaking)
D.7.d	DARMO	<ul style="list-style-type: none"> • In case the concerned ARB fails to attend the scheduled meeting or refuses to sign the APFU during the meeting, issue a letter to be duly received by the ARB, or send a notice to the absent ARB informing that they have thirty (30) days from receipt of the letter or notice, as the case may be, to report to the DARMO and to sign the APFU. The said letter or notice shall state that ARB's failure to execute and sign the APFU within the prescribed period shall constitute a waiver of right to become an ARB. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 44 (Notice to Absent ARB Re: Waiver of Rights as an ARB for Failure to Sign the APFU) • CARP-LAD Form No. 45 (Letter to Present ARB Re: Waiver of Rights as an ARB for Failure to Sign the APFU)
D.7.e	DARMO	<p>After the APFUs have been signed and sworn to under oath by the ARB/s, record and transmit the same to the DARPO for inclusion in the claim folder. Simultaneously, the MARO, with the assistance of the BARC shall undertake the activities</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
D.7.f	MARO	<p>necessary for the ARB carding and identification system pursuant to DAR A.O. No. 03, Series of 2008.</p> <ul style="list-style-type: none"> • In case the qualified ARB fails to report to the DARMO within thirty (30) days from receipt of letter or notice on the waiver of rights as an ARB if APFU is not signed and sworn to under oath within the prescribed period pursuant to Item IV(E.16) of this Order, the DARMO shall identify and select other qualified ARB/s as replacement giving consideration to the desisting ARB's immediate farm household member/s, if qualified, in accordance with Item IV(F)(1.2) of this Order. • In the case of commercial farms and plantations, prepare a report on the ARB's failure or refusal to sign the APFU and send the same to the BSC, through the DARPO, for identification and selection of another qualified ARB as replacement. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 46 (Report on the ARB's Failure or Refusal to Sign APFU)
<p>E. REVIEW, EVALUATION AND PROCESSING OF CLAIM FOLDERS (CFs) (See CARP-LAD Annex "I" for the Process Flow)</p>			
E.1	DARPO	<ul style="list-style-type: none"> • Attach the Field Investigation Report (FIR), ASP, land use map, APFU and Land Distribution Information Schedule (LDIS) to the claim folder (CF) for verification and evaluation by the DAR- 	<ul style="list-style-type: none"> • CARP-LAD Form No. 23 (Field Investigation Report) • ASP • Land Use Map • CARP-LAD Form No. 42 (Application

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
E.2	DAR-LBP- PPU	<p>LBP-Pre-Processing Unit (PPU).</p> <ul style="list-style-type: none"> Verify and evaluate the CF. If found sufficient and complete, prepare checklist of required documents in the processing of claim folder and corresponding recommendation on the matter, and forward the same to DARPO for appropriate action. Otherwise, facilitate the completion of the data/documents. 	<p>to Purchase and Farmer's Undertaking)</p> <ul style="list-style-type: none"> CARP-LAD Form No. 47 (Land Distribution Information Schedule) CARP-LAD Form No. 48 (Checklist of Required Documents with Recommendation Signed Jointly by the DAR-LBP-PPU) CF
E.3	DARPO	<ul style="list-style-type: none"> Based on the recommendation of the DAR-LBP-PPU, prepare request to value the land and forward the same, together with the CF to LBP-AOC. 	<ul style="list-style-type: none"> CARP-LAD Form No. 49 (Memorandum Request to Value Land)
F. LAND VALUATION AND COMPENSATION (See CARP-LAD Annex "J" for the Process Flow)			
F.1 Determination of Land Value			
F.1.a	LBP-AOC	Acknowledge receipt of CF from the DARPO.	<ul style="list-style-type: none"> LBP Acknowledgement
F.1.b	LBP-AOC	<ul style="list-style-type: none"> Determine the land value. If the land value exceeds the approving limit of the LBP-Agrarian Operations Center (AOC)/Regional Head, forward the CF using the LBP Transmittal Letter, together with the 	<ul style="list-style-type: none"> CF LBP Transmittal Letter

