



**ADMINISTRATIVE ORDER**  
No. **08**  
Series of 2003

**SUBJECT: 2003 GUIDELINES ON THE ACQUISITION AND DISTRIBUTION OF COMPENSABLE AGRICULTURAL LANDS UNDER VOLUNTARY LAND TRANSFER/DIRECT PAYMENT SCHEME (VLT/DPS)**

Pursuant to Section 20 of Republic Act (R.A.) No. 6657, otherwise known as the "Comprehensive Agrarian Reform Law of 1988", landowners (LOs) of agricultural lands subject of acquisition under the Comprehensive Agrarian Reform Program (CARP) may enter into a voluntary arrangement for the direct transfer of their lands to agrarian reform beneficiaries (ARBs). Section 21 of the same Act provides that direct payment may be made in cash or in kind by the ARB to the LO under the terms to be mutually agreed upon by both parties and which will be binding upon registration with and approval by the Department of Agrarian Reform (DAR):

Section 44 of R.A. No. 6657, as amended by R.A. No. 7905, otherwise known as "An Act to Strengthen the Implementation of the Comprehensive Agrarian Reform Program and for Other Purposes", provides that the Provincial Agrarian Reform Coordinating Committee (PARCCOM) shall recommend to the Presidential Agrarian Reform Council (PARC) the adoption of a direct payment scheme between the landowner and the farmer or farmworker.

In the meeting of the PARC Executive Committee on 19 April 1995, the following resolution was passed:

"Resolved, that the revised rules and procedures governing the acquisition of private agricultural lands subject of voluntary land transfer or direct payment scheme (VLT/DPS) pursuant to R.A. No. 6657 be approved."

These rules and regulations are hereby issued pursuant to the mandate of R.A. No. 6657, as amended by R.A. No. 7905, and the PARC Executive Committee Resolution No. 95-57-2, dated 19 April 1995, in order to provide effective means of implementing the VLT/DPS mode of acquisition and distribution. The PARC Secretariat, through the PARCCOM shall monitor the implementation of these guidelines.

**ARTICLE I  
PRELIMINARY PROVISIONS**

**SECTION 1. Coverage** - These guidelines shall cover private agricultural lands subject of acquisition through VLT/DPS.

**SEC. 2. Statement of Policies** - The implementation and monitoring of the VLT/DPS shall be governed by the following policies:

a) The ARBs under the VLT/DPS are determined by the DAR to be the same individuals who would be eligible to purchase the lands in case the government, through Compulsory Acquisition (CA) or Voluntary Offer to Sell (VOS), acquired the land for distribution under the agrarian reform program.

A child of the LO may only enter into a VLT/DPS agreement with his/her parent-landowner provided he/she is a tenant in his/her own right prior to 15 June 1988. On the other hand, the child of the LO who qualifies as a beneficiary of the CARP pursuant to Section 6 of R.A. No. 6657 shall be awarded the land of his/her parents in accordance with Memorandum Circular (M.C.) No. 04, Series of 1994 titled, "Clarificatory Guidelines Concerning the Award to Children Under Sections 6 and 22 of R.A. No. 6657".

b) The ARB who opts for VLT/DPS shall be afforded priority in the processing of documents for the immediate issuance of Certificate of Land Ownership Award (CLOA). In the event that the ARBs of the same landholding do not wish to enter into a VLT/DPS, the landholding shall be processed under standard procedures pursuant to Administrative Order (A.O.) No. 02, Series of 1996 titled, "Revised Rules and Procedures Governing the Acquisition of Agricultural Lands Subject of Voluntary Offer to Sell and Compulsory Acquisition Pursuant to Republic Act No. 6657", as amended by A.O. No. 01, Series of 1998, A.O. No. 04, Series of 2000 and A.O. No. 01, Series of 2003.

c) In general, lands shall be distributed directly to individual ARBs. In case it is not economically feasible and sound to divide the land, then it shall be owned collectively by the ARBs who shall form a cooperative or association. The distribution of lands under collective ownership shall be in accordance with the guidelines on the identification, screening and selection of, and distribution to ARBs of private agricultural lands under R.A. No. 6657.

d) The terms and conditions of the VLT/DPS shall not be less favorable to the ARB than those of the government's standing offer to purchase from the LO and to sell to the beneficiary, if such offers have been made and are fully known to both parties, including the interest to be paid thereon, if any. The interest should not be more than six percent (6%) per annum pursuant to Section 26 of R.A. No. 6657. It is incumbent upon the DAR to ensure that the ARBs understand and are made fully aware of the options available to them in land distribution.

If the subject land has not yet been valued, the determination of the acceptability of the valuation of subject land under VLT/DPS shall be based on the initial valuation of previously valued claims by the Land Bank of the Philippines (LBP) of similar/comparable lands in the area pursuant to A.O. No. 05, Series of 1998 titled, "Revised Rules and Regulations Governing the Valuation of Lands Voluntarily Offered or Compulsorily Acquired Pursuant to Republic Act No. 6657".

e) Direct payment in cash or in kind may be made by the ARB to the LO under the terms mutually agreed upon by them and which shall be binding upon registration with and approval by the DAR, provided the terms of payment shall not be less favorable to the ARBs. DAR's approval shall be presumed unless a notice of disapproval is received by the ARB and/or the LO within thirty (30) days from the date of receipt of VLT/DPS documentation folder by the DAR Regional Office (DARRO).

In the event that they cannot agree on the price of land, the procedure for compulsory acquisition as provided in Section 16 of R.A. No. 6657 shall apply, whenever applicable.

f) The terms and conditions of VLT/DPS shall include the immediate transfer of possession and ownership of the land in favor of the identified beneficiaries, provided that the LO shall be given reasonable time to harvest the standing crops unharvested pursuant to Section 28 of R.A. No. 6657. CLOAs shall be issued to the ARBs with the proper annotations (e.g., annotation of lien in favor of the LO and that the said landholding is covered by a Deed of Voluntary Land Transfer). However, tax delinquencies incurred by the LO (natural or juridical) prior to a VLT/DPS arrangement shall be paid before the registration of the Deed of Voluntary Land Transfer/Direct Payment Scheme (DVLT/DPS).

In case of financial incapacity of the LO to pay his realty taxes, he/she may enter into an arrangement with the ARB, with the conformity of the Municipal Treasurer, for the remittance of the ARB amortization to the Municipal Treasurer until the unpaid realty taxes of the landowner plus interest in arrears accrued prior to 15 June 1988 pursuant to Department of Finance (DOF) Local Finance Circular Nos. 2-94 dated 7 March 1994 and 2-02 dated 30 July 2002, if any, have been fully paid. Thereafter, the ARB amortization shall be remitted to the LO. This arrangement shall be included in the VLT/DPS agreement.

On the basis of this arrangement, the Municipal Treasurer concerned shall issue a realty tax clearance for the registration of the CLOAs.

Realty tax payments shall be the responsibility of the concerned ARBs from the time the DAR makes an award of the land to them, pursuant to Section 24 of R.A. No. 6657. The payment shall be made on the basis of the assessment of the Municipal Assessor's Office.

g)

In case the beneficiary defaults an aggregate of three (3) annual land amortizations due to force majeure or fortuitous events, he/she shall be given a grace period of not less than one year to pay the obligation on deferred payment. This obligation shall be embodied in the VLT/DPS agreement. Otherwise, he/she shall be penalized under Article V, Section 7 of this A.O. In such case, the land shall be distributed in the following order:

1. To a qualified heir of the beneficiary who is willing to abide by the terms of the existing VLT/DPS agreement and pay for the remaining balance of the value of the land; or

2. In the absence of a qualified heir, to a new qualified beneficiary who, as a condition for such transfer or conveyance, is willing to abide by the terms of the existing VLT/DPS agreement and pay for the entire value of the land.

In the case of substitution of the beneficiary with a qualified heir, the amount amortized by the beneficiary and the improvements the latter may have introduced on the land will be credited in favor of his/her heir.

However, in case the transferee is other than an heir of the original beneficiary, the amount amortized by the original beneficiary and the cost of improvements he/she has introduced on the land may either be reimbursed to him/her in one lump sum or on installment basis.

h)

All payments made by an ARB under the VLT/DPS agreement must be covered by receipts that will be issued by the LO. Upon submission by the ARB of receipts showing full payment, the Provincial Agrarian Reform Officer (PARO) concerned shall issue a Certificate of Full Payment and request the Register of Deeds (ROD) concerned for the cancellation of the encumbrance annotated at the back of the CLOA. The Municipal Agrarian Reform Officer (MARO) shall render assistance in this regard when necessary.

Refusal of the landowner to issue a receipt for every payment shall constitute a valid ground for the ARB to suspend payment to landowner and deposit the same with the LBP in the account of the landowner.

shall be required under the VLT/DPS Agreement (VLT/DPS Form No. 2).

**SEC. 3. Documentary Requirements** – The following basic documents

**ARTICLE II  
DOCUMENTARY REQUIREMENTS**

Landholdings covered under CA or VOS may be allowed to be shifted to VLT/DPS mode of acquisition provided that the LBP has not yet issued a memorandum of valuation (MOV) on the subject landholding.

Land Transfer (DVLT).  
if the concerned parties have not yet signed the Deed of Voluntary Landholdings subject of VLT/DPS may be covered under CA or VOS

n)

Landholdings within the LO's retention limit shall not be the subject of VLT/DPS. However, VLT/DPS may be allowed if the LO waives his/her rights of retention as provided under Section 6 of A.O. No. 02, Series of 2003 and instead offers the subject area for CARP coverage in addition to his/her landholdings in excess of the retention limits provided under Section 6 of R.A. No. 6657.

m)

In case of disagreement during negotiations between the landowner and qualified beneficiary over the value of the land and/or the terms and conditions of the proposed VLT/DPS agreement, the parties may submit themselves to mediation by the PARO upon the request of the MARO. Should the disagreement remain unresolved after six (6) months from the date of the first conference called by the MARO, the negotiations shall be terminated and subject land shall instead be acquired by the government and transferred pursuant to compulsory acquisition under Section 16 of R.A. No. 6657.

l)

Lands mortgaged with banking and/or financial institutions or private individuals shall not be subject to VLT/DPS.

k)

The agreement on VLT/DPS shall be adequately explained by the MARO to the parties in the local dialect prior to its signing.

j)

Lands acquired under the VLT/DPS may not be sold, transferred or conveyed except through hereditary succession, or to the government, or to the LBP, or to other qualified beneficiaries for a period of ten (10) years, provided, however, that the children or the spouse of the transferor shall have the right to repurchase the land from the government or LBP within a period of two (2) years from the date of transfer, pursuant to Section 27 of R.A. No. 6657.

i)

a) *For Titled Properties and Lands Acquired Through Prescription.*

1. Certified true copy of the original copy of title on file with the ROD;

2. Certified true copy of the latest Tax Declaration;

3. Certified true copy of the approved segregation or subdivision plan with corresponding approved technical description;

4. Certified true copy of the Real Estate Tax Clearance or Statement of Tax Delinquency;

5. Certification from the ROD concerned that the property is free from liens and/or encumbrances; and

6. Certification from the LBP that the subject land has not yet been issued with MOV pursuant to Section 2(n) of this A.O.

The LO shall surrender to the DAR Municipal Office (DARMO) the original copy of duplicate certificate of title once the VLT/DPS application is approved.

b)

*For Untitled Properties.*

1. Community Environment and Natural Resources Officer (CENRO) Certification pursuant to DAR-DENR Joint Memorandum Circular No. 01, Series of 2003, that the land is continuously occupied and cultivated by the claimant or his/her predecessors-in-interest and has been classified as alienable and disposable for at least thirty (30) years prior to the effectivity of R.A. No. 9176 on 04 December 2002;

2. Survey plan of the property/ies duly approved by the Land Management Bureau (LMB) or if not available, a sketch plan certified by the said office and a technical description thereof;

3. Certified copy of the claimant's current Tax Declaration on the property indicating the lot numbers and area per approved plan;

4. Instruments of acquisition covering the subject property, such as Deed of Sale, Donation, Transfer, etc. in favor of the claimant and those of his/her predecessors in interest;

5. Certification of the Assessor concerned showing the Tax Declaration issued, the declarant/s, the area covered, and the basis for the issuances and cancellations made thereon from the first declaration up to the Tax Declaration issued in the name of the claimant;
6. Certification from the Clerk of Court concerned whether or not the property is involved in land registration proceedings or a civil case and if the same was used as bond or bail in other court actions;
7. Certification from the office of the ROD and 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;
8. Land Registration Authority (LRA) Certification that subject land is not within decreed property per their record; and
9. Certification from the LBP that the subject land has not yet been issued with MOV pursuant to Section 2(n) of this A.O.

**ARTICLE III  
OPERATING PROCEDURES**

**SEC. 4. Operating Procedures** - The operating procedures outlined below shall be followed:

Responsible Person/Unit	Activity	Required Forms/ Documents
A. Application (See Annex "B" for the Process Flow)	<ol style="list-style-type: none"> <li>1. Initiate the negotiation with the prospective ARBs and submit the application for VLT/DPS arrangements, together with the proposed VLT/DPS Agreement and other supporting documents under Art. II, Sec. 3 of this A.O. to DARMO.</li> </ol> <p>The tenant-beneficiary and the other ARBs (non-tenant), whether alone or co-existing with each other, shall provide documents (e.g., affidavit, assessor's certification) as evidence that they are not disqualified under the rules to become beneficiaries of the</p>	<ul style="list-style-type: none"> <li>• Notice/ Application for VLT/DPS (VLT/DPS Form No. 1);</li> <li>• LO Information Sheet (Revised CARP Form No. 1.1, Annex "A");</li> </ul>
LO and Prospective Beneficiary	<ol style="list-style-type: none"> <li>1. Initiate the negotiation with the prospective ARBs and submit the application for VLT/DPS arrangements, together with the proposed VLT/DPS Agreement and other supporting documents under Art. II, Sec. 3 of this A.O. to DARMO.</li> </ol> <p>The tenant-beneficiary and the other ARBs (non-tenant), whether alone or co-existing with each other, shall provide documents (e.g., affidavit, assessor's certification) as evidence that they are not disqualified under the rules to become beneficiaries of the</p>	<ul style="list-style-type: none"> <li>• Notice/ Application for VLT/DPS (VLT/DPS Form No. 1);</li> <li>• LO Information Sheet (Revised CARP Form No. 1.1, Annex "A");</li> </ul>

Responsible Person/Unit	Activity	Required Forms/ Documents
	<p>CARP. If the prospective ARB is a child of the LO, he/she shall produce pertinent documents (e.g., leasehold contract, receipts of lease rental payments, birth certificate, corroborative affidavits of two (2) disinterested parties) to prove that indeed a tenorial relationship has been established prior to 15 June 1988 pursuant to Section 22 of R.A. No. 6657.</p> <p>In the event the LO waives his/her right of retention pursuant to Art. I, Sec. 2(m) of this A.O., he/she shall execute an affidavit of waiver of rights and submit the same to the DARMO</p> <p>In the case of tax delinquencies incurred by the LO, he/she shall first settle his/her outstanding obligation before entering into a VLT/DPS Agreement with the ARB. If the LO cannot pay in cash, he/she may arrange with the prospective ARB the payment of the said taxes pursuant to Art. I, Sec. 2(f) of this A.O.</p>	<ul style="list-style-type: none"> <li>Proposed VLT/DPS Agreement (VLT/DPS Form No. 2); Affidavit of Waiver of Landowner's Retention Rights (VLT/DPS Form No. 3); Pertinent supporting documents provided under Art. II, Sec. 3 (a) and (b) of this A.O.</li> </ul>
<p><b>B. Identification and Screening of ARBs (See Annex "C" for the Process Flow)</b></p>		
DARMO	<p>2. Record and review the LO's application and proposed agreement with all its supporting documents.</p> <p>3. Prepare the preliminary list of identified tenants, actual occupants or potential beneficiaries of the subject landholdings.</p>	<ul style="list-style-type: none"> <li>Preliminary List of ARBs VLT/DPS Form No. 4)</li> </ul>



Required Forms/ Documents	Activity	Responsible Person/Unit
<ul style="list-style-type: none"> <li>• Notice of Posting (VLT/DPS Form No. 5)</li> </ul>	<p>4. Post the preliminary list of identified tenants, actual occupants or potential beneficiaries, together with a photocopy of the landowner's notice/application for VLT/DPS and the proposed VLT/DPS Agreement, for a period of fifteen (15) days in the barangay or municipal hall where the landholding is located and in public or conspicuous places in the community.</p> <p>In case there are objections or questions regarding the preliminary list of ARBs, the concerned parties may inform the DARMO on the matter within the said period of posting.</p> <p>5. Simultaneous with the period of posting:</p> <p>5.1 Conduct an ocular field investigation to confirm and/or validate the following:</p> <p>a. Identity of the LO;</p> <p>b. Identity, willingness to enter into VLT/DPS as proposed by the LO, and qualification of the prospective ARB based on the following:</p> <ul style="list-style-type: none"> <li>• landless as defined in R.A. No. 6657;</li> <li>• Filipino citizen;</li> <li>• permanent resident of the barangay and/or municipality;</li> <li>• at least fifteen (15) years of age or head of the family at the time of acquisition of the property; and</li> <li>• has the willingness, ability and aptitude to cultivate and make the land productive.</li> </ul>	<p>DARMO and Barangay Agrarian Reform Committee (BARC)</p>

