



Republic of the Philippines
DEPARTMENT OF LAND REFORM

ADMINISTRATIVE ORDER NO. 02
Series of 2005

SUBJECT : RULES AND PROCEDURES GOVERNING THE ACQUISITION OF AGRICULTURAL LANDS SUBJECT OF VOLUNTARY OFFER TO SELL AND COMPULSORY ACQUISITION AND THOSE COVERED UNDER EXECUTIVE ORDER NO. 407

I. PREFATORY STATEMENT

The Comprehensive Agrarian Reform Law of 1988 covers all agricultural lands regardless of tenurial arrangement and commodity produced.

In view of continuing and evolving concerns in the implementation of the Comprehensive Agrarian Reform Program (CARP), this Administrative Order (AO) is hereby issued to simplify the processes in land acquisition pursuant to Republic Act No. 6657 and other related laws.

II. COVERAGE

These rules and procedures shall cover Voluntary Offer to Sell (VOS) and Compulsory Acquisition (CA) of agricultural lands enumerated under Section 7 of R.A. No. 6657 and those acquired under E.O. No. 407 dated June 14, 1990, as amended.

III. STATEMENT OF POLICIES

1. Landowners (LOs) may voluntarily offer their private agricultural lands for coverage under R.A. No. 6657. However, in the event that the landowner (LO) offers his/her property to the government after the Notice of Coverage (NOC) was received by him/her, the same may be allowed provided that the claim folder (CF) for the subject landholding is not yet received by the Claims Processing, Valuation and Payment Division (CPVPD) of the Land Bank of the Philippines (LBP) for valuation.
2. Applications for VOS involving retained areas or those landholdings with an aggregate area of five (5) hectares and below per landowner shall not be accepted.
3. The compensation for the land shall be: a) the amount agreed upon by the Department of Agrarian Reform (DAR), now Department of Land Reform (DLR), LBP, and the LO in accordance with the criteria provided for in Section 17 and 18, and other pertinent provisions of R.A. No. 6657 and existing guidelines; or b) the

value based on the order of DAR Adjudication Board (DARAB); or the amount as ordered by the regular court which has become final and executory.

4. In cases of rejection, LOs may withdraw the original value of the landholding as determined by the DLR and LBP per Memorandum of Valuation (MOV) and subsequently deposited in their names, subject to their submission of the requirements for payment.

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

5. Landowners, other than banks and financial institutions, who voluntarily offer their lands for sale, shall be entitled to an additional five percent (5%) cash payment pursuant to Section 19 of R.A. No. 6657.
6. For tenanted lands, the Agrarian Reform Beneficiary/ies (ARBs) shall continue to pay lease rentals based on existing guidelines on leasehold operations until such time that the LBP issues Certification of Deposit (COD).
7. Landholdings which were issued patents under the "Handog Titulo" program of the Department of Environment and Natural Resources (DENR) after June 15, 1988 shall not be subject of acquisition and distribution by the DLR unless Section 6 of R.A. No. 6657 applies. However, if the LO has landholdings other than those issued under the "Handog Titulo" program, said other landholdings shall be covered under CARP unless the aggregate landholding does not exceed five (5) hectares.
8. Lands proclaimed as settlement areas and awarded to settlers or beneficiaries under the resettlement program earlier implemented by the DLR and its predecessor offices shall not be subject to acquisition and redistribution under the CARP.

IV. OPERATING PROCEDURES

Landholdings subject of acquisition shall be validated based on ownership documents and on the projection by the DLR on DENR land classification maps to determine whether or not the areas are alienable and disposable.

The DLR shall prepare the preliminary information on all of the landholdings that shall be subject of joint field investigation using CARP-LA Form No. 1 which shall form part of the documentation of the claim folder.

The conduct of segregation/subdivision survey shall be considered an independent activity. However, the Provincial Agrarian Reform Officer (PARO) shall ensure that all field survey activities shall be completed before or undertaken simultaneously with the conduct of Field Investigation (FI).