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
F.1.c	LBP-AOC/HO	<p>determined land value of the subject landholding, to LBP-Head Office (HO) for further evaluation and approval.</p> <ul style="list-style-type: none"> • Furnish the DARPO a copy of its Transmittal Letter to LBP-HO, for reference. <p>Upon completion of the land valuation of the landholding, prepare and send Memorandum of Valuation (MOV) with Land Valuation Worksheet (LVW) to DARPO.</p>	<ul style="list-style-type: none"> • Copy of LBP Transmittal Letter • CARP-LAD Form No. 50 (Memorandum of Valuation) • Land Valuation Worksheet
F.1.d	DARPO	<p>Receive and review the MOV with LVW from LBP and undertake the following:</p> <ol style="list-style-type: none"> a. Prepare and send the Notice of Land Valuation and Acquisition (NLVA) to LO together with copies of the MOV, LVW and LO's Reply Form through personal service with proof of receipt or by registered mail with return card; b. Send a copy of the NLVA to DARMO for posting for seven (7) days at the barangay and municipal/city halls where the property is located. Thereafter, the DARMO shall obtain a Certification of Posting Compliance from proper municipal or barangay official; and 	<ul style="list-style-type: none"> • CARP-LAD Form No. 51 (Notice of Land Valuation and Acquisition) • CARP-LAD Form No. 50 (Memorandum of Valuation) with Land Valuation Worksheet • CARP-LAD Form No. 52 (LO's Reply to NLVA) • CARP-LAD Form No. 51 (Notice of Land Valuation and Acquisition) • CARP-LAD Form No. 7 (Certification of Posting Compliance)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
F.1.e	DARPO	Prepare and send to LBP the Order to Deposit LO Compensation.	<ul style="list-style-type: none"> • CARP-LAD Form No. 53 (Order to Deposit LO Compensation)
F.1.f	LBP-AOC/HO	<ul style="list-style-type: none"> • Upon receipt of the Order to Deposit, issue a Certification of Deposit (COD), pre-numbered per region, to DARPO. • Notify the LO regarding the Certification of Deposit (COD) issued to DARPO, including therein the LBP Checklist of Pre-Payment Requirements for Release of Claims. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 54 (Certification of Deposit) • LBP Notification to LO on COD Issuance • Checklist of pre-payment requirements for release of claims
F.1.g	DARPO	Receive the Certification of Deposit (COD) from LBP-AOC/HO.	<ul style="list-style-type: none"> • CARP-LAD Form No. 54 (Certification of Deposit)
F.1.h	LO	Within thirty (30) days from receipt of the NLVA, send reply on the same to DARPO using CARP-LAD Form No. 52.	<ul style="list-style-type: none"> • CARP-LAD Form No. 52 (LO's Reply to NLVA)
F.1.i	DARPO	<p>Receive and forward LO's reply to LBP on whether the land value is accepted or rejected by the LO.</p> <p>In case the LO fails to reply within thirty (30) days from receipt of the NLVA, notify the LBP on the matter.</p>	<ul style="list-style-type: none"> • CARP-LAD Form No. 52 (LO's Reply to NLVA) • CARP-LAD Form No. 55 (Transmittal of LO's Reply to NLVA)
F.1.j	LO	Submit to LBP-AOC/HO the documents required for payment of compensation claim	<ul style="list-style-type: none"> • Required documents for payment of compensation claims

F.2 Compensation to Landowner (LO)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
F.2.1 Landowner (LO) Accepts the Land Valuation			
F.2.1.a	DARPO	Forward the Certification of Deposit to the ROD together with the ASP and Technical Description of the landholding, and request for the: (1) cancellation of LO's title for the landholding covered by CARP; (2) issuance of Transfer Certificate of Title (TCT)/ Original Certificate of Title (OCT) in the name of RP; and (3) issuance of title to the LO's retained area if still applicable per Item V(B.1.e) of this Order.	<ul style="list-style-type: none"> • CARP-LAD Form No. 56 (Request to Issue TCT/OCT in the Name of RP) • CARP-LAD Form No. 54 (Certification of Deposit)
F.2.1.b	ROD	Issue TCT (for titled lands) or OCT (for untitled lands) in the name of RP and forward the Owner's Duplicate Certificate of RP Title to DARPO. Likewise, issue TCT for the LO's retained area and send the Owner's Duplicate Certificate (ODC) of title to LO.	<ul style="list-style-type: none"> • Owner's Duplicate Copy of TCT/OCT in the name of the RP • Owner's Duplicate Copy of TCT/OCT in the name of the LO
F.2.1.c	DARPO	Receive and record the Owner's Duplicate Certificate of RP Title from the ROD and furnish a certified photocopy of the same to the LBP-AOC/HO and the DARRO.	<ul style="list-style-type: none"> • CARP-LAD Form No. 57 (Transmittal to LBP of Copy of RP Title)
F.2.1.d	LBP-AOC/HO	<p>Upon receipt of a certified photocopy of ODC of RP Title from DARPO and compliance of all pre-payment requirements by the LO, undertake the following:</p> <p>a. Accomplish the LBP Payment Release Form; and</p>	<ul style="list-style-type: none"> • LBP Payment Release Form