Required Forms/ Documents	Activity	Responsible Person/Unit
<ul style="list-style-type: none"> <li>• Field Investigation Report (VLT/DPS Form No. 6)</li> <li>• Sworn Certification on Existence of Tenurial Relations Between LO and ARB (VLT/DPS Form No. 7)</li> <li>• Certificate of Posting Compliance (VLT/DPS Form No. 8)</li> </ul>	<p>c. Information on the land and its current production as it pertains to the provisions of the proposed agreement; and</p> <p>d. Whether or not the prospective ARB is a child of the LO and determine if he/she is qualified to enter into VLT/DPS pursuant to Art. I, Sec. 2(a) and second paragraph of Art. III, Sec. 4.A.1 of this A.O.</p> <p>5.2 Gather data on the price of adjacent or surrounding landholdings with features/similar or comparable to the subject land for purposes of determining the value of the said land.</p> <p>6. The MARO shall prepare and sign the field investigation report and sworn certification that both the LO and ARB are not prohibited to enter into a VLT/DPS Agreement. Both documents shall be attested by the PARO. The sworn certification shall be duly noted by the BARC, or in the absence thereof, the Barangay Council.</p> <p>7. After the fifteen-day posting, issue Certificate of Posting Compliance attested by the BARC Chairman or Barangay Chairman, or his/her authorized representative, indicating therein the inclusive dates of the posting period.</p>	<p>DARMO</p> <p>DARMO, BARC and DARPO</p> <p>DARMO</p>

Responsible Person/Unit	Activity	Required Forms/Documents
	<p>8. Ensure that the potential ARBs meet the qualifications provided under Art. III, Sec. 4(B)(5.1)(b) of this A.O. Otherwise, disqualify the applicants to enter into VLT/DPS and inform them of the matter.</p> <p>9. Prepare the master list of ARBs based on the results of the ocular field investigation report and the documents submitted by the concerned parties for file and reference.</p>	<ul style="list-style-type: none"> <li>• Checklist of Qualifications of Potential ARBs (VLT/DPS Form No. 9)</li> <li>• Master List of ARBs (VLT/DPS Form No. 4)</li> </ul>
<b>C. Signing of VLT/DPS Agreement (See Annex "D" for the Process Flow)</b>		
	<p>10. Immediately after the fifteen-day posting period, send invitation letter through registered mail with return card or personal delivery to LOs and ARBs included in the master list to discuss the terms and conditions of the proposed VLT/DPS Agreement.</p> <p>11. Record and prepare the minutes of the meeting and assist both parties in finalizing the VLT/DPS Agreement, explaining in detail and in the dialect known to the parties concerned the following:</p> <p>a. Pertinent rules and regulations governing the VLT/DPS;</p> <p>b. Terms and conditions stipulated in the proposed Agreement, the rights and obligations of each party and the consequences of their non-compliance thereof; and</p> <p>c. Process of determining land valuation.</p>	<ul style="list-style-type: none"> <li>• Letter of Invitation (VLT/DPS Form 10)</li> <li>• Minutes of the Meeting (VLT/DPS Form No. 11)</li> <li>• Agreement on Voluntary Land Transfer (VLT/DPS Form No. 2)</li> </ul>

Responsible Person/Unit	Activity	Required Forms/Documents
	<p>12. In case of disagreement of the parties on the value of the land and/or the terms and conditions of the proposed VLT/DPS Agreement, request the PARO to mediate in resolving the disagreement within six (6) months. All pertinent documents shall be forwarded to the DARPO for reference.</p> <p>13. Ensure that the VLT/DPS Agreement is in order and the documents and requirements are complete and properly complied with. Likewise, make sure that the VLT/DPS Agreement is prepared in five (5) copies, all signed by the parties concerned and their witnesses.</p> <p>14. Forward complete VLT/DPS claim folder (CF) to the PARO concerned within five (5) days after compliance of the posting requirements.</p>	<ul style="list-style-type: none"> <li>• Request for Mediation (VLT/DPS Form No. 12)</li> <li>• Pertinent Documents</li> <li>• Memorandum of Transmittal (VLT/DPS Form No. 13)</li> </ul>
DARPO	<p>15. Immediately upon receipt of the request for mediation from the DARMO, record and resolve the disagreement within six (6) months. A report, including the concomitant recommendation, shall be prepared regardless of whether or not the issue/disagreement is resolved. The report and recommendation shall be forwarded to the DARMO for appropriate action.</p> <p>If an agreement has not been reached after six (6) months, the subject landholding shall be acquired and distributed in accordance with A.O. No. 02, Series of 1996.</p>	<ul style="list-style-type: none"> <li>• Memorandum of Instruction to MARO (VLT/DPS Form No. 14)</li> <li>• Report and Recommendation on the Disagreement (VLT/DPS Form No. 15)</li> </ul>

**D. Mediation by the DARPO (See Annex "E" for the Process Flow)**

Required Forms/ Documents	Activity	Responsible Person/Unit
	16. Upon receipt of the instruction and recommendation from the PARO, prepare the VLT/DPS Agreement in accordance with this A.O., or acquire and distribute the subject landholding under compulsory acquisition in accordance with existing guidelines, whichever is appropriate.	DARMO
<b>E. Review and Evaluation of VLT/DPS Claim Folder (See Annex "F" for the Process Flow)</b>		
	17. Upon receipt of the VLT/DPS CF, record the provisional VLT/DPS Agreement in a logbook maintained for the purpose.	DARPO
	18. Review and evaluate the pertinent forms and documents contained in the VLT/DPS CF for authenticity, completeness and consistency. The VLT/DPS Agreement shall be subject to review by the Legal Officer.	
	Likewise, conduct an ocular field investigation to validate the qualification of the prospective ARBs pursuant to Art. III, Sec. 4(B)(5.1)(b) of this Order.	
	19. If in order, forward the VLT/DPS CF to the DAR Regional Office (DARRO) with recommendation for approval of the VLT/DPS Agreement by the Regional Director (RD). Otherwise, return the same to the DARMO for appropriate action.	DARRO
	20. Approve the agreement within thirty (30) calendar days from receipt of the VLT/DPS CF from the DARPO, otherwise return the same to the DARMO, through DARPO, for appropriate action. The VLT/DPS Agreement shall be considered approved unless a Notice/Memorandum of Disapproval is issued by the RD and received by the LO and ARB within thirty (30) days from the receipt of the VLT/DPS	DARRO

Responsible Person/Unit	Activity	Required Forms/ Documents
DARPO	<p>CF by the DARRO. However, this 30-day reglementary period may be extended upon due notice to the parties concerned in case a protest is filed or, in meritorious cases, if the RD thinks that more time is needed to evaluate the documents.</p> <p>21. Upon approval of the Agreement, send memorandum to DARMO, through DARPO, directing them to coordinate with the survey party in the conduct of the survey of the subject landholding and execute the Deed of Voluntary Land Transfer (DVLT) between the LO and ARB.</p> <p>The DVLT should be with conformity of the LO's spouse. In the absence of the spouse, a Special Power of Attorney (SPA) shall be required permitting his/her spouse to have the land subjected to VLT/DPS. Otherwise, order the suspension of the processing of CF including the VLT/DPS Agreement until the matter is resolved.</p>	<ul style="list-style-type: none"> <li>Memorandum (VLT/DPS Form No. 16) of Deed of Voluntary Land Transfer (VLT/DPS Form No. 17)</li> </ul>
DARPO	<p>22. Furnish copy of the approved subdivision plan (ASP) to the DARMO.</p> <p>23. Prepare and submit land distribution folder (LDF) to DARPO for generation of CLOAs.</p>	
<p><b>F. Generation and Registration of CLOAs and Registration of Deed of Voluntary Land Transfer (See Annex "G" for the Process Flow)</b></p>		
DARPO	<p>24. Receive and record the LDF, and review the same to ensure that the documents contained in the LDF are complete. In case of lacking documents, require the DARMO to submit the pertinent documents.</p>	

Required Forms/ Documents	Activity	Responsible Person/Unit
<ul style="list-style-type: none"> <li>• CLOA-title</li> </ul>	<p>25. On the basis of the approved survey plan and LDF submitted by DARMO, generate CLOAs in the name of the ARBs. All CLOAs generated shall contain an annotation of lien in favor of the LO and that the said landholding is covered by a Deed Of Voluntary Land Transfer (DVLT), to be signed by the PARO.</p> <p>26. Prepare the corresponding Judicial Form Utilization Worksheet (JFUW) based on the systems and procedures for the requisition, issuance, utilization and accounting of EP/CLOA Judicial Forms and forward the same, together with the CLOA, to the DARRO for signing and sealing of the CLOAs.</p> <p>27. Affix RD's initial on all error-free CLOAs.</p> <p>28. Return erroneously generated CLOAs to DARRO for replacement.</p> <p>29. Inscribe the signature of the Secretary and DAR seal through the signing and sealing machine.</p> <p>30. Forward signed and sealed CLOA and the corresponding JFUW, with transmittal memorandum, to DARRPO for registration.</p> <p>31. Record signed and sealed CLOAs and enter the same in the CLOA Registry Book of the ROD.</p> <p>32. Cause the registration of DVLT and CLOA with the ROD. (The registration of the VLT/DPS Agreement and the corresponding CLOAs are free from payment of Capital Gains Tax, Registration Fee, and all other taxes and fees for the conveyance and transfer thereof pursuant to Sections 66 and 67 of R.A. No. 6657).</p>	<p>DARRPO</p> <p>DARRO</p>
<ul style="list-style-type: none"> <li>• Signed and Sealed CLOA-title</li> </ul>		

shall be observed:

**SEC. 5. Monitoring** – For monitoring purposes, the following procedures

**ARTICLE IV  
MONITORING AND REPORTING**

Required Forms/ Documents	Activity	Responsible Person/Unit
	<p>33. After registration, reflect title number and date of registration in the CLOA Registry Book.</p> <p>34. In case of collective ownership, reproduce a registered certified photocopy of CLOA-title.</p> <p>35. Transmit the registered Owner's Duplicate copy of the CLOA-title and certified photocopy of the same to DARMO for distribution to ARBs.</p>	
	<p><b>G. Distribution of CLOA – Titles (See Annex "H" for the Process Flow)</b></p>	DARMO
	<p>36. Record and distribute the Owner's Duplicate copy of CLOA-title to ARBs.</p> <p>In case of collective ownership, furnish the ARB a certified photocopy of co-owners duplicate CLOA-title.</p> <p>37. Assist ARBs in securing corresponding tax declaration from the Assessor's/Treasurer's office from the time the CLOA-title is distributed.</p> <p>38. Maintain a logbook of all CLOA-title issued within the municipality and prepare an individual record for each ARB.</p> <p>39. Remind the ARBs of their obligation to pay the agreed amortization to the LO when it falls due, either in cash or in kind, as stipulated in the DVL.</p>	



Responsible Person/Unit	Activity	Required Forms/Documents
A. Monitoring of VLT/DPS Implementation (See Annex "I" for the Process Flow)		
<p>DARMO and BARC</p>	<p>1. Conduct annual field inspections of landholdings under VLT/DPS in coordination with the BARC to determine the following:</p> <p>a. Whether or not the LO immediately transferred the possession and ownership of the land to the ARBs;</p> <p>b. Whether or not the ARBs or their direct compulsory heirs continuously occupy or cultivate the subject property;</p> <p>c. Whether or not both parties complied with the terms and conditions stipulated in the VLT/DPS Agreement; and</p> <p>d. Whether or not the ARB and LO strictly adhered to the prohibition and restriction on alienation of VLT/DPS.</p> <p>2. Prepare and sign the inspection report and file the same for reference.</p> <p>3. In the event that any of the conditions/situations provided under Art. IV, Sec. 5(A)(1) of this A.O. are found, undertake the following activities:</p> <p>a. In case the possession of the land covered by VLT/DPS was not immediately transferred by the LO to ARBs, the following shall be undertaken:</p> <p>a.1 send invitation letter to both parties for consultation/meeting to resolve/settle the issue;</p>	<p>DARMO</p>

• Field Inspection Report on Land-holding Subject of VLT/DPS (VLT/DPS Form No. 18)

Required Forms/Documents	Activity	Responsible Person/Unit
<ul style="list-style-type: none"> <li>• Commitment Form (VLT/DPS Form No. 19)</li> </ul>	<p>a.2 conduct and facilitate the meeting in coordination with and assistance of the BARC Chairman, or in the absence thereof, the Barangay Council; and</p> <p>a.3 require the LO to sign a commitment for immediate transfer of the land to the ARB. Otherwise, forward to the DARPO the unresolved issue/problem for appropriate action.</p> <p>b. In case the original ARBs or their direct compulsory heirs is/are no longer the actual occupants or cultivators of the land covered by VLT/DPS, identify and screen qualified beneficiaries in accordance with Art. III, Sec. 4(B) of this A.O. for the purpose of executing a new VLT/DPS Agreement.</p> <p>Unresolved issues or problems shall be forwarded to the DARPO for appropriate action.</p> <p>c. In case the terms and conditions stipulated in the VLT/DPS Agreement are not complied with, the procedures provided under Art. IV, Sec. 5(3)(a) of this A.O. shall be followed. Thereafter, require the parties to sign a commitment to abide by the terms and conditions stipulated in the VLT/DPS Agreement and file the same for reference.</p> <p>Otherwise, forward to the DARPO the unresolved issue/problem for appropriate action.</p>	

Required Forms/Documents	Activity	Responsible Person/Unit
<ul style="list-style-type: none"> <li>• Commitment Form (VLT/DPS) Form No. 19)</li> </ul>	<p>d. In case the prohibitions and restrictions on alienation of VLT/DPS are not adhered to, follow the procedures provided under Art. IV, Sec. 5(3)(a) of this A.O. and require the concerned parties to sign the commitment form to strictly follow the pertinent provisions on this A.O. for file and reference.</p> <p>The unresolved issue/problem shall be forwarded to DARPO for appropriate action.</p> <p>4. Prepare a report on the actions taken regarding the cases found during the field inspection and forward the same, together with the pertinent documents, to DARPO.</p>	
<p><b>B. Monitoring of Problems, Issues and Concerns at the DARPO (See Annex "J" for the Process Flow)</b></p>		
<ul style="list-style-type: none"> <li>• Report of Problems/Issues/Concerns (VLT/DPS) Form No. 20)</li> </ul>	<p>5. Receive and record the DARMO's report on unresolved issues regarding the abovecited conditions/situations.</p> <p>6. Review and resolve the problems, issues and concerns referred by DARMO and notify concerned parties on the matter. The PARO shall initiate and exhaust all efforts to resolve said problems, issues and concerns following the pertinent procedures outlined on this A.O.</p> <p>7. Prepare a consolidated report of the problems, issues and concerns on VLT/DPS implementation submitted by DARMOs for reference.</p>	<p>DARPO</p>

**SEC. 6. Reporting** – For reporting purposes, the following procedures shall be observed: (See Annex “L” for the Process Flow)

Responsible Person/Unit	Activity	Required Forms/Documents
DARPO	<p>8. Prepare the updated status report of problems, issues and concerns on VLT/DPS implementation.</p> <p>9. Furnish the DARMO, DARRO and DARCO a copy of the status report on problems, issues and concerns on VLT/DPS implementation.</p>	<ul style="list-style-type: none"> <li>Status Report on the Problems, Issues and Concerns on VLT/DPS Implementation (VLT/DPS Form No. 21)</li> </ul>
<p><b>C. Compliance Audit by the Internal Audit Service (IAS) (See Annex “K” for the Process Flow)</b></p>		
<p>Provincial and Regional IAS</p> <p>DARCO-IAS</p> <p>OSEC</p>	<p>10. Conduct annual audit on the compliance with this A.O.; and Central Office.</p> <p>11. Prepare and submit audit report to IAS</p> <p>• IAS Report Audit</p> <p>12. Upon receipt of the audit report submitted by the Provincial/Regional IAS, review the same and consolidate in one report for information and appropriate action, if necessary.</p> <p>13. Submit the consolidated report together with its audit recommendation to the Office of the Secretary (Osec).</p> <p>14. File, review and/or undertake appropriate action, if necessary, on the submitted audit report.</p>	

**SEC. 7 - Penalties on Agrarian Reform Beneficiaries.** Should the ARB, for reasons other than force majeure or fortuitous events, defaults in his/her obligation to pay an aggregate of three (3) annual amortizations, or the equivalent thereof, to the LO or deliberately fails to comply with any provision of the agreement or of this A.O., he/she shall be penalized with the following:

**ARTICLE V  
SANCTIONS**

Responsible Person/Unit	Activity	Required Forms/Documents
DARMO	<ol style="list-style-type: none"> <li>1. Every quarter, prepare the master list of all landholdings covered by VLT/DPS stating the corresponding names of the LO and ARBs of different landholdings.</li> </ol>	<ul style="list-style-type: none"> <li>• Master List of Agricultural Lands Covered by VLT/DPS (VLT/DPS Form No. 22)</li> </ul>
DARPO	<ol style="list-style-type: none"> <li>2. Forward the master list of all landholdings to DARPO and maintain file.</li> <li>3. Based on the record and consolidated master list of landholdings under VLT/DPS submitted by DARMO, prepare an accomplishment report on VLT/DPS.</li> <li>4. Submit the accomplishment report and consolidated report to DARCO, copy furnished the DARRO.</li> <li>5. Receive the above reports from DARPO for reference.</li> <li>6. Consolidate, evaluate and analyze the accomplishment reports submitted by DARPOs.</li> <li>7. Prepare and submit the national accomplishment report on VLT/DPS to the following offices/units:               <ol style="list-style-type: none"> <li>a. Planning Service; and</li> <li>b. Management Information Service.</li> </ol> </li> </ol>	
DARCO- BLAD		
DARRO		

1. Permanent disqualification as a beneficiary under CARP pursuant to Section 20 (c) of R.A. No. 6657 and M.C. No. 19, Series of 1996 titled, "Guidelines and Procedures Governing the Monitoring of Violations or Circumventions Committed by the ARBs, Providing Sanctions Therefor and Filing of Appropriate Administrative Quasi-Judicial and/or Criminal Actions";

2. Cancellation of any CLOA issued pursuant to A.O. No. 02, Series of 1994 titled, "Rules Governing the Correction and Cancellation of Registered/Unregistered Emancipation Patents (EPs) and Certificates of Land Ownership Award (CLOAs) Due to Unlawful Acts and Omissions or Breach of Obligations of Agrarian Reform Beneficiaries (ARBs) and for Other Causes"; and
3. Forfeiture of all payments made by the disqualified beneficiary in favor of the landowner. Land payments shall be treated as lease rentals. Should there be non-payment of land for the time that the disqualified ARB remained in possession of the land, the value of lease rentals for the use of the land shall be assessed in accordance with the provisions of R.A. No. 3844, as amended.