LAND ACQUISITION PROCESS

STEPS	AGENCY/ PERSONS Responsible	ACTIVITY	FORMS/DOCUMENTS (REQUIREMENTS)
A. IDENTIFICATION AND DOCUMENTATION			
		FOR VOS	
1.a	Registered owner for titled properties LO for untitled properties	<ul style="list-style-type: none"> Files notarized letter offer together with basic ownership documents in any DLR office. 	<p><u>For titled properties:</u></p> <ul style="list-style-type: none"> Notarized LOs Letter-Offer (CARP Form No. 2) certified copy of the original OCT/TCT on file with ROD and Photocopy of ODC, if available copy of latest Tax Declaration in the name of the registered owner duly certified by the Municipal/City Assessor copy of Approved Survey Plan or Sketch Plan of the Property certified by a licensed GE <p><u>For untitled properties:</u></p> <ul style="list-style-type: none"> Notarized LOs Letter-Offer (CARP-LA Form No. 2) and the eight (8) requirements enumerated under Annex "A"
1.b	DLRMO/ DLRPO/ DLRRO/ DLRCO-BLAD	<ul style="list-style-type: none"> Receives duly accomplished Letter-Offer (CARP-LA Form No. 2) and determines completeness of basic documents cited under Step No. 1.a and requires other applicable documents under different situations. <p>The DLR office which received the aforesaid documents shall forward same to DLR Provincial Office where the subject property is located</p>	<ul style="list-style-type: none"> Same as the forms and documents required under step No. 1.a above Refer to Annex "A" for the list of documents required under different situations
2	DLRPO	<ul style="list-style-type: none"> Accepts offer including supporting documents and instructs the MARO to prepare the CF and to post the letter-offer and acceptance letter for seven (7) days at the Barangay and Municipal/City Halls where the property is located and, thereafter, issues Certification of Posting Compliance 	<ul style="list-style-type: none"> CARP-LA Form No. 3 (Acceptance Letter) CARP-LA Form No. 4 (VOSCF Documentation Memo) CARP-LA Form No. 5 (Certification of Posting Compliance)

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		If LO fails to submit Statement of Production and Income or the applicable Audited Financial Statements within thirty (30) days from receipt of the Acceptance Letter, MARO issues certification on LOs' failure.	CARP-LA Form No. 6 (Certification on LO's failure to submit Statement of Production and Income)
		FOR CA	
1	DLRMO	<ul style="list-style-type: none"> Gathers basic ownership documents and prepares corresponding claim folder per landholding as listed in CARP-LA Form No. 1 	<p>Same as the forms and documents required under Step No. 1.a except for Letter Offer</p> <ul style="list-style-type: none"> CARP-LA Form No. 1 (Preliminary Information on landholdings scheduled for FI)
		FOR EO 407	
1	LO (GFIs, GOCCs)	<ul style="list-style-type: none"> Executes DOT in favor of RP and surrenders to DLR basic ownership documents <p>The DLR office which received the aforesaid documents shall forward same to DLR Provincial Office where the subject property is located</p>	<ul style="list-style-type: none"> certified copy of the original OCT/TCT on file with ROD and Photocopy of ODC, if available copy of latest Tax Declaration in the name of the registered owner duly certified by the Municipal/City Assessor's copy of Approved Survey Plan or Sketch Plan of the Property certified by a licensed GE Refer to Annex "A" for the list of documents required under different situations
		FOR CA	
2	DLRPO	<ul style="list-style-type: none"> Sends LO Notice of Coverage and instructs the MARO to post the NOC for seven (7) days at the barangay/ municipal/city halls where the property is located and thereafter issues Certification of Posting Compliance <p>If LO fails to submit Statement of Production and Income or the applicable Audited Financial Statements within thirty (30) days from receipt of the NOC, MARO issues certification on LOs failure.</p>	<ul style="list-style-type: none"> CARP-LA Form No. 7 (Notice of Coverage) CARP-LA Form No. 5 (Certification of Posting Compliance) CARP-LA Form No. 8 (CACF Documentation Memo) Proof of Service of NOC per pertinent guidelines CARP-LA Form No. 6 (Certification on LO's failure to submit Statement of Production and Income)
		FOR VOS, CA, EO 407	
3	DLRMO	<ul style="list-style-type: none"> Sends Notice to BARC, LBP, and potential ARBs and invites the LO and DENR, LGU-MAO (if necessary) on schedule of Field Investigation (FI) at least fifteen (15) days in advance 	<ul style="list-style-type: none"> CARP-LA Form No. 9 (Notice to Conduct Field Investigation) CARP-LA Form No. 10 (Invitation Letter to the LO)