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		b. Pay the concerned LO and mortgagee-banks/ creditors, if encumbered.	
F.2.2 Landowner (LO) Rejects Land Valuation or Fails to Respond			
F.2.2.a	LBP-AOC/HO	<ul style="list-style-type: none"> • Receive LO's reply rejecting the land valuation or notice of LO's failure to reply within thirty (30) days from receipt of the NLVA from the DARPO. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 52 (LO's Reply to NLVA) • CARP-LAD Form No. 55 (Transmittal of LO's Reply to NLVA)
F.2.2.b	DARPO	<ul style="list-style-type: none"> • Forward a copy of the Certification of Deposit to the ROD together with the ASP, and Technical Description of the landholding, and request for the: (1) cancellation of LO's title for landholding covered by CARP; (2) issuance of TCT/OCT in the name of RP; and (3) issuance of title for the LO's retained area. • Advise the Regional Agrarian Reform Adjudicator (RARAD)/ Provincial Agrarian Reform Adjudicator (PARAD) to conduct summary administrative proceedings in view of the LO's rejection of the value offered for his/her land or LO's failure to reply to the NLVA within the thirty-day prescribed period upon receipt of the same. A copy of LO's Rejection Letter and/or NLVA, as the case may be, shall be attached to CARP-LAD Form No. 58 (Advice to PARAD/RARAD). 	<ul style="list-style-type: none"> • CARP-LAD Form No. 54 (Certification of Deposit) • CARP-LAD Form No. 56 (Request to Issue TCT/OCT in the name of RP) • CARP-LAD Form No. 58 (Advice to PARAD/RARAD) • Copy of CARP-LAD Form No. 52 (LO's Reply to NLVA) or proof of service if no reply • Copy of CARP-LAD Form No. 51 (Notice of Land Valuation and Acquisition)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
F.2.2.c	ROD	Issue TCT/OCT in the name of RP and forward the Owner's Duplicate Certificate of RP Title to DARPO. Likewise, issue TCT/OCT for the LO's retained area and send the Owner's Duplicate Certificate of title to LO.	<ul style="list-style-type: none"> • Owner's Duplicate Copy of TCT/OCT in the name of the RP • Owner's Duplicate Copy of title in the name of the LO
F.2.2.d	DARPO	Receive and record the Owner's Duplicate Certificate of RP Title from the ROD and furnish a certified photocopy of the same to the LBP-AOC/HO and the DARRO.	
F.2.2.e	PARAD/RARAD	Simultaneous with the issuance of TCT/OCT in the name of RP, conduct summary administrative proceedings, render a decision and inform parties concerned on the matter in accordance with DARAB Rules and Procedures, copy furnished the DARPO and DARRO.	
F.2.2.f	LO/LBP/DARPO	<ul style="list-style-type: none"> • In case the LO or LBP/DAR rejects the DARAB decision, the LO or LBP/DAR files a land valuation case with the Special Agrarian Court (SAC) within the reglementary period of fifteen (15) days. • Should the decision attain finality, DARPO/LBP/LO moves for issuance of Writ of Execution in accordance with the DARAB Rules and Procedures. <p>Should the LO opt to accept either the original or recomputed value by the LBP, he shall so manifest in writing and</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<p>pray for a resolution based on the same.</p> <ul style="list-style-type: none"> Forward to LBP the original copy of the Certificate of Finality/Writ of execution. Thereafter the LBP follows procedures in Item V(F.2.1.d) of this Order. 	
<p>G. PREPARATION AND PROCESSING OF LAND DISTRIBUTION FOLDER (LDF) (See CARP-LAD Annex "K" for the Process Flow)</p>			
G.1	DARPO	<p>Upon receipt of the LBP's Certification of Deposit (COD) and Owner's Duplicate Certificate of RP title from ROD, the PARO shall direct the Municipal Agrarian Reform Officer (MARO) to take possession of the land and proceed with the preparation of the Land Distribution Folder of the subject land, attaching all the required documentation relative to the transfer of the land to the Government of the Philippines (GOP), and the LBP's COD. The LO shall be furnished a copy of the PARO's memorandum to the MARO (CARP-LAD Form No. 59).</p>	<ul style="list-style-type: none"> CARP-LAD Form No. 59 (PARO's Directive to the MARO to Take Actual and Physical Possession of the Landholding Acquired under CARP), copy furnished the landowner Certified ODC of RP title Certified Copy of Deed of Transfer Certified Copy of Certification of Deposit from LBP
G.2	DARMO	<p>Upon receipt of the PARO's memorandum directing him/her to take actual possession of the landholding and the related documents forwarded by the DARPO, record the same.</p>	
G.3	DARMO	<p>Based on the master list, APFU, and ASP, send a letter to each qualified ARB informing him/her of the land allocated as his/her area of award under CARP, or to the</p>	<ul style="list-style-type: none"> CARP LAD Form No. 60 (Letter to Qualified ARB Allocating Area of Award)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
G.4	DARMO	<p>ARB cooperative association in the case of commercial farms, plantations and other lands for collective distribution, informing it on the same.</p> <p>Prepare and forward the Land Distribution Folder (LDF) to the DARPO. The LDF shall contain the copies of the following documents on file at DARMO:</p> <ol style="list-style-type: none"> a. Master list of ARB/s of the subject landholding certified by the BARC and attested by LO or passed upon by the PARO in so far as the tenants, lessees and regular farmworkers are concerned; b. Application to Purchase and Farmer's Undertaking (APFU) c. Duly received copy of the letters to qualified ARBs allocating area of award; d. DENR-LMS Approved Survey Plan (ASP); e. Copy of the TCT/OCT in the name of the Republic of the Philippines; and f. LDF Transmittal Memorandum. 	<ul style="list-style-type: none"> • LDF containing the documents as stipulated under the activity • CARP LAD Form No. 61 (LDF Transmittal Memo)
<p>H. GENERATION, REGISTRATION AND ISSUANCE OF CERTIFICATES OF LAND OWNERSHIP AWARD (CLOAs) (See CARP-LAD Annex "L" for the Process Flow)</p>			
H.1	DARPO	Upon receipt from DARMO of the LDF pursuant to Items V(G.4) of this Order, review all documents contained in the LDF to ensure that these are	<ul style="list-style-type: none"> • LDF