**SEC. 8. Penalties on Landowners** - The LO who willfully prevents or obstructs the implementation of the CARP shall be penalized pursuant to Section 74 of R.A. No. 6657 and shall no longer be allowed to apply for VLT/DPS. The subject land shall immediately be covered through compulsory acquisition.

The concerned RD or PARO shall file a case against the LO before the proper court.

**SEC. 9. Administrative Sanctions** - Applications for VLT/DPS shall be processed strictly in accordance with this A.O. Administrative sanctions shall be imposed on DAR field personnel, without prejudice to the filing of criminal and civil actions, who have willfully, feloniously, and/or negligently processed VLT/DPS folders and circumvented the provisions of this A.O. resulting to the transfer of agricultural lands to individuals who are not actually qualified beneficiaries under CARP.

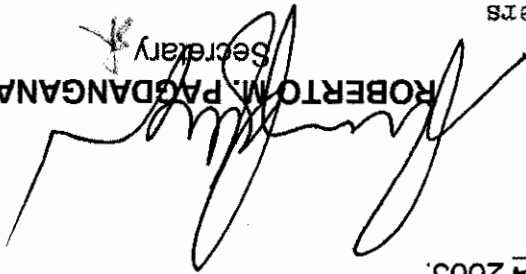
## ARTICLE VI FINAL PROVISIONS

**SEC. 10. Transitory Provision** - In order to prevent delays in the processing, evaluation and approval of all VLT/DPS claim folders already forwarded to or pending at the DARRO shall continue to be processed under A.O. No. 8, Series of 1997. However, all VLT/DPS claim folders still in the DARMOS and DARPOs at the time of the effectivity of these guidelines shall be governed by this Administrative Order.

**SEC. 11. Repealing Clause** - All orders, circulars, rules and regulations inconsistent herewith are hereby revoked, amended or modified accordingly.

**SEC. 12. Effectivity** - This Administrative 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.

Diliman, Quezon City, 23 December 2003.

  
ROBERTO M. PAGDANGANAN  
Secretary

Published in two (2) national newspapers  
of general circulation:

1. TODAY
2. THE PHILIPPINE DAILY INQUIRER

Date of Publication - December 31, 2003

Republic of the Philippines  
Department of Agrarian Reform  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**NOTICE/APPLICATION FOR VOLUNTARY LAND TRANSFER/  
DIRECT PAYMENT SCHEME (VLT/DPS)**

\_\_\_\_\_  
Date

The Honorable Secretary  
Department of Agrarian Reform  
Diliman, Quezon City

Sir:

I have the honor to apply for Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS) with qualified beneficiaries under the terms and conditions to be mutually agreed upon by us, pursuant to Sections 20 and 21 of R.A. No. 6657, as implemented by A.O. No. \_\_\_\_\_, Series of \_\_\_\_\_, relative to my agricultural land described as follows:

OCT/TCT/Survey No. \_\_\_\_\_  
Tax Declaration No. \_\_\_\_\_  
Registered Owner \_\_\_\_\_  
Total Area (Has.) \_\_\_\_\_  
Location \_\_\_\_\_

May I likewise inform you that:

/ / I am exercising my right of retention to the extent of \_\_\_\_\_ hectares including award to my children subject to the requirements of Section 6 of R.A. No. 6657.

/ / The landholding subject of VLT/DPS is not part of my retention right.

/ / I am waiving my right of retention over the subject area.

I hereby declare that the area subject of VLT/DPS is productive and suitable to agricultural production. I was informed of, and fully comprehend, the terms and conditions as provided for by law and its implementing guidelines for this VLT/DPS. In view thereof, I hereby authorize the DAR representatives to enter my property for inspection, verification and evaluation, and to undertake the processes leading to the redistribution of the property to qualified beneficiaries.



In support of this Notice/Application for VLT/DPS, I am enclosing herewith the Landowner's Information Sheet (CARP Form No. 1.1), the Agreement on Voluntary Land Transfer (VLT/DPS Form No. 2), and other pertinent documents.

Very truly yours,

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Spouse

Conforme:

Distribution of copies:

- |                          |                |              |
|--------------------------|----------------|--------------|
| <input type="checkbox"/> | Original:      | VLT/DPS CF   |
| <input type="checkbox"/> | Duplicate:     | LO           |
| <input type="checkbox"/> | Tripllicate:   | ARB          |
| <input type="checkbox"/> | Quadruplicate: | DARMO's file |
| <input type="checkbox"/> | Photocopy:     | For Posting  |



2. That the farmer-beneficiary(ies) shall pay the landowner upon the approval of this Agreement the initial payment for the purchase price of the land and the \_\_\_\_\_ (ex. monthly, quarterly, yearly, others) installments thereof as above indicated, including the interest of \_\_\_\_\_ % per annum if any, beginning \_\_\_\_\_

3. That the farmer-beneficiary(ies) shall assume payment of realty taxes after the registration of Deed of Voluntary Land Transfer. In case the landowner has paid the taxes, he shall be duly reimbursed by the farmer-beneficiary(ies).

4. That tax delinquencies incurred by the landowner prior to a VLT/DPS arrangement shall be paid before the registration of the Deed of Voluntary Land Transfer/Direct Payment Scheme. In case of financial incapacity of the landowner to pay his realty taxes, he/she may enter into an arrangement with the farmer-beneficiary(ies), with the conformity of the Municipal Treasurer, for the remittance of the farmer-beneficiary(ies) amortization to the Municipal Treasurer until the unpaid realty taxes of the landowner plus interest in arrears accrued prior to 15 June 1998 pursuant to Department of Finance (DOF) Local Finance Circular Nos. 2-94 dated 7 March 1994 and 2-02 dated 30 July 2002, if any, have been fully paid.

5. That the title to the parcel of land shall remain in the name of the landowner until the DENR-Land Management Sector has completed and approved the final survey on the land at which time the landowner agrees to immediately execute a Deed of Voluntary Land Transfer in favor of the farmer-beneficiary(ies) and registered with the ROD, notwithstanding the existence of an outstanding balance which shall be annotated at the back of the Certificate of Land Ownership Award (CLOA).

6. That the landowner shall issue an appropriate receipt for every payment made by the farmer-beneficiary(ies), copy furnished the Municipal Agrarian Reform Officer (MARO) concerned, provided that refusal by the landowner to issue receipt shall constitute a valid ground for farmer-beneficiary(ies) to effect payment and deposit the same with the Land Bank of the Philippines (LBP) in the account of the landowner.

7. That the farmer-beneficiary(ies), for reasons other than force majeure or fortuitous events, shall be declared in default for non-payment of an aggregate of three (3) annual amortizations. However, in case of default in his/her obligation to pay the land amortization due to force majeure or fortuitous events, he/she shall be given a grace period of not less than one year to pay the obligation on deferred payment.

8. That in case of default on the part of the farmer-beneficiary(ies), this Agreement and the CLOA issued to the defaulting farmer-beneficiary(ies) shall be cancelled. Likewise, he/she/they shall be replaced as such and be permanently disqualified from becoming beneficiary(ies) under the Comprehensive Agrarian Reform Program (CARP).

9. That the subject landholding may be allowed to shift to compulsory acquisition (CA) or voluntary offer to sell (VOS) only if the concerned parties have not yet signed the Deed of Voluntary Land Transfer.

10. That the provisions of this Agreement have been explained to the farmer-beneficiary(ies) in a dialect known to them.

Upon the approval of this Agreement, the landowner shall surrender his/her TCT to the DAR for submission to the ROD for the purpose of annotating this Agreement thereon. Furthermore, upon the execution of the Deed of Voluntary Land Transfer (VLT/DPS Form No. 17), the title to the land and possession thereof shall be immediately transferred in the name of the farmer-beneficiary(ies).

In witness whereof, the parties hereto set their hands on the day, month, and year abovementioned at \_\_\_\_\_, Philippines.

LANDOWNER

FARMER-BENEFICIARY (IES)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED IN THE PRESENCE OF:

Signature Over Printed  
Name of Witness

Signature Over Printed  
Name of Witness

Signature Over Printed  
Name of MARO

Signature Over Printed  
Name of BARC Representative



Department of Agrarian Reform  
Republic of the Philippines

Municipality of \_\_\_\_\_

Province of \_\_\_\_\_

**AFFIDAVIT OF WAIVER OF LANDOWNER'S RETENTION RIGHTS**

I, \_\_\_\_\_, of legal age, with residence at \_\_\_\_\_, after having been duly sworn to, in accordance with law, do hereby depose and say that:

1. I am an owner of an agricultural land covered under the Comprehensive Agrarian Reform Program (CARP), based on the findings by the Department of Agrarian Reform (DAR);

2. The said agricultural land is situated in \_\_\_\_\_ (Barangay), with an area of \_\_\_\_\_ hectares more or less;

3. I am not interested to exercise my right to retain five (5) hectares from the said landholding as provided under the CARP. Hence, I waive my right of retention by affixing my signature hereto, pursuant to the pertinent provisions of Section 6 of A.O. No. 02, Series of 2003;

4. I am offering the said portion of land for CARP coverage under Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS); and

5. I am executing this document to attest to the veracity of the foregoing statements.

Affiant further sayeth nothing.

\_\_\_\_\_  
Affiant

Attested by:

\_\_\_\_\_  
Signature Over printed name of  
BARC Chairman or, in the absence thereof,  
the Barangay Chairman

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_, issued on \_\_\_\_\_ at \_\_\_\_\_

NOTARY PUBLIC

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
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- Quintuplicate: DARMO's file

Republic of the Philippines  
**Department of Agrarian Reform**

Municipality: \_\_\_\_\_  
 Province: \_\_\_\_\_  
 Region: \_\_\_\_\_

**PRELIMINARY/MASTER LIST OF AGRARIAN REFORM BENEFICIARIES (ARBS)**

Landowner/Landholding: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Title No.: \_\_\_\_\_

Total Area: \_\_\_\_\_  
 Crops planted: \_\_\_\_\_

No.	Name of ARBs	Address	Name of Spouse	Status (i.e., tenant, farmworker)	Length of years cultivating the subject landholding	Remarks

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signature Over Printed Name \_\_\_\_\_

Signature Over Printed Name of MARO \_\_\_\_\_

- Distribution of Copies:
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D. COMPARABLE SALES

1. Comparable Land Transactions (LT)<sup>6</sup>

Registration Date*	Name of Vendor/Vendee	Location	Land Use at Point of Sale	Area (Has.)	Sales Value	Cost/Ha.

Average Cost /ha. P

\* Transaction date and registration shall be done within the period 1985 to June 15, 1988.

2. Acquisition Cost (AC) P

3. Market Value/Mortgage (MVM)<sup>7</sup>

Mortgage Bank

Date of Appraisal

Address

Updated Appraisal<sup>8</sup>

E. MARKET VALUE PER TAX DECLARATION

1. Date Tax Declaration was issued:

2. Year Unit Values Used was established: (supported by Certification of the Assessor)

2.1 Land Only

Land Use

Area (Has.)

Unit Values

2.2 Permanent Crops

Crops

# of Trees per TD

Unit Values

6 Use additional sheet, if necessary.

7 Relevant only if mortgage is still outstanding at date.

8 Attach Bank certification.

F. OTHER LIENS/ENCUMBRANCES ANNOTATED ON THE TITLE

Entry No. Nature

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

G. FARMER-BENEFICIARIES (Use additional sheets, if necessary)

1. Actual Occupants

Name	Tenural Status	Area Cultivated (Has.)	Crops Planted	Lease Rental (Per ha.)	Sharing Arrangement

2. Non-Occupants

Name Qualification Criteria

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

H. OTHER REMARKS / COMMENTS

MARO

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I. CERTIFICATION AND RECOMMENDATION

We hereby certify that the information and data contained in this report are based on ocular inspection of the subject property and examination of pertinent documents, and that the same are true to the best of our knowledge.

In view of the foregoing, we recommend the acquisition of the aforementioned land as indicated under paragraph "A", together with the improvements thereon as described under paragraph "B" of this report.

Prepared by:

\_\_\_\_\_  
Signature Over Printed Name of  
ARPT/SARPT

\_\_\_\_\_  
Date

Noted by:

\_\_\_\_\_  
Signature Over Printed Name of MARO

\_\_\_\_\_  
Date

Attested by:

\_\_\_\_\_  
Signature Over Printed Name of PARO

\_\_\_\_\_  
Date

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- Triplicate: DARMO's file

2. The ARB/s who is/are children of the LO has/have established tenurial relationship before 15 June 1988 based on the following supporting documents:

- leasehold contract
- corroborative affidavits of two (2) disinterested persons
- receipts of lease rental payments
- others (please specify)
- birth certificate

Further, it is certified that the land subject of the above tenurial relationship is identified as registered to

OCT/TCT No/s. \_\_\_\_\_ (for titled lands) or \_\_\_\_\_ (for untitled lands),  
 Survey No. \_\_\_\_\_ and located in \_\_\_\_\_  
 Barangay \_\_\_\_\_ Municipality of \_\_\_\_\_ in the \_\_\_\_\_  
 Province of \_\_\_\_\_

This certification is issued for the purpose of processing the application for VLT/DPS.

This certification is issued on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Certified by:

\_\_\_\_\_  
 Signature Over Printed Name of MARO

\_\_\_\_\_  
 Signature Over Printed Name of BARC Chairman or, in the absence thereof, Barangay Chairman

Attested by:

\_\_\_\_\_  
 Signature Over Printed Name of PARO

Control No. \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, MARO, with Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ and BARC/Barangay Council representative, with Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_

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Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM

Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**CERTIFICATE OF POSTING COMPLIANCE**

This is to certify that the attached Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS) Form Nos. 1 (Notice/Application for VLT/DPS), 2 (Agreement on Voluntary Land Transfer), and 4 (Preliminary/Master List of ARBs), have been posted for a period of fifteen (15) working days starting from \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_ The landholding is \_\_\_\_\_ owned by \_\_\_\_\_ with an area of \_\_\_\_\_ hectares, more or less, and located in Barangay \_\_\_\_\_, Municipality of \_\_\_\_\_, Province of \_\_\_\_\_.

This certification is issued for the purpose of processing the application for VLT/DPS under the Comprehensive Agrarian Reform Program (CARP).

