



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM
ELLIPTICAL ROAD, DILIMAN, QUEZON CITY • TELS. 928-7031 TO 39

Department of Agrarian Reform
ADMINISTRATIVE ORDER NO. 04
Series of 2014

SUBJECT : AMENDMENTS TO THE REVISED RULES AND PROCEDURES GOVERNING ACQUISITION AND DISTRIBUTION OF PRIVATE AGRICULTURAL LANDS UNDER REPUBLIC ACT NO. 6657, AS AMENDED

PREFATORY STATEMENT

On September 30, 2011, Administrative Order (A.O.) No. 7, Series of 2011 (*Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands Under Republic Act (R.A.) No. 6657, as amended*) was issued by the Department of Agrarian Reform (DAR) pursuant to Section 49 of Republic Act (R.A.) No. 6657 and its overall mandate to implement the Comprehensive Agrarian Reform Program (CARP) and agrarian reform laws.

In the continuing review of the land acquisition and distribution (LAD) process to meet the challenge of completing LAD in the remaining years of CARP implementation, the DAR and the Land Bank of the Philippines (LBP) recognized the need to reduce and simplify the documentary requirements in order to fast track the conduct of field investigation and land valuation activities for landholdings covered under CARP.

This Administrative Order (A.O.) provides a common understanding and appreciation of the revised procedures in the LAD process and ensures the accuracy and completeness of documents required in the claim folder (CF) for submission to LBP which are necessary prior and during the conduct of field investigation, processing of valuation and approval of land transfer claims.

Thus, in view of the foregoing, the following amendments to A.O. No. 7, Series of 2011, as amended by A.O. No. 3, Series of 2012, are hereby issued:

SECTION 1. Sections 20, 21 and 22 of A.O. No. 3, Series of 2012, which amended Sections 65, 68 and 69 of A.O. No. 7, Series of 2011, are further amended to read as follows:

1.1 Survey Activities Before Field Investigation (FI) and Valuation. Prior to the conduct of Joint Field Investigation (JFI) and valuation, a survey shall be undertaken to segregate the coverable from non-coverable areas, subdivide the acquired areas and establish the land use/s on a per lot basis in accordance with Section 20 of A.O. No. 3, Series of 2012.

The Provincial Agrarian Reform Program Officer (PARPO) shall, within five (5) working days from receipt of the CF from the Municipal Agrarian Reform Program

Officer (MARPO), determine the completeness and correctness of the documents required prior to the conduct of JFI and valuation as enumerated in Sections 4.1 and 4.2 hereof, as applicable.

If the documents are complete and correct, the PARPO shall, within the five (5) working day period, submit the CF together with the Advance or Approved copy of the Segregation or Subdivision Plan (AdvSP or ASP), whichever is applicable, to the DAR Regional Office (DARRO), using CARPER LAD Form No. 43 (Revised 2014).

In case of AdvSP, the PARPO and the Geodetic Engineer (GE) who conducted the survey shall jointly certify that the AdvSP to be used in the JFI is the same subdivision plan attached to the survey returns submitted or to be submitted to the DENR or LRA for approval.

The DAR Regional Director (RD) or his duly-authorized representative shall, within three (3) working days from receipt of the CF from the PARPO, convene the DAR-LBP Pre-Processing Unit (PPU) to validate the completeness and correctness of the documentary requirements in the CF prior to the conduct of the JFI and valuation.

For claim folders cleared by the PPU, the RD and LBP Agrarian Operations Center (AOC) Head, or their duly-authorized representatives, shall prioritize the scheduling of JFI on the landholdings, taking into consideration the required 15-day notice to the landowner (LO), ARBs, and other concerned government agencies. Within one (1) day from ascertainment of the JFI schedule, the RD shall advise the concerned PARPO of the schedule (CARPER LAD Form Nos. 44 and 45) for notification of the parties concerned (MARPO, LO, ARBs, other agencies concerned, if necessary).

While waiting for the completion of the JFI, the PPU-cleared CFs shall be in the custody of the CARPO for Operations at the DAR Regional Office (DARRO).