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
H.2	DARPO	<p>complete and in order. In case of incomplete documents, require the DARMO to submit the pertinent documents within seven (7) days from receipt of instructions from DARPO.</p> <p>In case ARBs opt for collective ownership and it is not feasible/sound to divide the landholding, generate a collective CLOA (Original and Owner's Duplicate Certificate) for the landholding in favor of the ARBs' cooperative or association, wherein all names of the ARBs, following the lead name on the face of the certificate of title, shall be typewritten on the succeeding pages of the title, with each name numbered consecutively, from "1" onwards, alphabetically arranged and reflecting the complete names (given, middle & surnames) of the ARBs. After the last typewritten name of ARBs, and immediately below a demarcating line, the words "nothing follows" shall be typed.</p> <p>In the case of individual ownership, generate a CLOA (original and owner's duplicate) in the name of each ARB, based on existing guidelines on the generation of CLOA.</p>	<ul style="list-style-type: none"> • Judicial Forms • CLOA-Titles
H.3	DARPO	<p>Ensure that all CLOAs shall contain the following annotation of lien in favor of the LBP stipulating the following:</p> <p style="text-align: center;">ANNOTATION</p> <p>The parcel of land described</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
H.4	DARPO	<p>in this CLOA is encumbered in favor of:</p> <p style="text-align: center;">LAND BANK OF THE PHILIPPINES</p> <p>to ensure full payment of its value pursuant to R.A. No. 6657, as amended, by the agrarian reform beneficiaries/farmers' cooperative or farmers' association named herein</p> <p>Date _____</p> <p>Provincial Agrarian Reform Officer.</p> <p>The PARO shall affix his/her initial on all copies of the CLOA (original owners and co-owners duplicate certificates).</p> <p>Prepare the corresponding Judicial Forms Utilization Worksheet in accordance with the systems and procedures for the requisition, issuance, utilization and accounting of CLOA Judicial Forms.</p>	<ul style="list-style-type: none"> • CARP-LAD Annex "C" (Judicial Forms Utilization Worksheet)
H.5	DARPO	<p>Keep on file the LDF containing the supporting documents and forward the generated CLOA including Judicial Forms Utilization Worksheet to DARRO.</p>	<ul style="list-style-type: none"> • LDF • Generated CLOAs • CARP-LAD Annex "C" (Judicial Forms Utilization Worksheet)
H.6	DARRO	<p>Review and validate the generated CLOAs. If in order, the Regional Director shall affix his/her initial on all duplicate copy of the CLOAs original owner's or co-owner's copy. In case of inconsistencies and incomplete data or information, notify the DARPO for appropriate action.</p>	<ul style="list-style-type: none"> • Generated CLOAs