This certification is issued on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Certified by:

\_\_\_\_\_  
Signature Over Printed  
Name of MARO

Attested by:

\_\_\_\_\_  
Signature Over Printed Name of  
BARC Chairman/ Barangay Chairman or  
Authorized Representative

Distribution of Copies:

- Original: VLT/DPS CF
- Duplicate: BARC Chairman/Barangay Chairman
- Quadruplicate: DARMO's file





Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

INVITATION LETTER

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Pursuant to Sections 20 and 21 of R.A. No. 6657 and Administrative Order No. \_\_\_\_\_, Series of \_\_\_\_\_, the terms and conditions of the Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS) shall not be less favorable to the farmer-beneficiary than those of the government's standing offer to purchase from the landowner and to resell to the beneficiaries, if such offers have been made and are fully known to both parties. The terms and conditions of the VLT/DPS Agreement shall be binding only upon registration with and approval by the DAR.

In view thereof, may we invite you to a meeting on \_\_\_\_\_ in \_\_\_\_\_ (date and time) \_\_\_\_\_ (venue) to discuss and formalize the terms and conditions of the VLT/DPS Agreement on the landholding of \_\_\_\_\_ located in \_\_\_\_\_ hectares, more or less.

Very truly yours,

Signature Over Printed Name of MARO

Distribution of Copies:

- Original: LO/ARB
- Duplicate: VLT/DPS CF
- Duplicate: DARMO's file

Republic of the Philippines  
Department of Agrarian Reform  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**MINUTES OF THE MEETING**

A.

Date: \_\_\_\_\_

B.

Venue: \_\_\_\_\_

C.

Participants: \_\_\_\_\_

Landowner : \_\_\_\_\_

Agrarian Reform Beneficiaries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BARC Chairman : \_\_\_\_\_

MARO: \_\_\_\_\_

ARPT: \_\_\_\_\_

Others: (i.e., NGO/PO or Barangay Council/Representatives) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Agenda: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. Discussion/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Agreements:

(Add more pages, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Time Adjourned:

\_\_\_\_\_

Prepared by:

Reviewed by:

Signature Over Printed  
Name of ARP/Statistician/Clerk  
(Signature over printed name)

Signature Over Printed  
Name of MARO

Date Signed

Date Signed

Distribution of Copy:  Original:  DARMO's file

Republic of the Philippines  
Department of Agrarian Reform  
Municipality of: \_\_\_\_\_  
Province of: \_\_\_\_\_

MEMORANDUM

FOR : \_\_\_\_\_  
FROM : Provincial Agrarian Reform Officer  
SUBJECT : Municipal Agrarian Reform Officer  
DATE : \_\_\_\_\_  
REQUEST TO MEDIATE THE VLT/DPS DISAGREEMENT

This has reference to the agricultural landholding owned by \_\_\_\_\_ (landowner), embraced by OCT/TCT No. \_\_\_\_\_, with a total area of \_\_\_\_\_ (hectares), more or less, located in \_\_\_\_\_ Land Transfer/Direct Payment Scheme (VLT/DPS) of the Comprehensive Agrarian Reform Program (CARP).

In view of the foregoing, may we request you to mediate in resolving the disagreement between \_\_\_\_\_ (landowner) and \_\_\_\_\_ Agrarian Reform Beneficiary/ies (ARB/s) on the value of the land and/or the terms and conditions of the proposed VLT/DPS Agreement pursuant to Republic Act (R.A.) No. 6657 and related laws, rules and regulations and pertinent provisions of Administrative Order No. \_\_\_\_\_, Series of \_\_\_\_\_, titled, "2003 Guidelines on the Acquisition and Distribution of Compensable Agricultural Lands Under Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS)".

Attached herewith for reference are the pertinent documents such as:

\_\_\_\_\_  
Signature Over Printed Name of MARO

Distribution of Copies:

- Original: PARO
- Duplicate: VLT/DPS CF
- Triplicate: DARMO's file

Republic of the Philippines  
Department of Agrarian Reform  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

**MEMORANDUM**

**FOR :** \_\_\_\_\_  
**FROM :** Provincial Agrarian Reform Officer  
**SUBJECT :** TRANSMITTAL OF VLT/DPS CLAIM FOLDER (CF)  
**DATE :** \_\_\_\_\_

Submitting herewith the VLT/DPS Documentation Folder of \_\_\_\_\_ (Landowner) with the following attached documents:

- [ ] Notice/Application for VLT/DPS (VLT/DPS Form No. 1)
- [ ] Landowner Information Sheet (CARP Form No. 1.1)
- [ ] Agreement on VLT/DPS (VLT/DPS Form No. 2)
- [ ] Affidavit of Waiver of Rights of LO's Land Retention (VLT/DPS Form No. 3), if necessary
- [ ] Notice of Posting (VLT/DPS Form No. 5)
- [ ] Field Investigation Report (VLT/DPS Form No. 6)
- [ ] Sworn Certification from MARO on the Existence of Tenurial Relations Between Landowner and Agrarian Reform Beneficiary(ies) (VLT/DPS Form No. 7)
- [ ] Certificate of Posting Compliance (VLT/DPS Form No. 8)
- [ ] Invitation Letter (VLT/DPS Form No. 10)
- [ ] Minutes of the Meeting (VLT/DPS Form No. 11)
- [ ] Request for Mediation (VLT/DPS Form No. 12), if necessary
- [ ] Memorandum of Approval/Disapproval of VLT/DPS (VLT/DPS Form No. 16)
- [ ] Deed of Voluntary Transfer (VLT/DPS Form No. 17)
- [ ] Others (please specify): \_\_\_\_\_

Based on the abovementioned documents, we recommend for the processing of the said Claim Folder and approval of VLT/DPS Agreement.

For appropriate action.

Signature Over Printed Name of MARO

Distribution of Copies:  
 Original: PARO  
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Republic of the Philippines  
Department of Agrarian Reform  
Province of: \_\_\_\_\_  
Region of: \_\_\_\_\_

**MEMORANDUM**

TO : \_\_\_\_\_  
Municipal Agrarian Reform Officer

FROM : \_\_\_\_\_  
Provincial Agrarian Reform Officer

SUBJECT : REPORT AND RECOMMENDATION ON THE  
DISAGREEMENT ON VLT/DPS IMPLEMENTATION

DATE : \_\_\_\_\_

Per your request dated \_\_\_\_\_ addressed to  
the undersigned, attached herewith is a copy of the report and recommendation  
regarding the disagreement between \_\_\_\_\_ (landowner) and  
\_\_\_\_\_ (ARB/s) on the  
value of the agricultural land and/or the terms and conditions of the proposed  
VLT/DPS Agreement for the landholding owned by  
\_\_\_\_\_ (landowner) embraced by OCT/TCT  
No. \_\_\_\_\_ with a total area of \_\_\_\_\_  
\_\_\_\_\_ (hectares), more or less, located in \_\_\_\_\_

In view of the foregoing, you are hereby directed to facilitate the  
implementation of the recommendation on the aforementioned disagreement.

Signature Over Printed Name of PARO

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Republic of the Philippines  
Department of Agrarian Reform  
Province of \_\_\_\_\_  
Region of \_\_\_\_\_

**REPORT AND RECOMMENDATION ON THE  
DISAGREEMENT ON VLT/DPS IMPLEMENTATION**

Pursuant to A.O. No. \_\_\_\_\_, Series of \_\_\_\_\_, titled "2003 Guidelines on the Acquisition and Distribution of Compensable Agricultural Lands Under Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS)" and in compliance with the request of \_\_\_\_\_ (MARO) of \_\_\_\_\_ (name of municipality) dated \_\_\_\_\_ addressed to DARPO \_\_\_\_\_ (name of province), hereunder are the report on the mediation conducted on \_\_\_\_\_ in \_\_\_\_\_ and the recommendation to resolve the disagreement between the foregoing:

a) Name of LO: \_\_\_\_\_  
Address: \_\_\_\_\_  
Title No.: \_\_\_\_\_  
Area Per Title: \_\_\_\_\_  
Location of Property: \_\_\_\_\_

Name of ARB \_\_\_\_\_  
Address \_\_\_\_\_

b) Background of Problem/Issue/Disagreement

c) Findings

d) Recommendations/

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Prepared by:

Signature Over Printed Name of Person Who Conducted the Operations Mediation

Received by:

Signature Over Printed Name of CARPO for

Date Signed

Date Signed

Noted by:

Signature Over Printed Name of PARO

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Republic of the Philippines  
Department of Agrarian Reform  
Province of: \_\_\_\_\_  
Region of: \_\_\_\_\_

Date \_\_\_\_\_

MEMORANDUM

TO : Municipal Agrarian Reform Officer

THRU : Provincial Agrarian Reform Officer

FROM : Regional Director

SUBJECT : VLT/DPS Agreement of Landowner and Farmer-beneficiary (ies)

In connection with the VLT/DPS Agreement entered into by and between the above-mentioned parties dated \_\_\_\_\_, and after the same has been reviewed together with the supporting documents, may we inform you that the subject VLT/DPS Agreement is hereby –

[ ] - APPROVED

In view thereof, you are hereby directed to cause the survey of the subject landholding and the execution of the Deed of Voluntary Land Transfer (DVLT).

[ ] - DISAPPROVED

(Reasons/Specify)

\_\_\_\_\_  
Signature Over Printed  
Name of Regional Director

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  - Triplicate
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  - Sixtruplicate

- VLT/DPS CF
- LO
- ARB
- DARRO
- DARPO
- DARMO's file

Republic of the Philippines  
Department of Agrarian Reform

**DEED OF VOLUNTARY LAND TRANSFER**

**KNOW ALL MEN BY THESE PRESENTS:**

This Deed of Voluntary Land Transfer made and executed pursuant to Sections 20 and 21 of R.A. No. 6657 by and between \_\_\_\_\_, of legal age, Filipino, single/married and a resident of \_\_\_\_\_ hereinafter referred to as the landowner, and \_\_\_\_\_, Filipino, single/married and a resident of \_\_\_\_\_ hereinafter referred to as the farmer-beneficiary.

**WITNESSETH:**

1. That the landowner voluntarily transfers his/her ownership over a parcel of agricultural land covered by R.A. No. 6657 and opts to be paid directly by the farmer-beneficiary. The said agricultural land is situated in \_\_\_\_\_ and particularly described as follows:

(Technical Description)

2. That the farmer-beneficiary is desirous to be benefited under the Voluntary Land Transfer/Direct Payment Scheme (VLTDPS) and is willing to pay the landowner directly.

**NOW, THEREFORE**, for and in consideration of the amount of ₱ \_\_\_\_\_ or \_\_\_\_\_ (if in kind), the landowner hereby conveys, transfers, and cedes unto and in favor of the farmer-beneficiary the above-described parcel of land under the following terms and conditions:

a. That the landowner shall consider as advanced payment of the land all payments made in the amount of ₱ \_\_\_\_\_ or \_\_\_\_\_ (if in kind) by the farmer-beneficiary pursuant to the VLTD Agreement dated \_\_\_\_\_.

b. That the unpaid balance of ₱ \_\_\_\_\_ or \_\_\_\_\_ farmer-beneficiary through \_\_\_\_\_ (ex. monthly, quarterly, yearly, others) installments in the amount of \_\_\_\_\_ (if in kind) should be amortized by the \_\_\_\_\_ or \_\_\_\_\_ the date hereof which includes the principal and the interest, if any. The farmer-beneficiary has the option to accelerate amortization payments.

c. That the farmer-beneficiary shall be declared in default for non-payment of an aggregate of three (3) annual amortizations. However, in case of default in his/her obligation to pay the land amortization due to force majeure or fortuitous events, he/she shall be given a grace period of not less than one year to pay the obligation on deferred payment.

That in case of default in his obligation to pay the land amortization, the farmer-beneficiary shall be replaced as such and be permanently disqualified from becoming a beneficiary under the Comprehensive Agrarian Reform Program (CARP) and the advance payment and amortization already paid shall be treated as lease rental for the use of the land.

d. That upon the execution of this Deed of Voluntary Land Transfer (VLTDPS Form No. 17), the titles to the land shall be immediately transferred in the name of the farmer-beneficiary.

e. That the landowner shall pay the tax delinquencies incurred prior to the signing of the VLTDPS Agreement before the registration of the Deed of Voluntary Land Transfer/Direct Payment Scheme. In case of financial incapacity of the landowner to pay his realty taxes, he/she may enter into an arrangement with the farmer-

beneficiary, with the conformity of the Municipal Treasurer, for the remittance of the farmer-beneficiary amortization to the Municipal Treasurer until the unpaid realty taxes of the landowner plus interest in arrearages accrued prior to 15 June 1998 pursuant to Department of Finance (DOF) Local Finance Circular Nos. 2-94 dated 07 March 1994 and 2-02 dated 30 July 2002, if any, have been fully paid, the payment on tax delinquencies shall be annotated at the back of the Certificate of Land Ownership Award (CLOA).

It is hereby agreed that the landowner shall issue an appropriate receipt for every payment by the farmer-beneficiary, copy furnished the MARO concerned, provided that refusal by the landowner to issue a receipt shall constitute a valid ground for the farmer-beneficiary to stop paying directly to the landowner and deposit the same with the Land Bank of the Philippines (LBP) in the account of the landowner.

In witness whereof, the parties hereunto set their hands on \_\_\_\_\_ at \_\_\_\_\_

CONFORME:

\_\_\_\_\_  
Signature Over Printed  
Name of Landowner

\_\_\_\_\_  
Signature Over Printed  
Name of Farmer-beneficiary

\_\_\_\_\_  
Signature Over Printed  
Name of Spouse

Approved by:

\_\_\_\_\_  
Signature Over Printed  
Name of PARO

Signed in the Presence of:

\_\_\_\_\_  
Signature Over Printed  
Name of Witness

\_\_\_\_\_  
Signature Over Printed  
Name of Witness

\_\_\_\_\_  
Signature Over Printed  
Name of MARO

\_\_\_\_\_  
Signature Over Printed  
Name of BARC Representative

**ACKNOWLEDGEMENT**

Republic of the Philippines  
(  
Province/City of \_\_\_\_\_ ) S.S

At the Municipality of \_\_\_\_\_ in the said Province/City on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared the hereinafter named parties and exhibited to me their respective residence certificate as follows:

Name	Community	Date Issued	Place Issued
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The aforementioned parties are known to be the same person who executed the foregoing instrument of Deed of Voluntary Land Transfer which consist of \_\_\_\_\_ pages which this acknowledgement is written and signed at the left margin of each page by the parties and acknowledged to be the same, is their free act and deed.

NOTARY PUBLIC

Until December 20\_\_\_\_  
P.T.R. No. \_\_\_\_\_  
Tan No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20\_\_\_\_

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Republic of the Philippines  
Department of Agrarian Reform  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

FIELD INSPECTION REPORT ON LANDHOLDING SUBJECT OF VLT/DPS

I. Required Investigation to Determine the following:

(Please mark the appropriate box)

Whether or not the landowner (LO) immediately transferred the possession and ownership of the land to the agrarian reform beneficiary(ies) (ARB/s)

Whether or not the ARB/s or his/her/their direct compulsory heirs continuously occupy or cultivate the subject property

Whether or not both parties complied with the terms and conditions stipulated in the VLT/DPS Agreement

Whether or not any of the parties concerned strictly adhered to the prohibition and restriction on alienation of VLT/DPS

II. Basic Information:

a. Landowner

1. Name of LO: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Title No. \_\_\_\_\_

5. Lot No. \_\_\_\_\_

6. Survey No. \_\_\_\_\_

4. Area Per Title \_\_\_\_\_

b. Agrarian Reform Beneficiary (ARB)

1.	_____	Names
2.	_____	
3.	_____	Address

III. Background:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Findings

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V. Remarks

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Prepared by:

Signature Over Printed Name  
of Person Who Conducted the  
Field Inspection

Noted by:

Signature Over Printed Name  
of MARO

Distribution of Copy:

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Department of Agrarian Reform  
Republic of the Philippines

Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

Agreement to Abide by the Terms and Conditions of the  
Voluntary Land Transfer/Direct Payment Scheme (VLT/DPS)  
Immediate Transfer of the Land

I / We: \_\_\_\_\_, landowner (LO) and \_\_\_\_\_, agrarian reform beneficiary/ies (ARB/s) of the landholding located in Barangay, \_\_\_\_\_ Municipality of \_\_\_\_\_ Province of \_\_\_\_\_, covered under VLT/DPS of the Comprehensive Agrarian Reform Program (CARP) and by a VLT/DPS Agreement, do hereby agree to commit myself/ourselves to the following by affixing my/our signatures and/or thumbprints in this Agreement:

[ ] abide by the terms and agreements stipulated in the said VLT/DPS Agreement which we voluntarily executed on \_\_\_\_\_ (date);

[ ] immediate transfer or possession and ownership of the land; and/or

[ ] adherence to the prohibition and restriction on alienation of VLT/DPS.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ in the presence of \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed  
Name of Witness

\_\_\_\_\_  
Signature Over Printed  
Name of Witness

\_\_\_\_\_  
Signature Over Printed  
Name of Landowner

1. \_\_\_\_\_  
Signature Over Printed  
Name of ARB

2. \_\_\_\_\_  
Signature Over Printed  
Name of ARB

3. \_\_\_\_\_  
Signature Over Printed  
Name of ARB

Attested by:

\_\_\_\_\_  
Signature Over Printed Name of BARC Chairman  
or, in the absence thereof, Barangay Chairman

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Quadruplicate: BARC Chairman/Barangay Chairman

Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
 Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_  
 Region of \_\_\_\_\_

**REPORT OF PROBLEMS /ISSUES / CONCERNS ENCOUNTERED**

Barangay	Name of LO	Name of ARB	Nature of Problems Issues and Concerns	Background/Information of Problems, Issues and Concerns	Action Taken	Agreement	Status	Recommendation

Prepared by: \_\_\_\_\_

Certified by: \_\_\_\_\_

Signature Over Printed Name of SARPT/ARPO/SARPO \_\_\_\_\_

Signature Over Printed Name of MARO/CARPO \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
 Province of \_\_\_\_\_  
 Region of \_\_\_\_\_

**STATUS REPORT ON THE PROBLEMS, ISSUES AND CONCERNS ON VLT/DPS IMPLEMENTATION**

LO	Name		Landholding				Causes of Disagreement	Action Taken	Status
	ARB		Title No.	Area	Lot No.	Survey No.			