For CFs not cleared by the PPU, the RD shall inform the concerned PARPO of any lacking document/s or discrepancy/ies which is/are noted by the PPU.

1.2 Conduct of Field Investigation (FI). Sections 65 and 68 of A.O. No. 7, Series of 2011, as amended by Sections 20 and 21 of A.O. No. 3, Series of 2012, are hereby further amended specifically the non-inclusion of a Perimeter Land Use Map (PLUM) of the landholding being covered. Instead, the land use shall be indicated per lot in the AdvSP or ASP during FI.

Where a particular lot has multiple land uses (crops), the AdvSP or ASP should reflect the actual land use/s on a per lot basis. In case of conflict between the AdvSP or ASP and the result of the JFI, the latter prevails, and a re-survey shall be conducted to adjust the AdvSP or ASP in accordance with the results of the JFI.

Immediately after the completion of the JFI, the JFI Team shall accomplish and sign the Field Investigation Report (Revised CARPER-LAD Form No. 46) and certify the correctness of the land use/s per lot by affixing their signatures on the AdvSP or ASP.



The FIR signed by the JFI team shall be forwarded by the MARPO to the PARPO and LBP AOC Head for notation and signature.

If the FIR tallies with the AdvSP or ASP, the PARPO shall immediately forward the duly-accomplished FIR, together with copy of the AdvSP or ASP certified by the JFI Team, to the DARRO for inclusion in the CF by the Regional CARPO for Operations.

Section 2. Re-survey in case of discrepancy/ies. In case of discrepancy/ies between the AdvSP or ASP and the FIR, a re-survey shall be conducted to conform with the FIR and come up with an adjusted AdvSP OR ASP.

The PARPO shall, within five (5) working days from receipt of the adjusted ADVSP or ASP from the MARPO, forward the same to the DARRO.

Upon receipt of the adjusted AdvSP or ASP, the RD shall convene the PPU to review and evaluate if the adjusted AdvSP or ASP tallies with the FIR.

SECTION 3. Transmittal of CF to LBP AOC. All CFs together with the duly-accomplished FIR and a copy of the AdvSP OR ASP cleared by the PPU shall be transmitted to LBP AOC through a Memorandum Request to Value Land (CARPER LAD Form No. 49) signed by the Regional Director. The date of receipt of the RD's Memorandum Request To Value Land shall be considered as the actual date of receipt of the CF by LBP for processing.

SECTION 4. Documentary Requirements in the CF. The following documents are required in the CF for submission to LBP:

4.1 Prior to Conduct of Joint DAR-LBP Field Investigation

TITLED PROPERTY	
Document	Condition/Requirement
1. Certificate of Title of the Property	ROD-certified latest copy of title
UNTITLED PROPERTY	
Document	Condition/Requirement
1. DENR-Community Environment and Natural Resources Officer (CENRO) Certification	DENR-CENRO Certification stating that: <ol style="list-style-type: none"> 1. The subject land complies with the requirements under Joint DAR-DENR A.O. No. 3, Series of 2014 and other pertinent rules and regulations; and 2. The claimant listed therein had acquired a recognizable private right over the landholding consisting of _____ has., and covered by lot and survey number. (CARPER LAD Form No. 2-B)

3. LRA certification that property is not within any decreed or titled property.	Certification duly signed by the authorized official of the LRA.
COMMON REQUIREMENTS FOR TITLED AND UNTITLED PROPERTIES	
Document	Condition/Requirement
1. Tax Declaration of the Property	Latest available certified true copy of Tax Declaration from the Assessor concerned
2. Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation	CARPER-LAD Form Nos. 1 and 2
3. Notice of Coverage (NOC), if under Compulsory Acquisition (CA)	<p>CARPER-LAD Form No. 3, with proof of service duly received by the LO or the person authorized to receive in case of substituted service, or Affidavit of Publication, if NOC was served thru Publication.</p> <p>Note: NOCs which comply with applicable guidelines at the time of their issuance and duly-received by the LO or his/her/its authorized representative prior to the effectivity of RA 9700 shall remain valid and effective.</p>
4. Approved or Advance Subdivision/Segregation plan (ASP or AdvSP)	<p>In case of AdvSP, the plan must be duly-signed by the PARPO and the G.E. contractor who conducted the subdivision/segregation survey delineating the following :</p> <ul style="list-style-type: none"> • Segregation of the acquired from the unacquired areas; • Subdivided lots in favor of the farmer-beneficiaries indicating the land use/s for each lot; • Retained area of the landowner, if applicable <p>with a Joint Certification that the AdvSP to be used in the JFI is the same subdivision plan attached to the survey returns submitted or to be submitted to the DENR or LRA for approval</p>
6. Notarized Letter-Offer, if under Voluntary Offer to Sell (VOS)	CARPER-LAD Form No. 18