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
H.7	DARRO	Return erroneously generated CLOAs to DARPO for correction, together with pertinent documents. Only error-free CLOAs shall be recommended for signature of the Secretary pursuant to existing guidelines on judicial forms and signing and sealing machines.	
H.8	DARRO	Forward signed and sealed CLOAs and the corresponding recording sheet with transmittal memorandum to DARPO for registration.	<ul style="list-style-type: none"> • Signed and sealed CLOAs • CARP-LAD Form No. 62 (Transmittal Memorandum Re: Registration of CLOA) • CARP-LAD Annex "D" (Signing and Sealing Machine Utilization Recording and Reporting Sheet)
H.9	DARPO	<p>Upon receipt from the DARRO of the signed and sealed CLOA, the following shall be undertaken:</p> <ol style="list-style-type: none"> 1. Record signed and sealed CLOAs and enter the same in the CLOA Registry Book of the Registry of Deeds (ROD) maintained in the DARPO; and 2. Forward the signed and sealed CLOAs to the ROD for registration. 	<ul style="list-style-type: none"> • Signed and Sealed CLOAs/ Titles
H.10	ROD	Subsequent to the registration of CLOA, release the original Owner's Duplicate Copy (ODC) of CLOA-Titles to LBP-AOC.	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
H.11	LBP-AOC	Receive the original ODC of CLOA-Title and provide two (2) certified true copies of each CLOA closely simulating the appearance, color and paper of the same, to DARPO and the ARBs or the ARBs cooperative/association in the case of collective CLOAs. The ODC of CLOA-title shall be released to the ARBs upon full payment of their amortizations on the land.	
H.12	DARPO	<ul style="list-style-type: none"> • Upon receipt of the original LBP certified true copies of the ODC of CLOA-Titles from LBP-AOC, record title number and date of registration in the CLOA Registry Book. • In the case of collective CLOAs, reproduce and certify the copy for each member of the ARB cooperative/ association. • Transmit to the DARMO a copy of the LBP certified true copies of the ODC of CLOA-Titles (in case of individual CLOAs) or copy of the LBP certified true copies of the ODC of CLOA-Titles and the certified photocopy of the same (in case of collective CLOAs) for distribution to ARBs. • Retain a copy of the original LBP certified true copies of ODC of CLOA titles, a copy for DARPO's file and reference. 	<ul style="list-style-type: none"> • Original LBP certified true copies of the Owner's Duplicate Copy (ODC) of CLOA-Titles • Original LBP certified true copies of the ODC of CLOA-Titles • Photocopy of the certified true copies of the ODC of CLOA-Titles