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Signature Over Printed Name \_\_\_\_\_

Signature Over Printed Name of CARPO for Operations \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
 Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_  
 Region of \_\_\_\_\_

**MASTERLIST OF AGRICULTURAL LANDS COVERED BY VL/T/DPS**

Name of LO	Location of Property	Title No./Tax No./Lot No.	Area (per lot/Title)	Date of DVL T Registration	Name of ARB	Address	Area Cultivated	Date of Registration & Annotation of CLOA	Crops Planted	
									Primary	Secondary

Prepared by: \_\_\_\_\_

Certified by: \_\_\_\_\_

Signature Over Printed Name of ARPT/SARPT

Signature Over Printed Name of MARO

\_\_\_\_\_ Date

\_\_\_\_\_ Date

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LANDOWNER INFORMATION SHEET  
 (LOIS)

Republic of the Philippines  
 Department of Agrarian Reform  
 Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_

I. LANDOWNER'S PERSONAL CIRCUMSTANCE

Name of Landowner \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Place of Birth \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Sex:  Male  Female  
 Name of Spouse \_\_\_\_\_  
 Name of Children (at least 15 years old as of June 15, 1988) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Civil Status: \_\_\_\_\_  
 Tax Acct. No.: \_\_\_\_\_

II. LAND: SUBJECT OF VLT/DPS

1. Titled Property  
 1.1 OCT/TCT No./s. \_\_\_\_\_  
 2. Untitled Property  
 2.1 Lot No/s. \_\_\_\_\_  
 2.2 Approved Survey Plan No./s. \_\_\_\_\_  
 2.3 Tax Dec. No. \_\_\_\_\_  
 4. Total Area of Property: \_\_\_\_\_  
 6. In case of co-ownership, list name of co-owners (state if living or not)  
 Name  Corporation  Others (Specify) \_\_\_\_\_  
 Registered Owner  Registered Co-owner  
 5. Ownership Status  
 3. Location of Property  
 7. For Mortgaged Properties:  
 Mortgagee \_\_\_\_\_  
 Date of Mortgage \_\_\_\_\_  
 Date Foreclosed \_\_\_\_\_  
 Address \_\_\_\_\_  
 Amount \_\_\_\_\_

8. Permanent Improvements:

A. Immovable Structures and Features

Type of Improvement/Structure	Date Constructed/Acquired	Construction/Acquisition Cost	Estimated Life Span	Remarks

(Use additional sheets if necessary)

B. Permanent Trees/Crops

Kind of Trees/Crops	Income-Producing/Fruit-bearing		Non-Income-Producing/Non-Fruit-bearing		Remarks
	Quantity	Average Age	Quantity	Average Age	

(Use additional sheets if necessary)

9. Are there other Claims, Liens, or Annotations?  Yes  No  
 If there are, state nature and status:

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10. For Mortgaged Properties:

11. In the property applied for VLT/DPS  
 No. of Tenants \_\_\_\_\_  
 No. of Farm workers \_\_\_\_\_  
 a) regular \_\_\_\_\_  
 b) seasonal \_\_\_\_\_

III. REPRESENTATIVE'S INFORMATION

12. Name of Representative (if any)

13. Authority/Circumstances of Representative

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14. Postal Address

- Heirs
- Judicial Guardian
- Attorney-in-Fact
- Representative of Corporation
- Others, specify \_\_\_\_\_

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- Duplicate: DARMO's file

Date \_\_\_\_\_

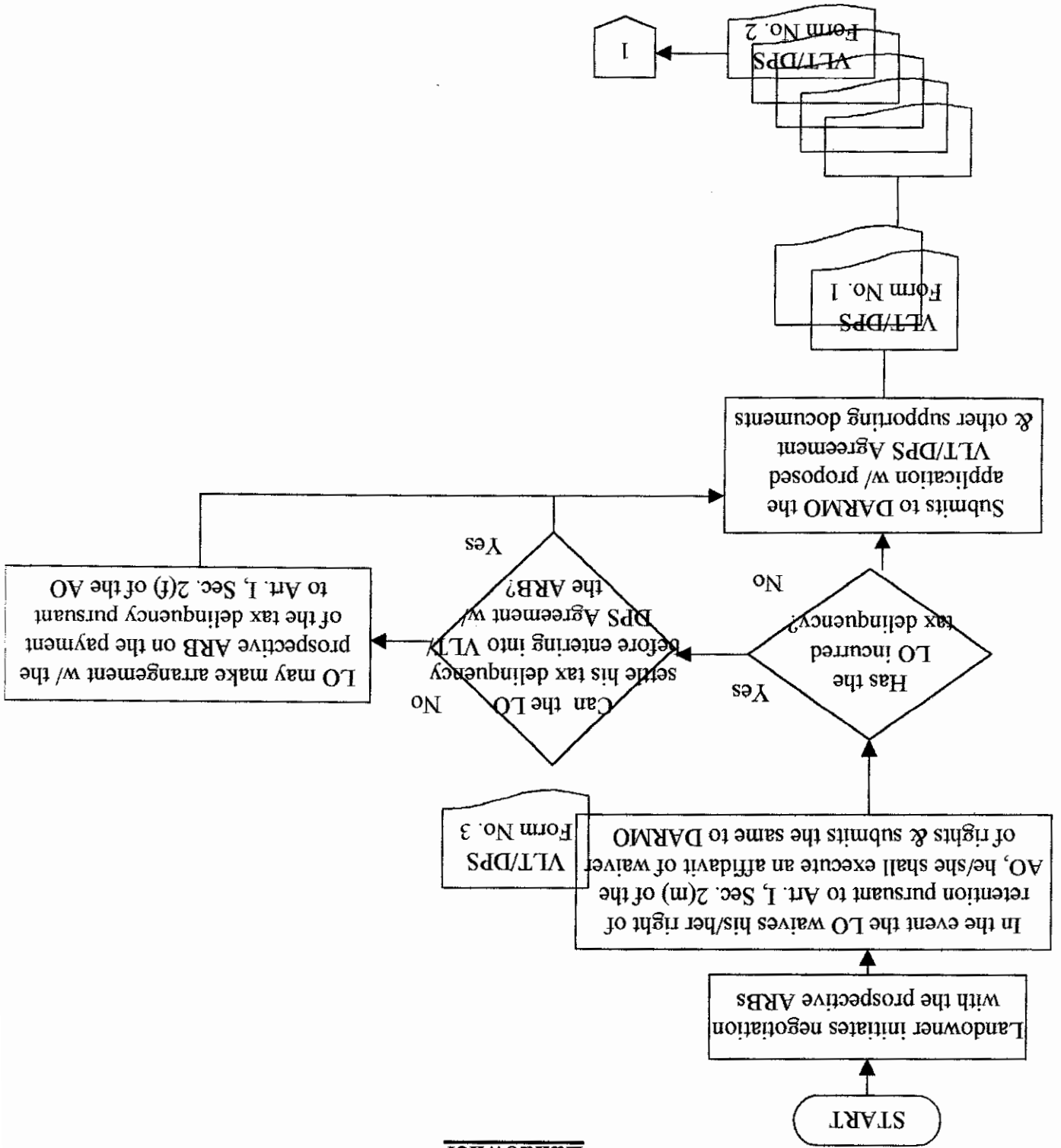
Signature Over Printed  
Name Landowner/Representative \_\_\_\_\_

# Annex "B"

## Sec. 4 Operating Procedures on VLT/DPS

### A. Application

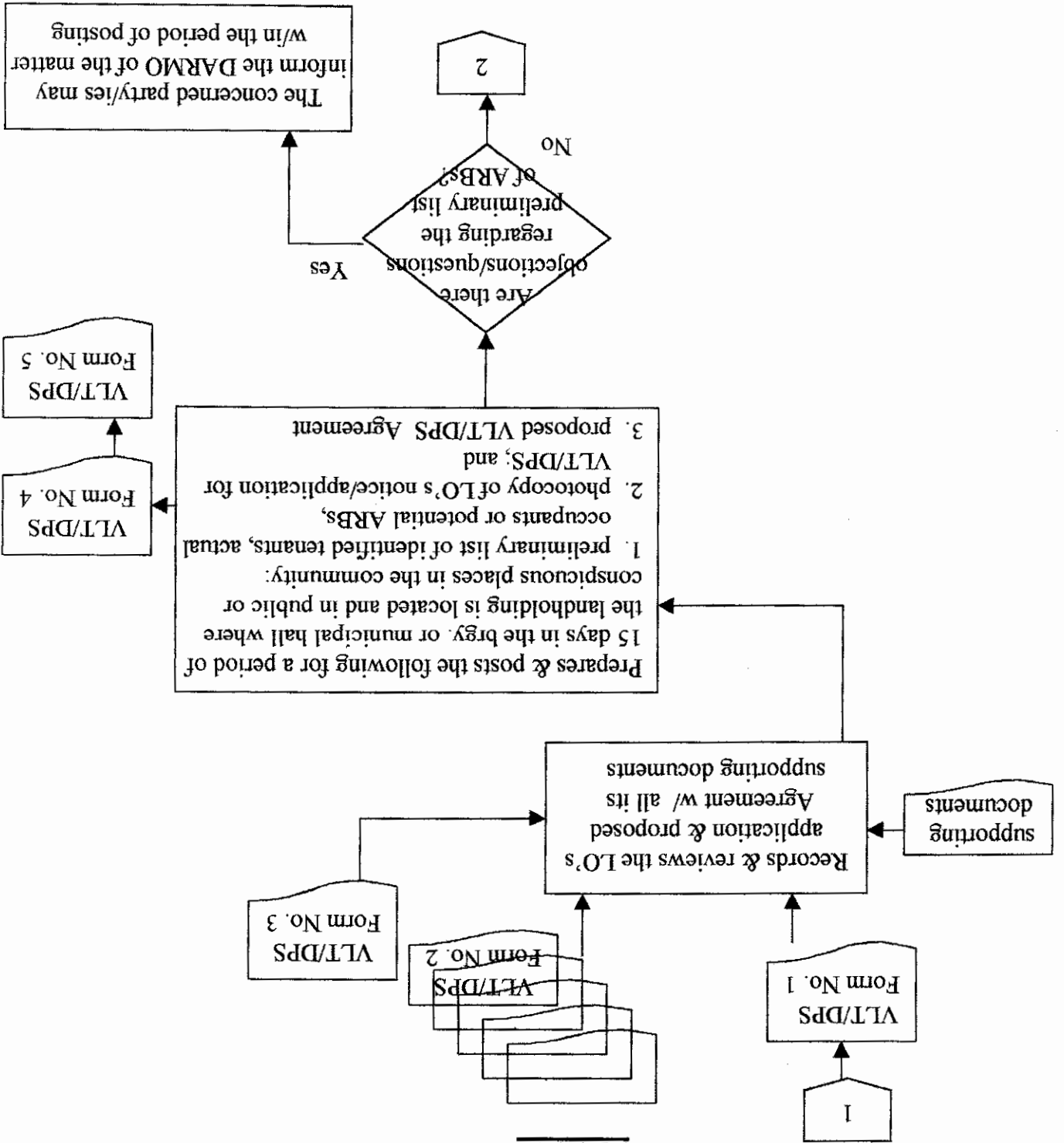
Landowner





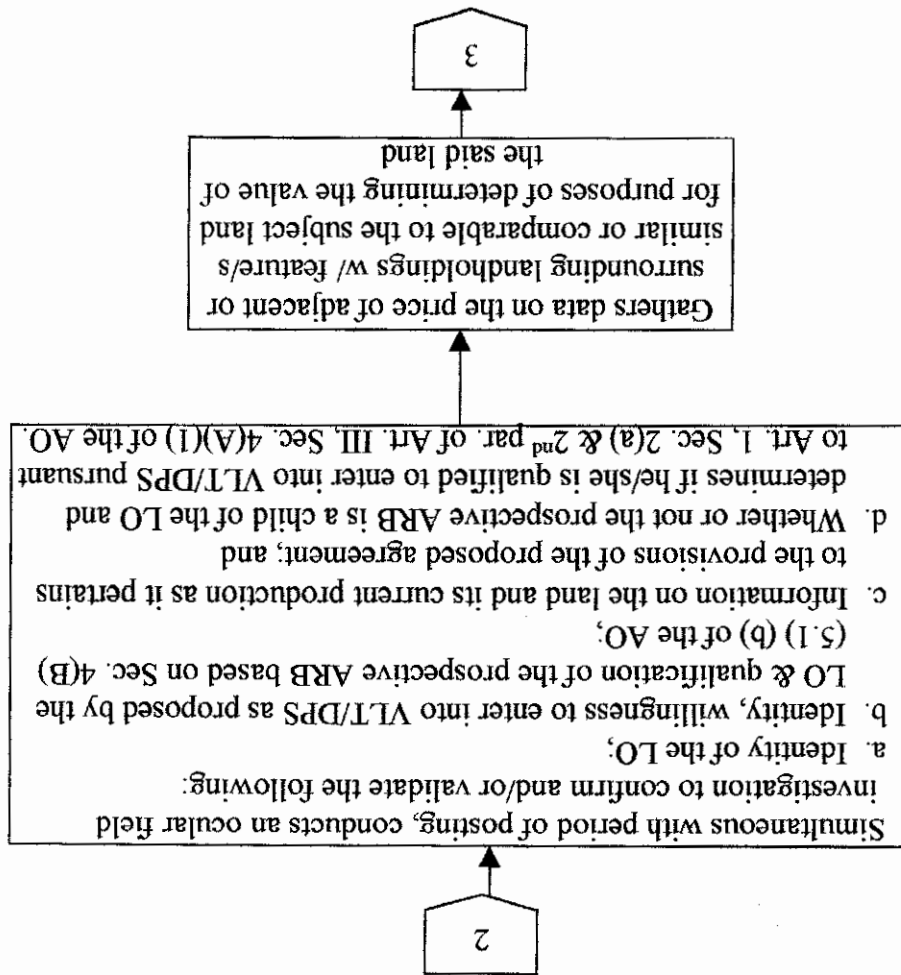
Sec. 4 Operating Procedures on VLT/DPS  
 B. Identification & Screening of ARBs