7. Acceptance Letter for VOS	CARPER-LAD Form No. 20
8. MARPO Certification on LO's Failure to submit BIR-Filed Audited Financial Statement.	CARPER-LAD Form No. 42 Or the LO's BIR-filed Audited Financial Statement supported by accounting records.

4.2. Actual Valuation and Approval. All documents listed above plus the following requirements:

Document	Condition/Requirement/
1. Field Investigation Report (FIR)	CARPER LAD Form No. 46 (Revised 2014) to be properly accomplished and duly signed by all the members of the JFI Team.
2. Land use per FI reflected on the Approved/Advance Subdivision Plan (ASP or AdvSP) by the JFI Team	Certification by the JFI Team that the data/land use/s contained in the AdvSP or ASP tally/ies with the FIR
3. Memorandum Request To Value Land	CARPER LAD Form No. 49 (Revised 2014) signed by the RD
4. Approved Subdivision/Segregation Plan (ASP)	Duly-Certified By DENR-LMS or LRA

4.3. Release of Memorandum of Valuation (MOV). All documents listed above plus the following requirements duly-transmitted by the RD:

Document	Condition/Requirement
1. Application to Purchase and Farmer's Undertaking (APFU)	Duly Accomplished CARPER-LAD Form No. 37
2. Landowners Distribution and Information Schedule (LDIS)	CARPER-LAD Form No. 47

4.4. Release of LBP Certification of Deposit (COD). Upon receipt of all documents listed above and DAR Order to Deposit LO Compensation (CARPER-LAD Form No. 54), with an attached copy of the Notice of Land Valuation and Acquisition (CARPER-LAD Form No. 51), the LBP shall issue a Certification of Deposit (CARPER-LAD Form No. 55) to the Regional Director which will be the basis of the PARPO to request the concerned Registry of Deeds (ROD) to issue and register:

4.4.1 For titled landholdings : Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines (RP), separate titles for the LO's retained area and other non-CARPable areas, if any and subsequent TCT-

Certificate of Land Ownership Award (TCT-CLOA) in the name of the ARBs.

4.4.2 For Untitled Private Agricultural Lands (UPALs): Original Certificate of Title-Certificate of Land Ownership Award (OCT-CLOA) in the name of the ARB. The requirement for the issuance of a TCT in the name of the Republic of the Philippines (RP Title) shall not apply to UPALs.

SECTION 5. Transitory Provision. This A.O. covers CFs not officially received by LBP at the time of its effectivity except CFs pending at the DAR Provincial Office (DARPO) with completed FIR based on ASP and the one (1) year validity period from the conduct of the FI had not lapsed.

SECTION 6. Repealing Clause. All A.O.s and other issuances inconsistent herewith are hereby amended, repealed or modified accordingly.

SECTION 7. Effectivity Clause. These Rules shall take effect ten (10) days after its publication in two (2) newspapers of general circulation and its registration with the Office of the National Administrative Register (ONAR).

Quezon City, Metro Manila, MAY 07 2014.