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4	DLRMO, BARC, LBP,LO, POTENTIAL ARBs	<ul style="list-style-type: none"> Conducts FI of property with representatives of LBP, BARC, LO, potential ARBs and surveyor (if survey field work is simultaneous) and with the assistance of the DENR and/or LGU-MAO, if necessary. 	<ul style="list-style-type: none"> Copy of approved segregation/subdivision plan or if not available, advance copy of segregation/subdivision plan (with reference plan)
5	DLRMO LBP BARC	<ul style="list-style-type: none"> Prepares FI Report and Land Use Map 	<ul style="list-style-type: none"> CARP-LA Form No. 11 (Field Investigation Report)
6	DLRMO	<ul style="list-style-type: none"> Proceeds with the preliminary screening of potential ARBs and the MARO issues Certification of Qualified Potential ARBs 	<ul style="list-style-type: none"> CARP-LA Form No. 12 (Certification of Qualified Potential ARBs)
7	DLRMO	<ul style="list-style-type: none"> Forwards CF to DLRPO together with approved subdivision / segregation plan. However, if the whole property is covered, boundary or perimeter sketch plan duly certified by a GE will suffice. 	<ul style="list-style-type: none"> CARP-LA Form No. 13 (CF transmittal Memo) ASP with Technical Description Perimeter Land Use Map
B. REVIEW AND COMPLETION OF DATA/DOCUMENTS			
8	DLRPO DLRPO, GFIs, GOCCs, ROD DLR-LBP-PPU	<ul style="list-style-type: none"> Receives CF <p>Note: For EO 407 lands, after determination of the acquirable area, completes the execution of the DOT and forwards the same together with the ASP to the ROD for registration and issuance of title in the name of RP. Thereafter, commences the immediate distribution of the property even pending valuation of the same</p> <ul style="list-style-type: none"> Evaluates, determines sufficiency and processability of CF, and recommends submission to LBP-AOC 	<ul style="list-style-type: none"> DOT between GFIs/GOCCs and DLR CARP-LA Form No. 14 (Checklist of required documents with recommendation signed jointly by the DLR-LBP PPU)
9	DLRPO	<ul style="list-style-type: none"> Prepares Memorandum Request to value and forwards CF to LBP-AOC together with checklist of required documents duly reviewed and recommended by the DLR-LBP-PPU 	<ul style="list-style-type: none"> CARP-LA Form No. 15 (Memorandum Request to Value Land with CARP-L Form No 14 - Checklist of required documents jointly signed by DLR-LBP PPU)