DARMO



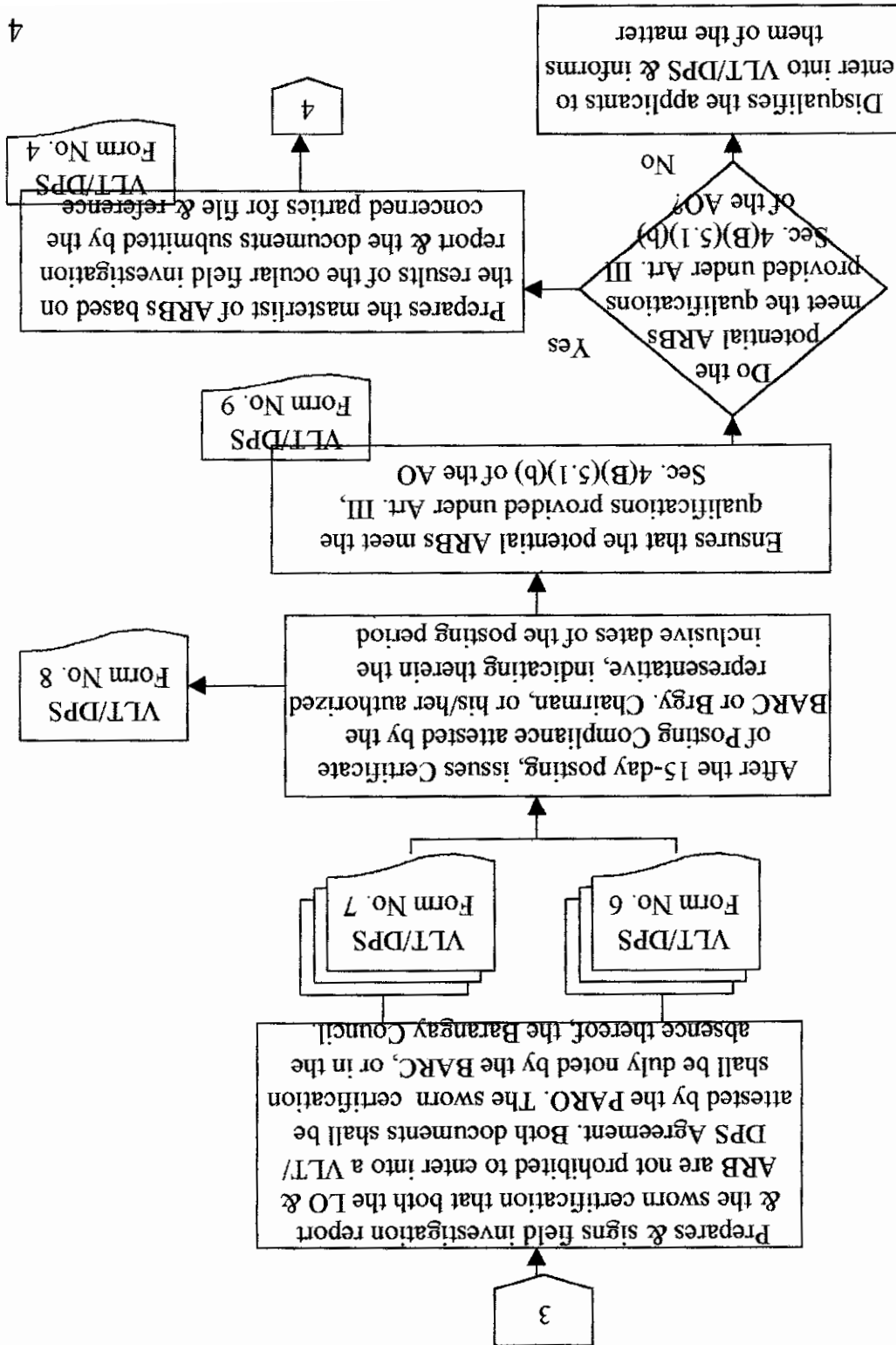
**Sec. 4 Operating Procedures on VLT/DPS**  
**B. Identification & Screening of ARBs**

**DARMO**



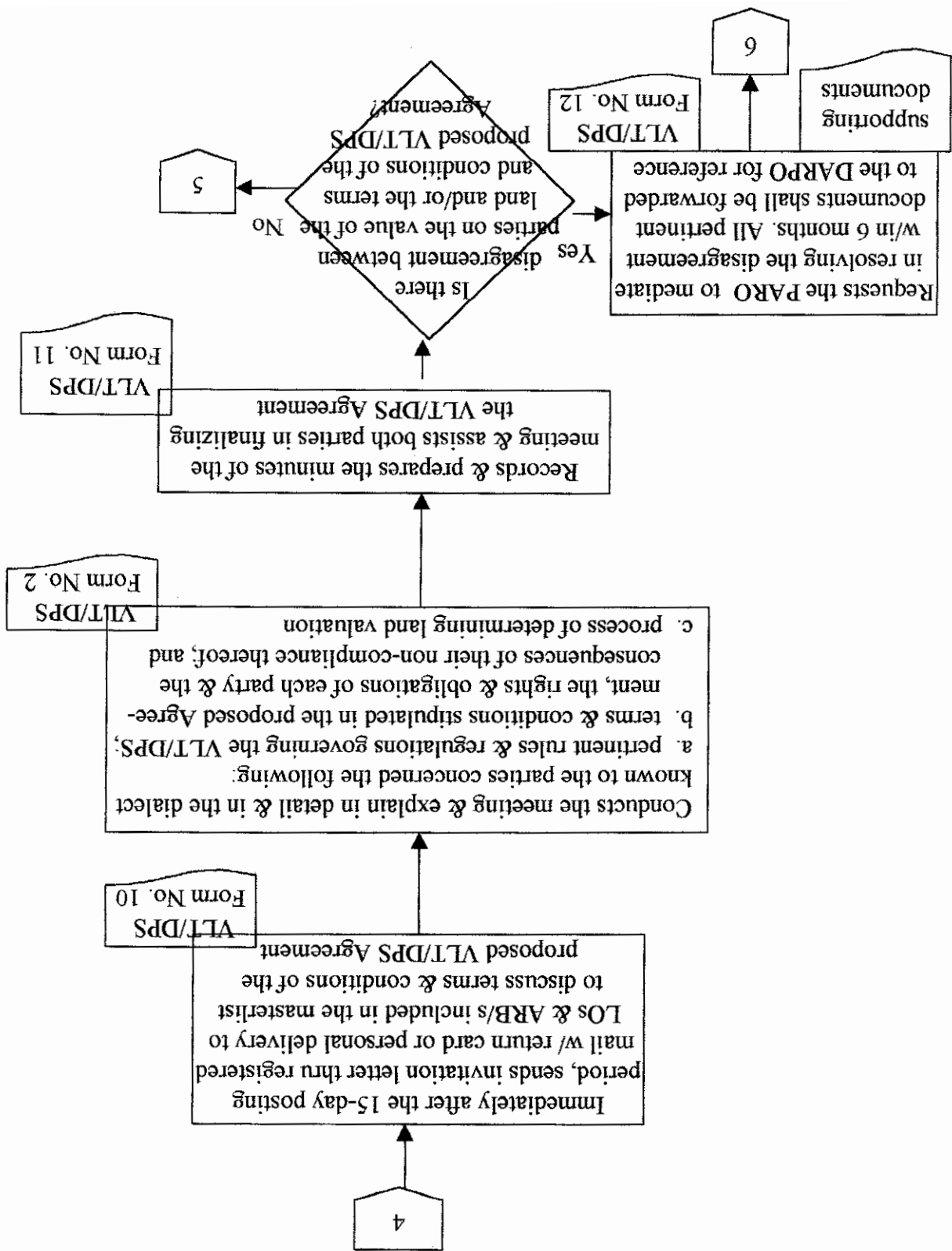
### Sec. 4 Operating Procedures on VLT/DPS B. Identification & Screening of ARBs

#### DARMO



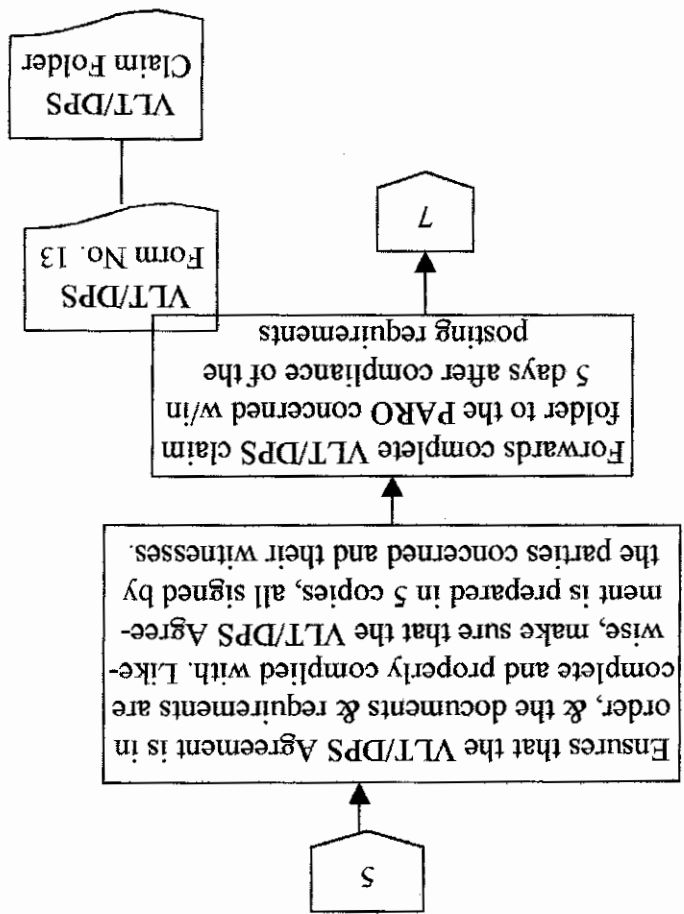
Sec. 4 Operating Procedures on VLT/DPS  
 C. Signing of VLT/DPS Agreement