VIRGILIO R. DE LOS REYES
Secretary



Published in two (2) National Newspapers
of General Circulations:

1. Manila Standard Today
2. Manila Times

Date of Publication - May 09, 2014

ERRATUM = dated May 14, 2014



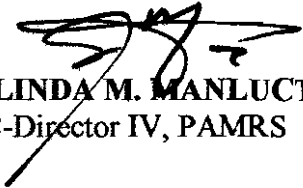
Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

CERTIFICATION

This is to certify that Administrative Order No. 84, Series of 2014 entitled **“AMENDMENTS TO THE REVISED RULES AND PROCEDURES GOVERNING ACQUISITION AND DISTRIBUTION OF PRIVATE AGRICULTURAL LANDS UNDER REPUBLIC ACT NO. 6657, AS AMENDED”** was published last Friday, 09 May 2014 at Manila Standard Today and Manila Times newspapers.

This is also to certify that the **ERRATUM** correcting Administrative Order No. 84, Series of 2014 to Administrative Order No. 04, Series of 2014 was published today, Wednesday, 14 May 2014 also on the said newspapers.

Issued this 14th day of May 2014 for whatever purpose it may serve.


ERLINDA M. MANLUCTAO
OIC-Director IV, PAMRS

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region No. _____
Province of _____
Municipality of _____

CLAIM FOLDER (CF) TRANSMITTAL MEMORANDUM

Date

FOR : _____
Regional Director

SUBJECT : CLAIM FOLDER OF _____

The attached claim folder (CF) pertinent to the agricultural land of _____, located at _____ is transmitted to your Office containing documents as per attached checklist of Required Documents for the DAR-LBP PPU (CARPER LAD Form No. 48-A). Likewise, attached are the proposed Notices to Conduct FI addressed to concerned agencies, LO and FB:

A. Titled Property

1. Certificate of Title of Property (latest copy duly-certified by concerned ROD)

B. Untitled Property

1. DENR Certification that the subject tract/s of land, based on records and pursuant to provisions of law and DAR-DENR guidelines is/are private agricultural lands (UPALs) and the landowner-claimant had acquired recognizable private right, with conformity of the DAR PARPO.
2. LRA certification that property is not within any decreed or titled property duly signed by the authorized official.

C. Common Requirements for Titled and Untitled Properties

1. Tax Declaration of the Property (latest available copy duly-certified by the concerned Assessor)
2. Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation (CARPER LAD Form Nos. 1 & 2)
3. Notice of Coverage (NOC), if under Compulsory Acquisition (CA) (with proof of Service [CARPER LAD Form No. 3])
4. Approved or advance Subdivision/Segregation Plan (ASP OR AdvSP)
5. Notarized Letter-Offer, if under Voluntary Offer to Sell (VOS) (CARPER LAD Form No. 18)
6. Acceptance Letter for VOS (CARPER LAD Form No. 20)
7. MARO's Certification on LO's Failure to submit BIR-Filed Audited Financial Statement

8. Notice to Conduct Field Investigation with attached checklist of Required Documents for the DAR-LBP PPU (Revised CARPER LAD Form No. 49)



Provincial Agrarian Reform Program Officer
(Signature over Printed Name)

Copy Distribution:

Original - CF
Duplicate - DARMO File

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

NOTICE ON THE CONDUCT OF FIELD INVESTIGATION
(For LBP, DENR & LGU-MAO, if necessary)

Date

Sir/Madam:

Please be informed that the Conduct of Field Investigation on the following Landholdings previously scheduled by DARRD and LBP-AOC Head is listed hereunder.

Name of Landowner (Last Name, First Name, Middle Initial)	OCT/ TCT No.	TD No.	Area per OCT/TCT/TD No. (has.)	Location of Property (Municipality, Barangay)	Date of FI

(To be cleared-up with the DAR-LBP PPU)

Your presence or that of your authorized representative is required and of utmost importance in this activity.

For more information, you may contact _____ of the DAR Municipal Office (DARMO) at _____ or this office.

We look forward to your full cooperation in this endeavor in support of the Comprehensive Agrarian Reform Program.

Thank you.