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
I. ISSUANCE OF CERTIFICATE OF LAND OWNERSHIP AWARD (CLOA-TITLE) (See CARP-LAD Annex "M" for the Process Flow)			
I.1	DARMO	<p>Subsequent to the receipt from the DARPO of the certified true copy of the ODC of CLOA-Title and certified photocopies of the same, in case of collective CLOAs, undertake the following:</p> <ol style="list-style-type: none"> 1. Record ODC of CLOA-Title; 2. Distribute LBP certified true copies of ODC of CLOA-title to the individual ARB or the ARBs' cooperative/association, as the case may be; 3. In the case of collective CLOAs, furnish each of the ARB cooperative/association members a certified photocopy of the ODC of CLOA-Title; 4. Assist ARBs in securing the corresponding Tax Declaration from the Assessor's/Treasurer's Office at the time the CLOA-Title is distributed; and 5. Maintain a Record Book of all CLOA-titles issued within the municipality and received by the ARBs, and prepare index cards for each of the ARBs/ARB cooperatives/associations. 	<ul style="list-style-type: none"> • Certified true copies of ODC of CLOA-Title • Certified true copies of ODC of CLOA-Titles • Index Card of ARBs

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
I.2	DARMO	For purposes of monitoring and the data base, prepare and submit to the DARPO a monthly report on CLOA/s distributed to ARBs using CARP-LAD Form No. 65.	<ul style="list-style-type: none"> • CARP-LAD Form No. 63 (Monthly Report on CLOA Distributed)
J. INSTALLATION OF ARB CLOA-TITLE HOLDERS (See CARP-LAD Annex "N" for the Process Flow)			
J.1	DARMO	<p>Upon receipt by the ARBs of the certified true copy of ODC CLOA, conduct a briefing/orientation with the concerned ARBs to:</p> <ol style="list-style-type: none"> 1. explain the rights and responsibilities of the ARBs as the "new" landowners, and ensure that they understand that they are empowered and it is incumbent upon them, even without the assistance from the DAR, to assert their rights at all times to have peaceful and productive possession of the land; and 2. inform them that they may take physical and actual possession of the land awarded to them under CARP, and they shall start paying Real Property Taxes to the LGU – Municipal Assessor's Office and the land amortization payments to the LBP one (1) year from the date of CLOA registration or if the occupancy took place after the CLOA registration, one (1) year after the ARB's actual occupancy of the land. 	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
J.2	DARMO	<p>In case the ARB is unable to take possession of the subject land, or in the case of contentious landholdings, the following shall be undertaken subsequent to the conduct of briefing/orientation to concerned ARBs under Item J.1.1 of this Order:</p> <ol style="list-style-type: none"> 1. Invite the concerned ARB/ARBs' representative, Barangay Agrarian Reform Council (BARC) Chair, or in the absence thereof, the Barangay Council, Non-Governmental Organizations/People's Organization (NGOs/POs), and other support or interest groups to an installation planning conference/meeting; 2. With the assistance of a representative from the DARPO, conduct an installation planning conference/meeting with the abovementioned stakeholders to: <ul style="list-style-type: none"> - Define and clarify the responsibilities and role of the parties involved in the installation process; - Determine the schedule of installation of the concerned ARBs; and 	<ul style="list-style-type: none"> • CARP-LAD Form No. 64 (Invitation to the ARB Installation Planning Conference/ Meeting for ARB, CLOA-Title Holders, BARC/Brgy. Council, NGOs/POs/Other Support Groups) • CARP-LAD Form No. 65 (Invitation to the ARB Installation Planning Conference/ Meeting for Co-Owners/Collective ARB CLOA-Title Holders)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
J.3	DARPO	<p>– Determine the necessity of police and/or military support in the installation process.</p> <p>3. If deemed necessary, request the DARPO to coordinate with the DILG-PNP and DND-AFP to provide assistance in the physical installation of concerned ARBs.</p> <p>Upon receipt of the request from the DARMO, the following shall be undertaken:</p> <ol style="list-style-type: none"> 1. Prepare and send a letter duly signed by the PARO to the DILG-PNP or the DND-AFP requesting for assistance in the physical installation of ARB/s in the subject landholding; 2. Provide the DILG-PNP/ DND-AFP the necessary information/background of the installation process; 3. Furnish a copy of the approved request from DILG-PNP or DND-AFP on the physical installation of ARB/s and instruct the DARMO to proceed with the physical installation of ARB/s. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 66 (Request for Assistance of the DILG-PNP/DND-AFP in the Installation Proceedings) • CARP-LAD Form No. 67 (PARO's Request for DILG-PNP/DND-AFP Assistance in the Installation of the ARB CLOA-Title Holders) • Approved Request from DILG-PNP/DND-AFP
J.4	DARMO	<p>Upon receipt of approved request from the DILG-PNP/DND-AFP and instruction from the DARPO, undertake the following:</p> <ol style="list-style-type: none"> 1. Inform the concerned ARBs on the scheduled date of installation proceedings on the 	<ul style="list-style-type: none"> • CARP-LAD Form No. 68-A (Notice to Qualified ARBs {For Co-Owners/