DARMO



Sec. 4 Operating Procedures on VLT/DPS  
C. Signing of VLT/DPS Agreement

DARMO

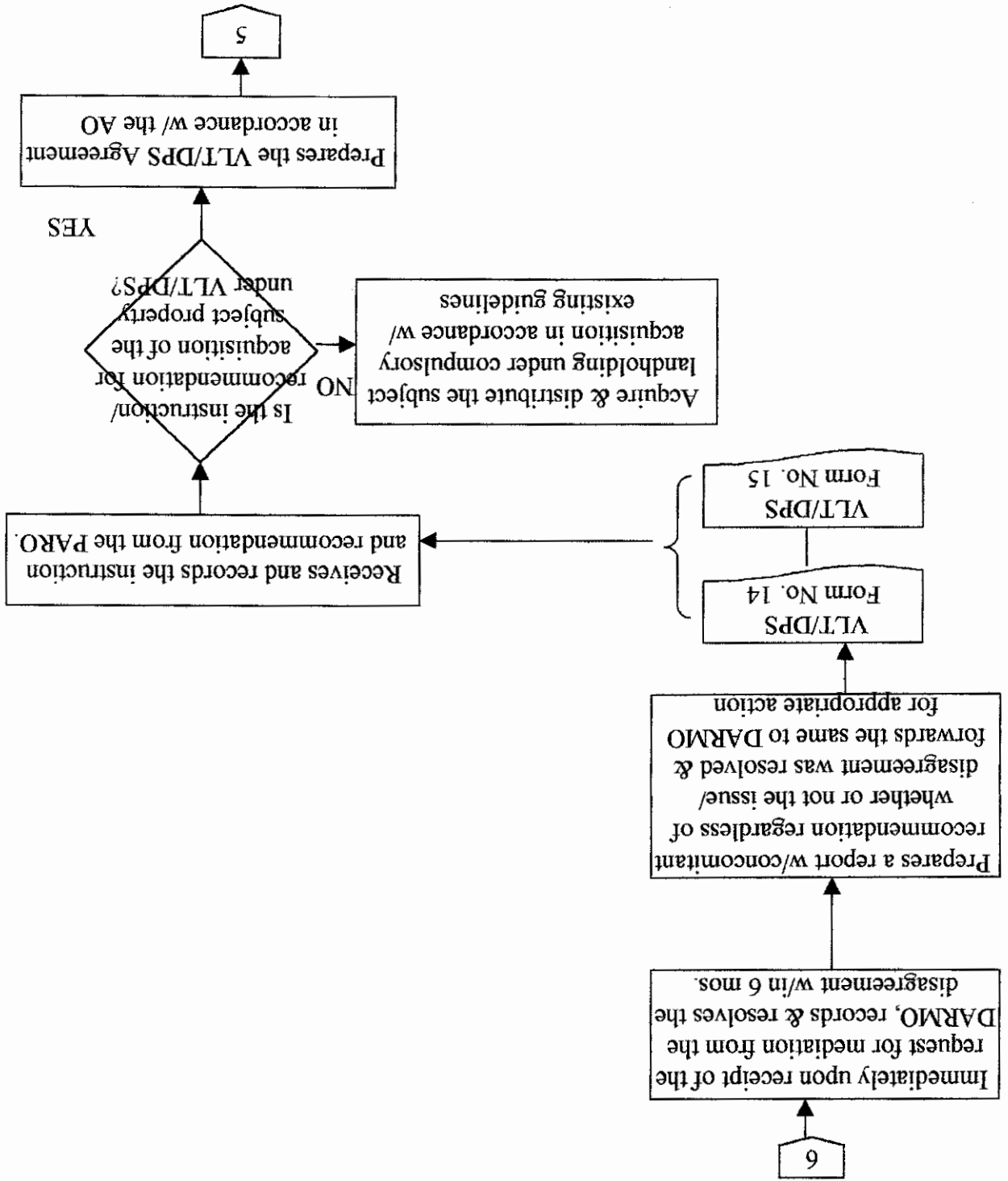


Sec. 4 Operating Procedures on VLT/DPS

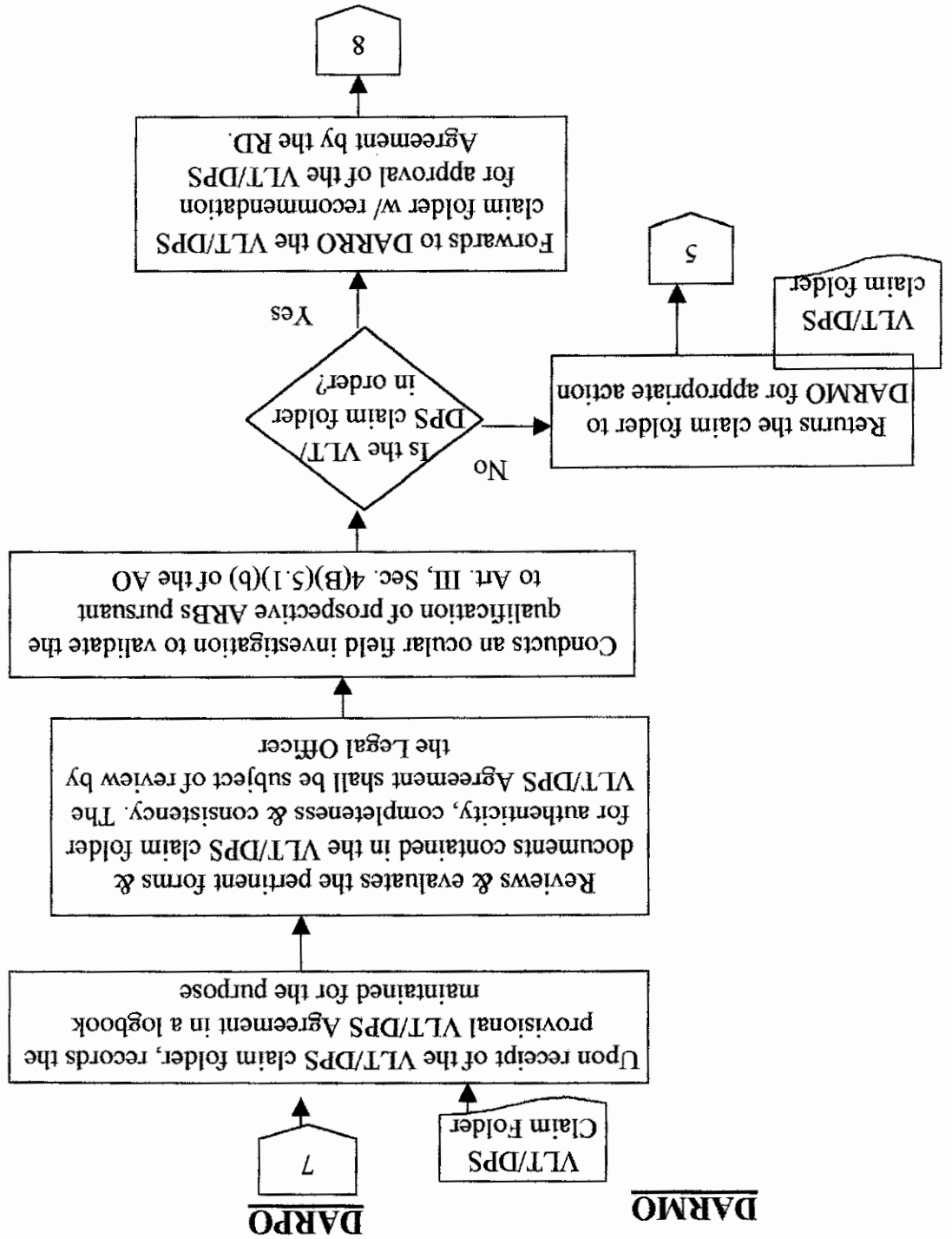
D. Mediation by DARPO

DARPO

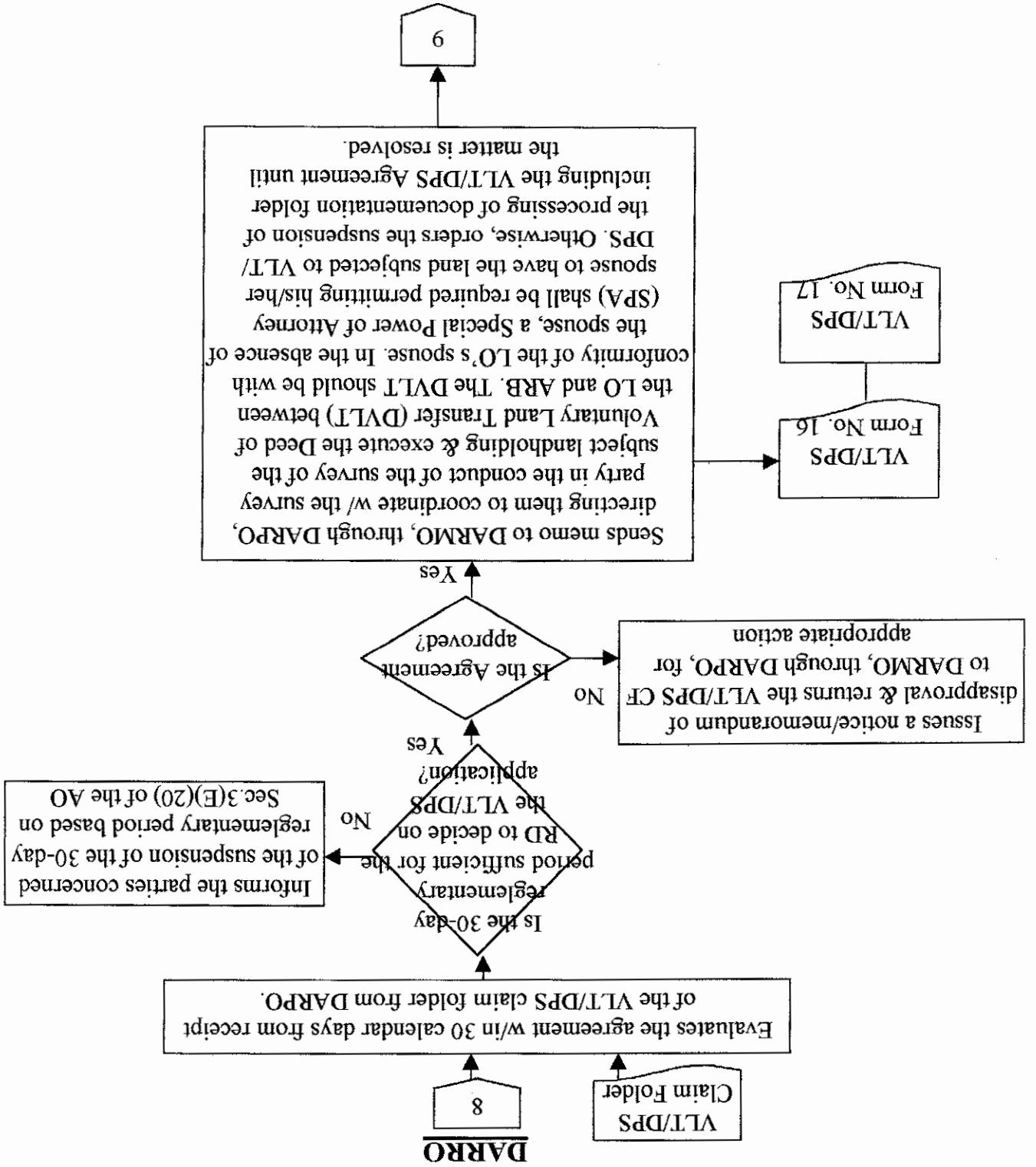
DARMO



Sec. 4 Operating Procedures on VLT/DPS  
 E. Review & Evaluation of VLT/DPS Claim Folder



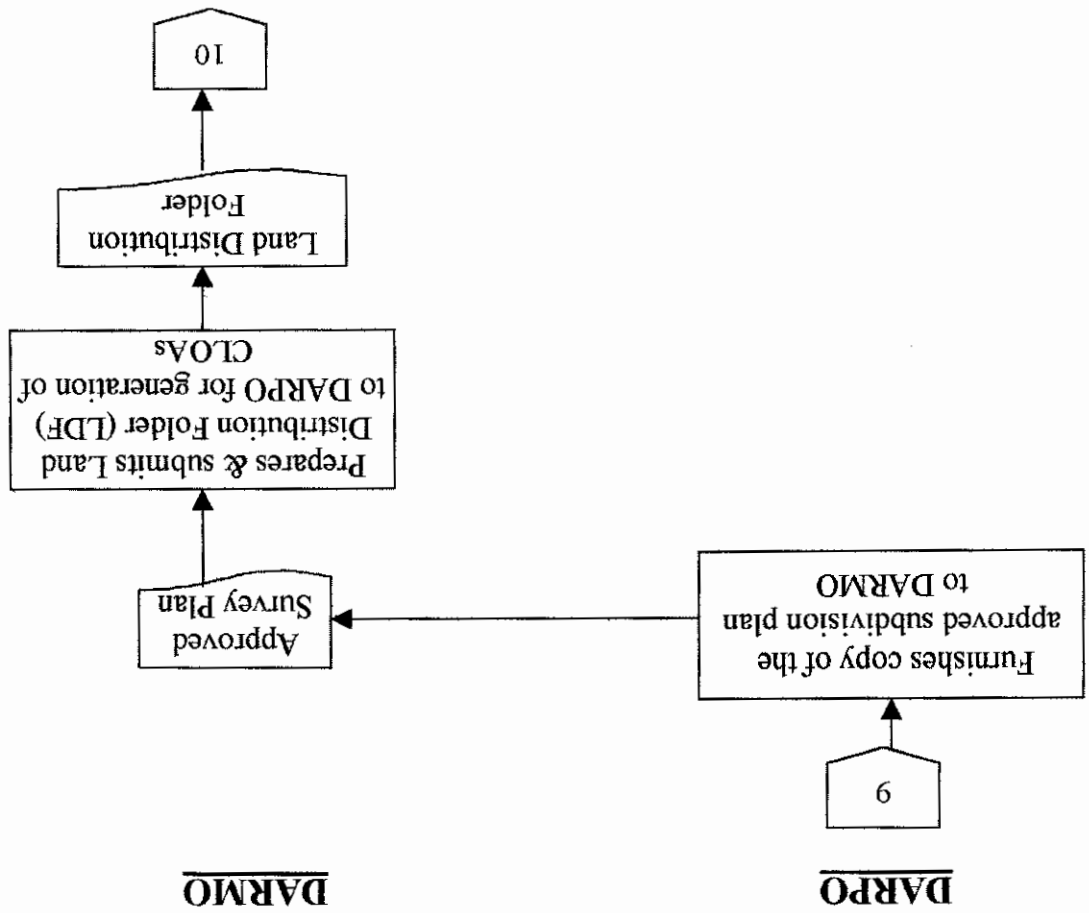
Sec. 4 Operating Procedures on VLT/DPS  
 E. Review & Evaluation of VLT/DPS Claim Folder





Sec. 4 Operating Procedures on VLT/DPS

E. Review & Evaluation of VLT/DPS Claim Folder

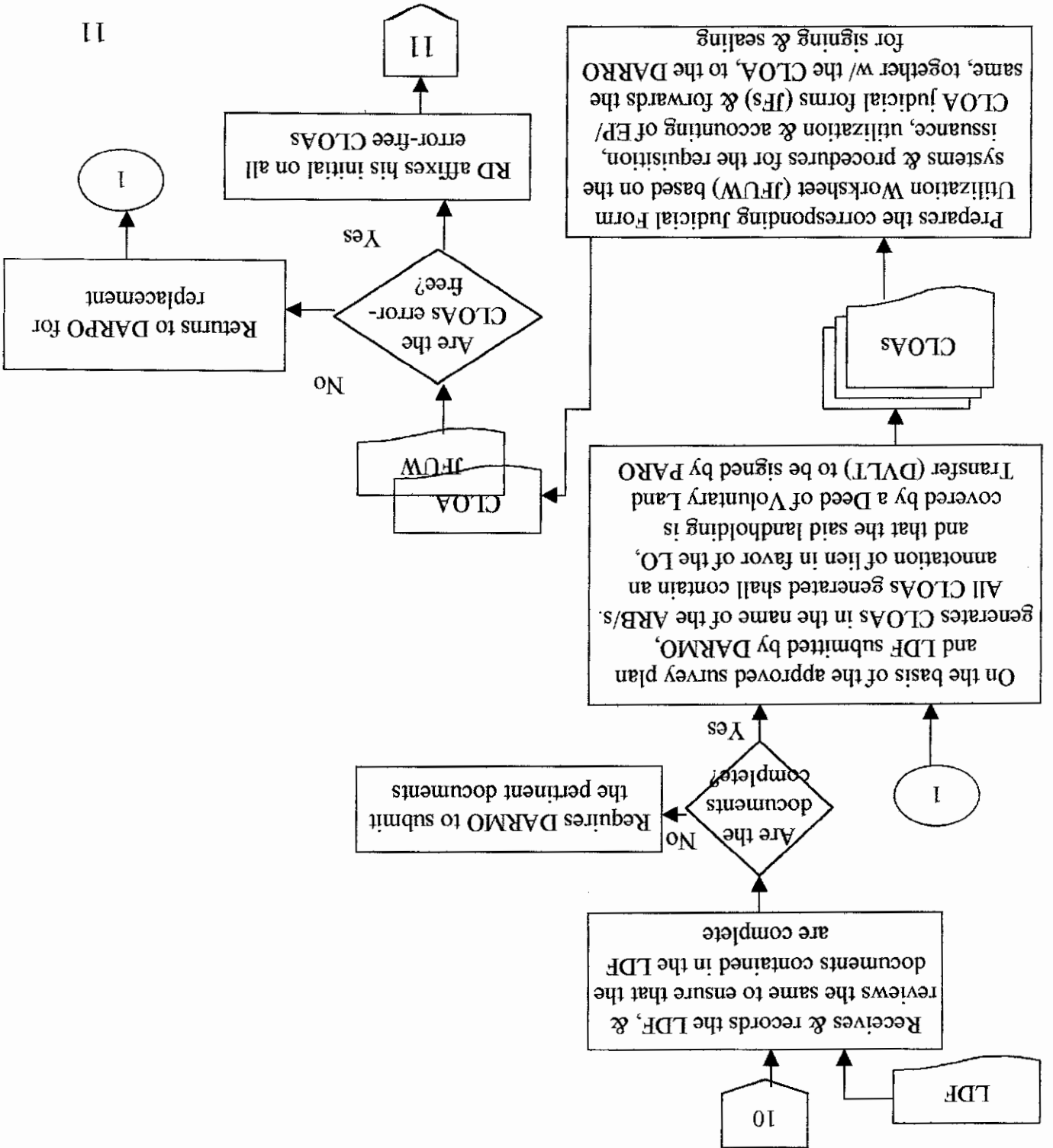


Sec. 4 Operating Procedures on VLT/DPS

F. Procedures on the Generation and Registration of CLOAs & Registration of Deed of Voluntary Land Transfer

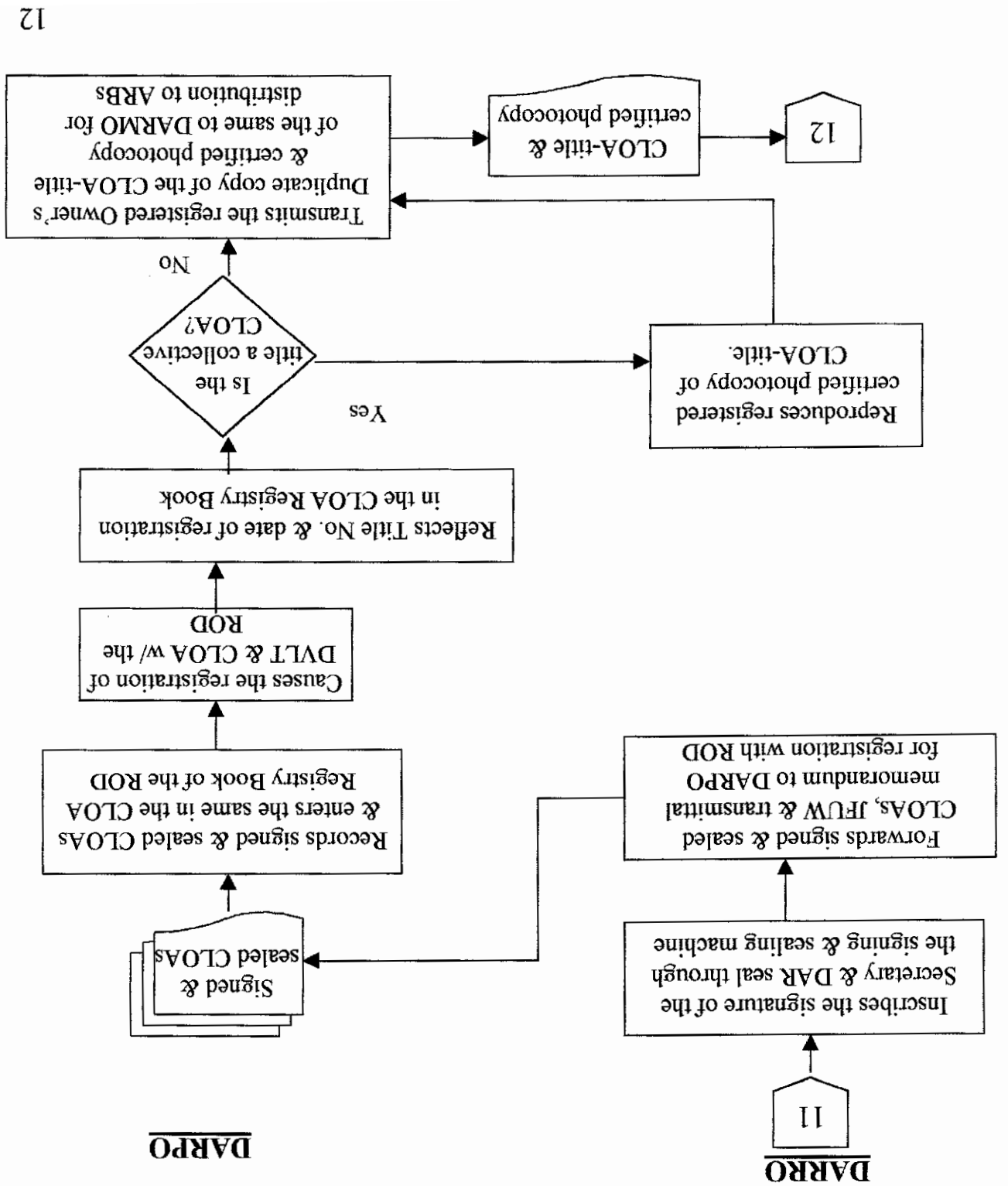
DARPO

DARPO



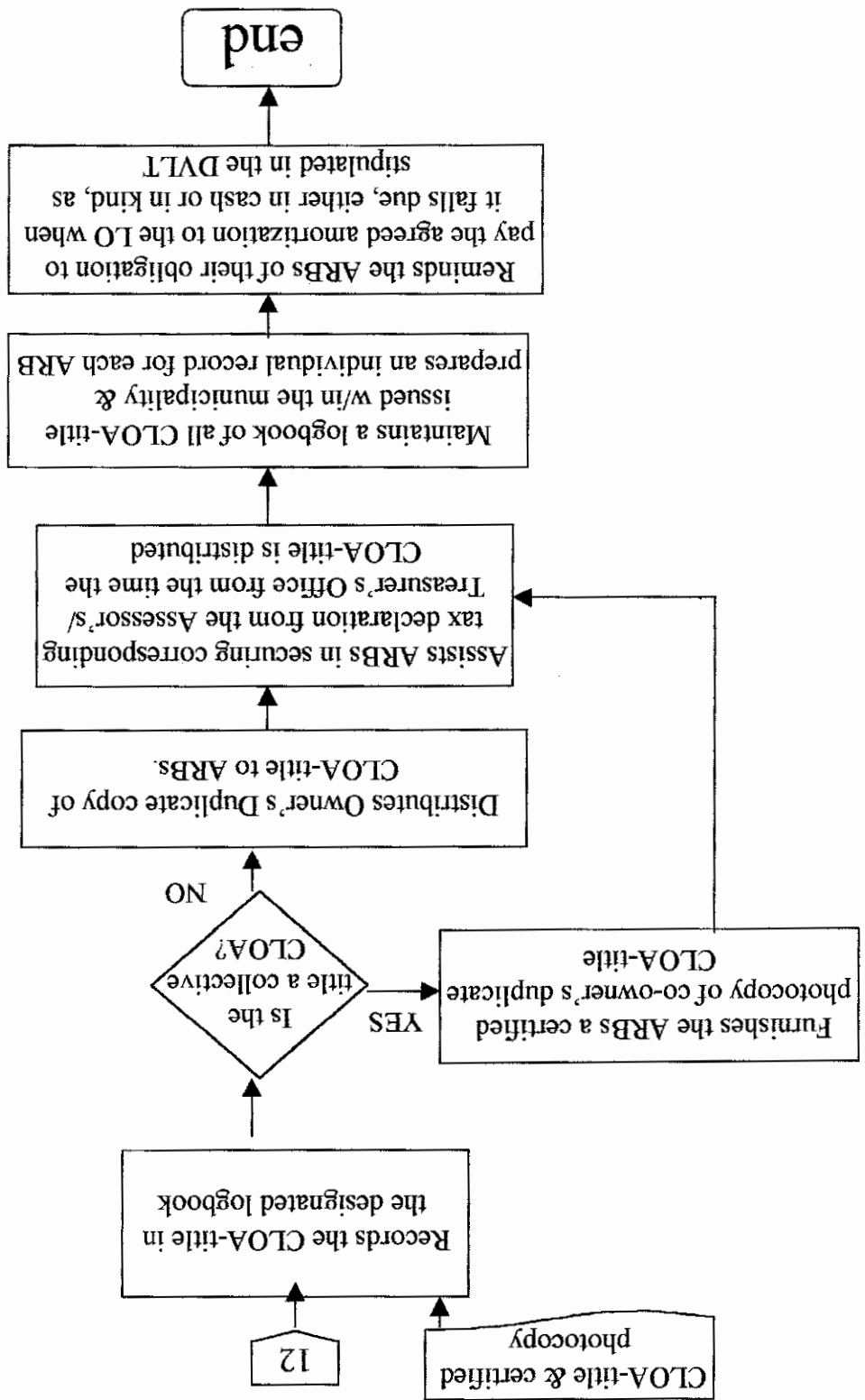
Sec. 4 Operating Procedures on VLT/DPS

F. Procedures on the Generation and Registration of CLOAs Registration of Deed of Voluntary Land Transfer



Sec. 4 Operating Procedures on VLT/DPS  
 G. Procedures on the Distribution of CLOA-Titles