Very truly yours,

Provincial Agrarian Reform Program Officer II
(Signature over printed name)

Copy Distribution:
Original - LBP, BARC/Barangay Council, DENR and LGU-MAO (whenever necessary)
Duplicate - CF
Triplicate - DARPO
Quadruplicate - DARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region _____
Province of _____
Municipality of _____

NOTICE ON THE CONDUCT OF FIELD INVESTIGATION
(For LO and ARBs)

Date

Sir/Madam:

Please be informed that the landholding described as follows:

OCT/TCT No./s : _____
TD No./s : _____
Lot No. : _____
Approved Survey No./s : _____
Area per OCT/TCT/TD No. (has.) : _____
Location (Municipality, Barangay) : _____

has been placed under the coverage of the Comprehensive Agrarian Reform Program (CARP) per:

- Notice of Coverage (CARPER LAD Form No. 3) served to the LO/published on _____
- Acceptance Letter (CARPER LAD Form No. 20) of the Voluntary Offer to Sell (VOS) (CARPER LAD Form No. 18), served to the LO/published on _____

In this connection, may we invite you or your authorized representative to participate in the field investigation to be conducted on _____ at _____ (indicate time).

Your failure to participate in the field investigation shall be a waiver on your part to question the findings thereof.

We anticipate your full cooperation and support. Thank you.

Very truly yours,

Provincial Agrarian Reform Officer II
(Signature over Printed Name)

Copy Distribution:
Original - Landowner, ARBs
Duplicate/Original - CF
Triplicate - DARPO
Quadruplicate - DARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Municipality/City of _____
Province of _____

FIELD INVESTIGATION REPORT

Date/s of Actual Field Investigation : _____
Barangay : _____ VOS
City / Municipality / District : _____
Province : _____ CA

A. LANDOWNER/OFFEROR **LANDHOLDING ID NO.:** _____

Name of Registered Owner/s (Last Name, First Name, Middle Initial)	Authorized Representative/Offeror (Last Name, First Name, Middle Initial)	Postal Address

(Use additional sheet if necessary)

B. LANDHOLDING INFORMATION

1. DESCRIPTION OF LAND

OCT/TCT No		TD No.	
Lot No		Survey No.	
Approved Subdivision Plan			
Total Area per OCT/TCT	Has.	Total Area per TD	Has.
Area Acquired for Compensation (in has.)			Has.
Area Excluded/Not for Compensation (in has.)			
Covered by PD 27/EO 228			Has.
Awarded to Children as Preferred Beneficiaries			Has.
Retention Area			Has.
Others Specify			Has.
TOTAL Area Excluded/Not for Compensation			Has.

2. TOPOGRAPHY (Check appropriate box)

- Below 18 % slope (in has.) : _____
- 18 % slope and above : _____
- Developed (in has.) : _____
- Undeveloped (in has.) : _____

Note: Small portions and patches within the landholding above 18% slope, undeveloped and of no use to the LO shall be acquired and valued as idle, Provided, it shall not exceed 10% of the covered landholding and there are willing takers.

3. PRESENT PHYSICAL STATUS OF THE LAND (Check appropriate box)

- Subject property is presently being cultivated.
- Subject property is presently idle but was previously planted to _____ in 19 _____
- Subject property has never been cultivated.
- Suitable to agriculture and recommended for acquisition : _____ has.
- Not suitable to agriculture : _____ has.

Note For Idle and/ or abandoned lands, secure Department of Agriculture (DA) certifications as to its suitability.

4. ACCESSIBILITY TO/AVAILABILITY OF (Check appropriate box)

4.1 ROAD

TYPE	Appropriate distance From Landholding	Land Surface (concrete, asphalt, gravel, dirt, etc.)
<input type="checkbox"/> Barangay road	kms.	
<input type="checkbox"/> Municipal road	kms.	
<input type="checkbox"/> Poblacion	kms.	
<input type="checkbox"/> Provincial road	kms.	
<input type="checkbox"/> Market/Trading Center	kms.	
<input type="checkbox"/> National road	kms.	