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
J.5	DARPO	<p>awarded land as agreed upon during the planning conference/meeting;</p> <p>2. Together with the concerned police/military personnel, install the ARBs on the scheduled date and prepare report on the matter for submission to DARPO for reference.</p> <p>3. In case the landowner refuses to relinquish possession of the landholding, report the same to DARPO for evaluation and appropriate action.</p> <p>Receive, record and evaluate the report of DARMO. If warranted, file a criminal case against the concerned landowner and inform the DARMO on the matter.</p>	<p>Collective CLOA-Title Holders}}</p> <ul style="list-style-type: none"> • CARP-LAD Form No. 68-B (Notice to Qualified ARBs {For Individual ARB CLOA-Title Holders}) • CARP-LAD Form No. 69 (Report on Physical Installation of ARBs) • CARP-LAD Form No. 70 (Report on Landowner's Refusal to Give Up Possession of Landholding)
J.6	DARMO	<p>Conduct monthly inspections on installed ARB CLOA-title holders for a period of at least six (6) months or until the situation stabilizes in the subject landholding to determine if the installed ARB CLOA-title holder/s is/are still in physical possession of the land.</p> <p>In case the installed ARB CLOA-title holder/s is/are no longer in physical possession of the awarded land due to harassment or ejection by the landowner, the following shall be undertaken:</p>	

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/DOCUMENTS REQUIRED
		<ol style="list-style-type: none"> 1. Assist the concerned ARB/s in reporting the threat/harassment or ejection attempts of the landowner to the police/military; 2. Prepare a comprehensive documentation report; and 3. Submit the report to the DARPO for the filing of appropriate legal action against the concerned parties and plan for re-possession of the subject landholding by the displaced ARBs. 	<ul style="list-style-type: none"> • CARP-LAD Form No. 71 (Report on Harassment/ Ejection of Installed ARB CLOA-Title Holders)

VI. TRANSITORY PROVISION

With respect to cases where the Master List of ARBs has been finalized on or before July 1, 2009 pursuant to Administrative Order No. 7, Series of 2003, the acquisition and distribution of landholdings shall continue to be processed under the provisions of R.A. No. 6657 prior to its amendment by R.A. No. 9700.

However, with respect to land valuation, all Claim Folders received by LBP prior to July 1, 2009 shall be valued in accordance with Section 17 of R.A. No. 6657 prior to its amendment by R.A. No. 9700.

VII. REPEALING CLAUSE

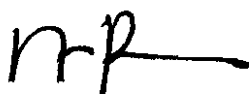
All orders, circulars, issuances or portions thereof inconsistent herewith are hereby revoked, cancelled or modified as the case may be.

VIII. EFFECTIVITY

This Order shall take effect ten (10) days after its publication in two (2) newspapers of general circulation pursuant to Section 49 of R.A. No. 6657.

Quezon City, Metro Manila

OCT 15 2009



NASSER C. PANGANDAMAN
Secretary

Department of Agrarian Reform
Office of the Secretary



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Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

CERTIFICATION

This is to certify that Administrative Order No. 2, Series of 2009 entitled **“RULES AND PROCEDURES GOVERNING THE ACQUISITION AND DISTRIBUTION OF AGRICULTURAL LANDS UNDER REPUBLIC ACT (R.A.) NO. 6657, AS AMENDED BY R.A. NO. 9700”** is published today, Wednesday, 21 October 2009 at Philippine Star and Business Mirror newspapers.

Issued this 21st day of October 2009 for whatever purpose it may serve.


HUGO D. YONZON III
Public Affairs Staff Director