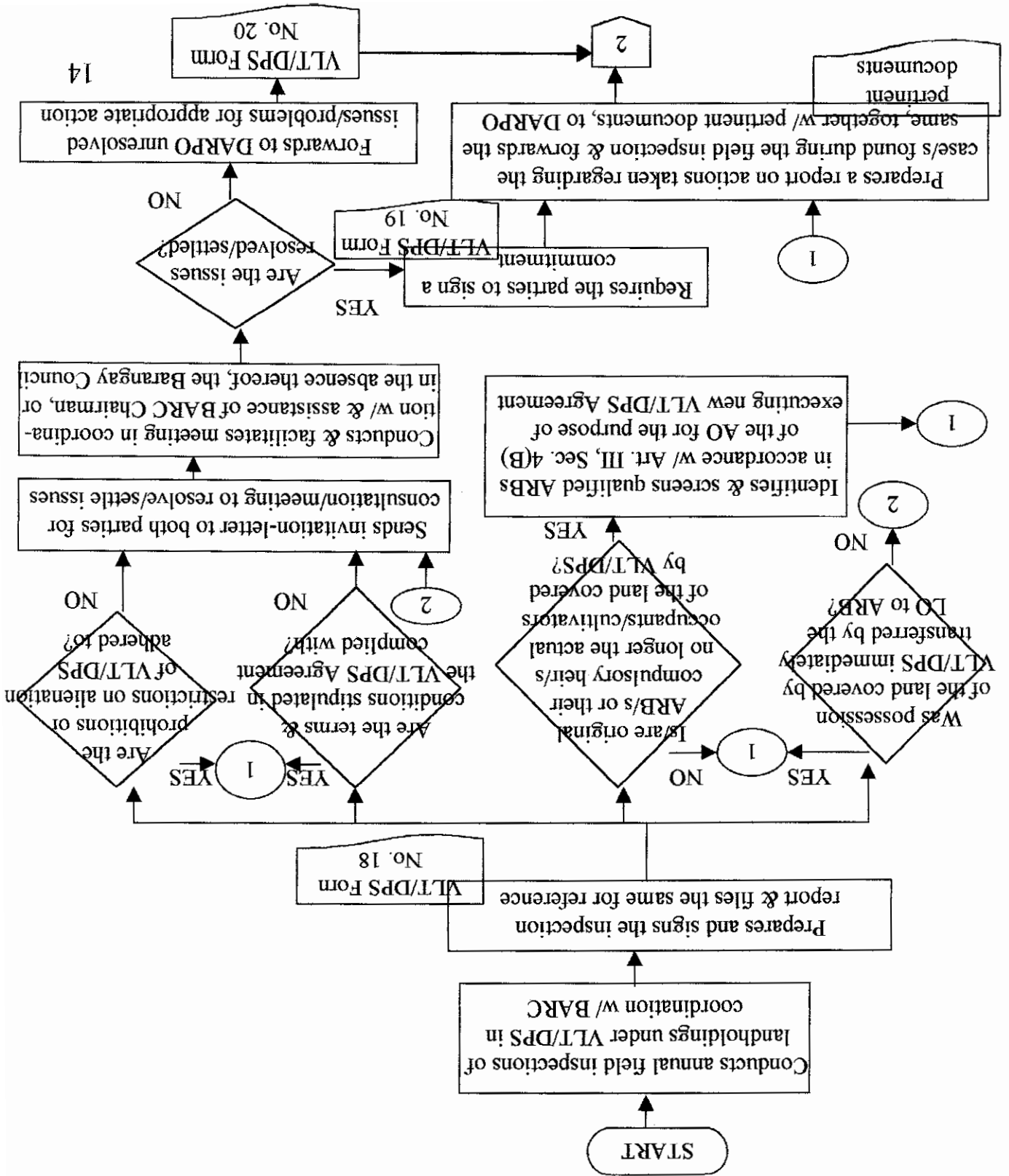
DARPO



Sec. 5 Monitoring

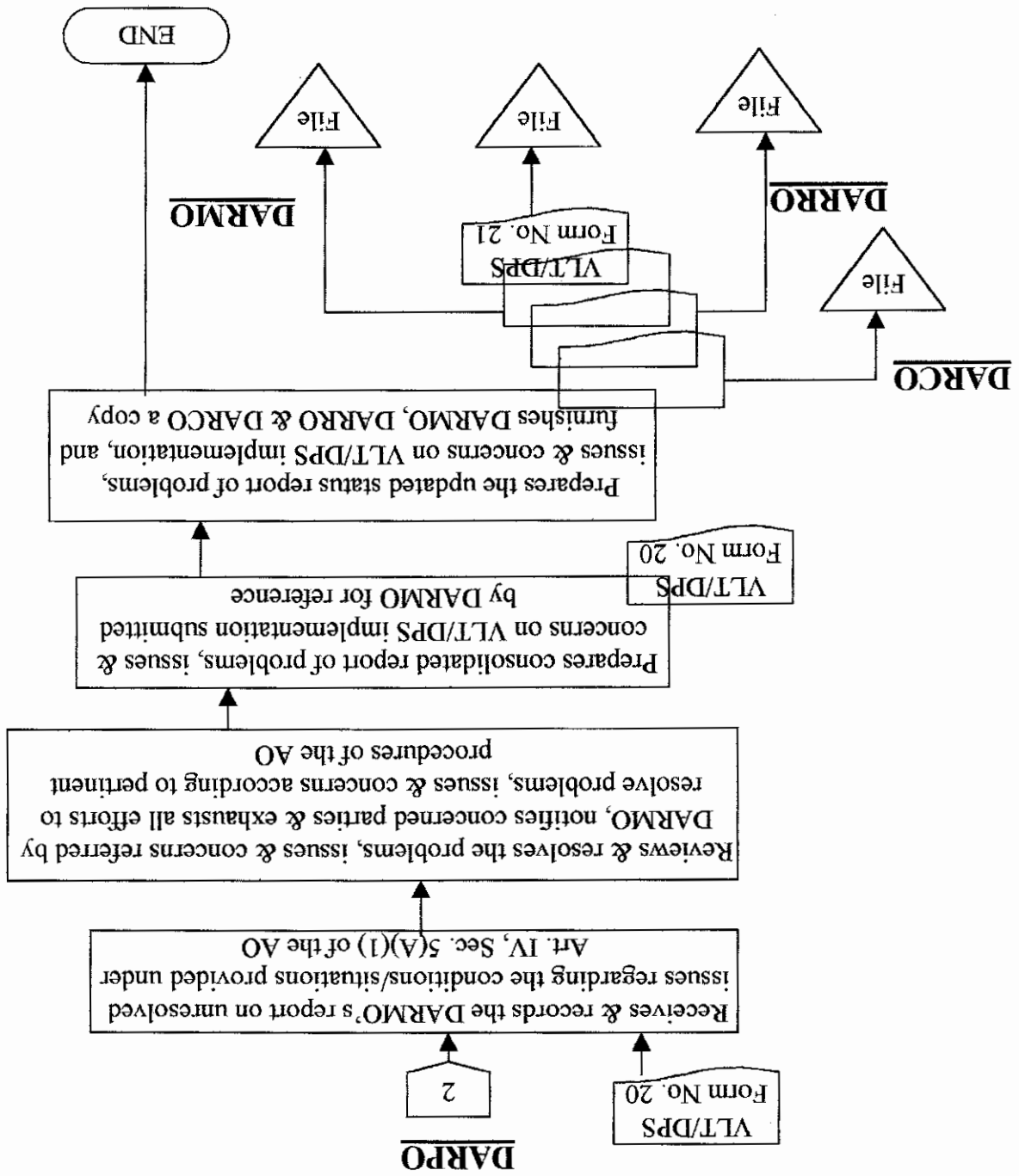
A. Monitoring of VLT/DPS Implementation

DARMO



Sec. 5 Monitoring

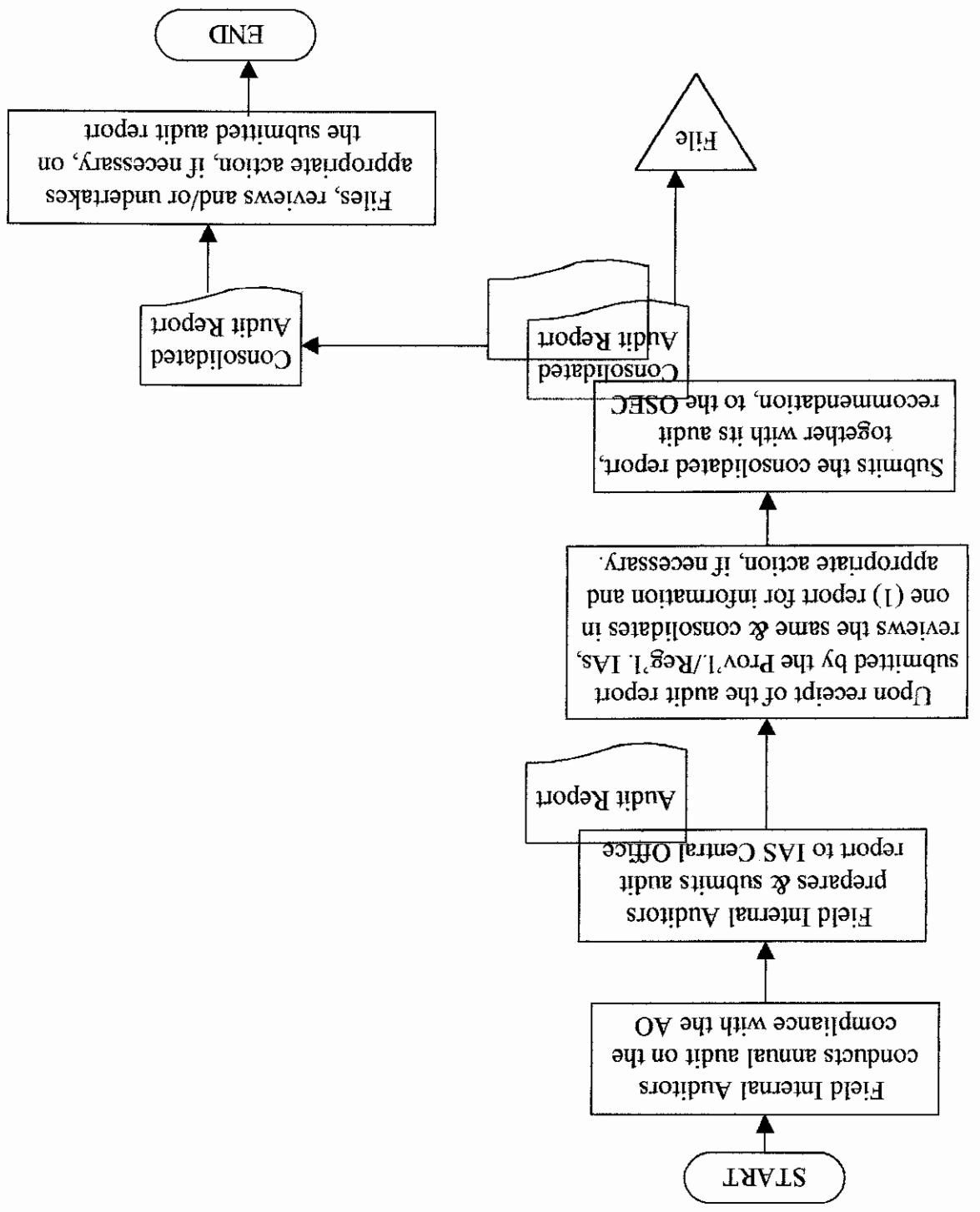
B. Monitoring of Problems, Issues & Concerns at the DARPO



Sec. 5 Monitoring

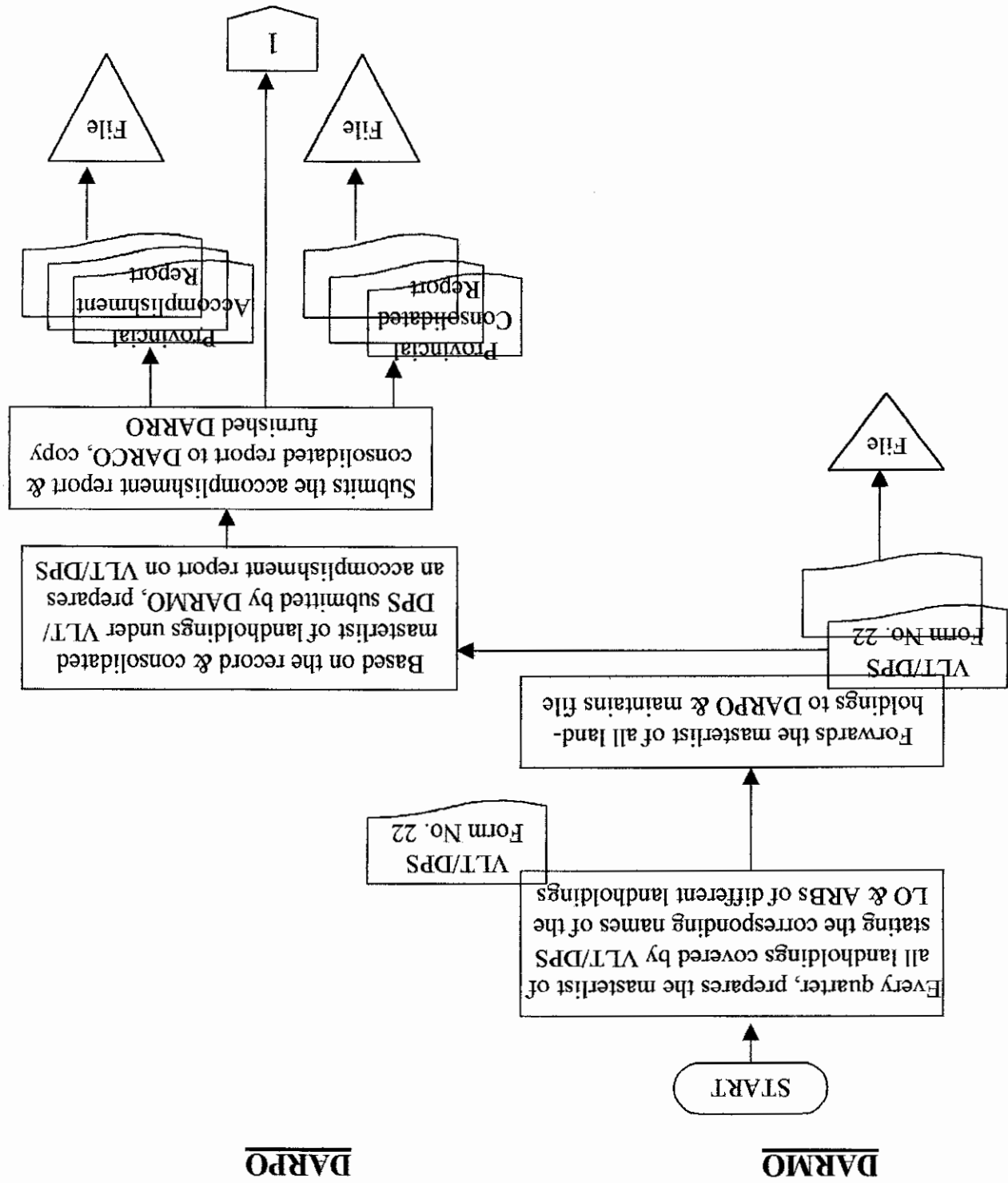
C. Compliance Audit by Internal Audit Service (IAS)

OSEC



Sec. 6 Reporting

Annex "L"





Sec. 6 Reporting