4.2 TYPES OF IRRIGATION AVAILABLE

- NIA Communal Deep Well
- Others (Specify) _____

5. SCHEDULE OF LAND USES PER APPROVED SUBDIVISION PLAN:

LOT NO.	AREA (HAS.)	LAND USE	REMARKS

(Use separate sheet if necessary)

C. PERMANENT IMPROVEMENTS/CHATTEL

1. Permanent Crops

Crops/Fruit/Trees/ Commercial Trees	Introduced by (Please check)			Income Producing or Fruit Bearing		Non Income Producing or Non-Fruit Bearing	
	LO's	FB's	Others (Please specify)	Quantity	Ave. Age	Quantity	Ave. Age

2. Infrastructures

Type of Infrastructure	Introduced by (Please check)			Floor Area (m ²) or Prod'n Capacity	Estimated Remaining Useful Life	Present Condition	Funded by
	LO's	FB's	Others (please specify)				

D. REMARKS/COMMENTS/RECOMMENDATIONS :

DARMO :

LBP :

DA (If necessary):

DENR (If necessary):

E. CERTIFICATION

Under penalty of perjury, we hereby certify that the information and data contained in this report are based on actual field investigation conducted on the subject property and that the same are true and correct to the best of our knowledge

Furthermore, we hereby certify that the data contained in the AdvSP or adjusted AdvSP submitted for approval to DENR tally with this FIR.

Municipal Agrarian Reform Program Officer
(Signature Over Printed Name)

Date

LBP Representative
(Signature Over Printed Name)

Date

DA Representative (If necessary)
(Signature Over Printed Name)

Date

DENR Representative (If necessary)
(Signature Over Printed Name)

Date

NOTED BY:

Provincial Agrarian Reform Program Officer
(Signature Over Printed Name)

Date

Head LBP-Agrarian Operations Center
(Signature Over Printed Name)

Date

Distribution of Copies:
Original (white)
Duplicate (green)
Triplicate (pink)
Quadruplicate (yellow)

CF
LO
DARPO
OARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
LAND BANK OF THE PHILIPPINES

**CHECKLIST OF DOCUMENTARY REQUIREMENTS IN THE CLAIMFOLDER FOR
TRANSMITTAL TO LBP**

I. Prior To Conduct Of Joint DAR-LBP Field Investigation (JFI)

A. Titled Property

1. Certificate of Title of Property (latest copy duly-certified by concerned ROD)

B. Untitled Property

1. DENR Certification that the subject tract/s of land, based on records and pursuant to provisions of law and DAR-DENR guidelines is/are private agricultural lands (UPALs) and the landowner-claimant had acquired recognizable private right, with conformity of the DAR PARPO.

2. LRA certification that property is not within any decreed or titled property duly signed by the authorized official.

C. Common Requirements for Titled and Untitled Properties

1. Tax Declaration of the Property (latest available copy duly-certified by the concerned Assessor)

2. Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation (CARPER LAD Form Nos. 1 & 2)

3. Notice of Coverage (NOC), if under Compulsory Acquisition (CA) (with proof of service [CARPER LAD Form No. 3])

4. Approved or advance Subdivision/Segregation Plan (ASP or AdvSP)

5. Notarized Letter-Offer, if under Voluntary Offer to Sell (VOS) (CARPER LAD Form No. 18)

6. Acceptance Letter for VOS (CARPER LAD Form No. 20)

7. MARO's Certification on LO's Failure to submit BIR-Filed Audited Financial Statement (CARPER LAD Form No. 42)

II. ACTUAL VALUATION AND APPROVAL

**ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE,
PLUS THE FOLLOWING:**

8. Field Investigation Report (FIR) (CARPER LAD Form No. 46, Revised)

9. Land Use per F1 annotated on the ASP

III. TRANSMITTALL OF CF TO LBP

ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE, PLUS THE FOLLOWING:

10. Copy of the AdvSP or ASP or adjusted AdvSP or ASP, as the case may be, cleared by the PPU to have conformed with the duly accomplished FIR

11. Memorandum Request to Value Land (CARPER LAD Form No. 49, Revised)

IV. RELEASE OF MEMORANDUM OF VALUATION (MOV)

ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE, PLUS THE FOLLOWING:

12. Application to Purchase and Farmer's Undertaking (APFU)
(CARPER LAD Form No. 37)

13. Landowners Distribution and Information Schedule (LDIS)
(CARPER LAD Form No. 47)

14. Approved Subdivision/Segregation Plan

V. RELEASE OF CERTIFICATION OF DEPOSIT (COD)

**ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE
PLUS THE FOLLOWING:**

15. DAR Order to Deposit LO Compensation (CARPER LAD FORM NO. 54, Revised)
with a copy of Notice Of Land Valuation And Acquisition (NLVA)
(CARPER LAD Form No.51)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Region No. ____

MEMORANDUM REQUEST TO VALUE LAND

Date

MEMORANDUM

FOR : **The President and CEO**
Land Bank of the Philippines
Malate, Manila

THRU : **The Agrarian Operations Center (AOC) Head**
LBP-AOC Region _____

FROM : **The Regional Director**

SUBJECT : Request for Valuation of Agricultural Land in the Name of

We are forwarding herewith the claim of _____, together with the supporting documents as contained in the attached checklist of Required Documents (CARPER LAD Form No. 48, Revised as of 2013) pertinent to the agricultural land of the above- named landowner which has been considered for acquisition under Voluntary Offer to Sell (VOS) Compulsory Acquisition (CA) and distribution to qualified agrarian reform beneficiaries (ARBs) under the Comprehensive Agrarian Reform Program (CARP). The said landholding is described as follows:

OCT/TCT No.	:	_____
TD No.	:	_____
Lot No.	:	_____
Approved Survey No.	:	_____
Area Acquired	:	_____
Location of Property (Municipality, Barangay)	:	_____

It is requested that the Land Bank of the Philippines (LBP) shall:

1. Determine the value of the land and improvement/facilities thereon based on existing guidelines;

2. Notify the undersigned of the value of the land through Memorandum of Valuation (CARPER LAD Form No. 50) together with the Land Valuation Worksheet; and
3. Furnish us certified true copies of the contents of the Claim folder of the LBP that did not originate from DAR with respect to the LO of the subject landholding at the same time it transmit the MOV or within seven (7) days thereafter.

Regional Director
(Signature over Printed Name)

WE ACKNOWLEDGE RECEIPT OF THE ABOVE CLAIMFOLDER FOR VALUATION TOGETHER WITH THE DOCUMENTARY REQUIREMENTS PER ATTACHED CHECKLIST (CARPER LAD Form No. 48, REVISED 2014)

LBP Authorized Representative
(Signature Over Printed Name)

Date: _____

Copy Distribution:

Original	-	LBP
Duplicate	-	LO
Triplicate	-	CF
Quadruplicate	-	DARPO
Quintuplicate	-	DARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region No. _____
Province of _____
Municipality of _____

ORDER TO DEPOSIT LANDOWNER COMPENSATION

_____ Date

MEMORANDUM

FOR : **The President and CEO**
Land Bank of the Philippines
Malate, Manila

ATTENTION : **The Head**
AOC/LBP-HO

FROM : **The Regional Director**

SUBJECT : **Order to Deposit Landowner Compensation**

This refers to the landholding of _____
covering parcel of agricultural land described as follows:

OCT/TCT No. : _____
TD No. : _____
Lot No. : _____
Approved Survey No. : _____
Area Acquired (has.) : _____
Location of Property
(Municipality, Barangay) : _____

On the basis of the value determined by Land Bank of the Philippines (LBP) per Memorandum of Valuation (CARPER LAD Form No. 50) together with the Land Valuation Worksheet, the Department of Agrarian Reform (DAR) agrees to the valuation of the subject landholding covering an area of _____ hectares, including improvements thereon in the total amount of Pesos _____ (Php _____).

Please deposit in the name of the landowner the cash and bonds covering the compensation proceeds for his/her landholding, and issue the corresponding Certification of Deposit (COD) (CARPER LAD Form No. 55) as our basis in requesting the Registry of Deeds (ROD) to issue a Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines (RP) (if titled) and subsequent issuance and registration of CLOAs to ARBs.

Regional Director
(Signature Over Printed Name)

Copy Distribution:
Original - LBP
Duplicate - DARMO
Triplicate - DARPO