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C. LAND VALUATION AND COMPENSATION			
10	LBP-AOC	<ul style="list-style-type: none"> • Receives and acknowledges receipt of CF • Reviews CF and determines land value 	<ul style="list-style-type: none"> • CARP-LA Form No. 15 (LBP Acknowledgment)
11	LBP-AOC/HO	<ul style="list-style-type: none"> • Sends Memorandum of Valuation with Land Valuation Worksheet (LWW) to DLRPO 	<ul style="list-style-type: none"> • CARP-LA Form No.16 (Memo of Valuation) • Land Valuation Worksheet
12	DLRPO	<ul style="list-style-type: none"> • Receives and reviews Memorandum of Valuation with LWW from LBP • Sends: <ul style="list-style-type: none"> • Order to deposit to LBP, together with a copy of Application to Purchase and Farmer's Undertaking (APFU) • Notice of Land Valuation and Acquisition (NLVA) to LO together with copies of MOV, LWW and LO's Reply Form and causes the posting of the NLVA for seven (7) days at the barangay and municipal/city halls where the property is located and, thereafter, issues Certification of Posting Compliance 	<ul style="list-style-type: none"> • CARP-LA Form No. 17 (Order to Deposit) • CARP-LA Form No. 20 (duplicate copy of NLVA) • CARP-LA Form No. 18 (Revised APFU) • CARP-LA Form No. 20 (Notice of Land Valuation and Acquisition with CARP-LA Form No. 21-LOs' Reply Form) • CARP-LA Form No. 16 (Memo of Valuation) with <ul style="list-style-type: none"> • Land Valuation Worksheet • CARP-LA Form No. 5 (Certification of Posting Compliance of NLVA by the PARO)
13	LBP	<ul style="list-style-type: none"> ▪ Issues Certification of Deposit to DLR 	<ul style="list-style-type: none"> • CARP-LA FORM No. 19 (Certification of Deposit)
14	LO	<ul style="list-style-type: none"> ▪ Replies to NLVA within thirty (30) days from receipt and submits documents to LBP required for payment of compensation claim 	<ul style="list-style-type: none"> ▪ CARP-LA Form No. 21 (LOs' Reply)
15	DLRPO	<ul style="list-style-type: none"> • Sends LOs' reply to LBP 	<ul style="list-style-type: none"> ▪ CARP-LA Form No. 22 (DLRPO transmittal letter of LOs' Reply) ▪ CARP-LA Form No. 21 (LOs' Reply)
C.1 WHERE LO ACCEPTS THE LAND VALUATION			
16	DLRPO	<ul style="list-style-type: none"> ▪ Forwards to ROD copy of Certification of Deposit, together with ASP, and requests issuance of Transfer Certificate of Title in the name of RP 	<ul style="list-style-type: none"> ▪ CARP Form No. 23 (Request to Issue TCT in the name of RP)
17	ROD	<ul style="list-style-type: none"> ▪ Issues TCT in the name of RP and forwards Owner's Duplicate Certificate of RP Title to DLRPO which shall 	<ul style="list-style-type: none"> ▪ TCT Judicial Form (LRA) ▪ CARP-LA Form No. 24 (Transmittal to LBP of certified photo copy of RP title)

		furnish LBP-AOC certified photo copy of the same	
18	LBP-AOC LBP-HO	<ul style="list-style-type: none"> ▪ Prepares Payment Release Form; Pays LO and mortgagee-banks/creditors, if encumbered 	<ul style="list-style-type: none"> ▪ LBP Payment Release Form
C.2 WHERE LO REJECTS LAND VALUATION OR FAILS TO RESPOND			
16	DLRPO	<ul style="list-style-type: none"> • If the LO rejects the offered price or fails to reply within thirty (30) days from receipt of the NLVA, forwards to ROD copy of the Certification of Deposit, ASP with Technical Description and letter-request to ROD for the issuance of RP title ▪ Advises the RARAD/PARAD to conduct summary administrative proceedings 	<ul style="list-style-type: none"> • CARP Form No. 21(LOs' reply to NLVA) • CARP-LA Form No. 19 (Certification of Deposit) • CARP-LA Form No. 23 (Request to issue TCT in the name of RP) • CARP-LA Form No. 25 (Advice to PARAD/RARAD)
17	ROD	<ul style="list-style-type: none"> ▪ Issues TCT in the name of RP and forwards Owner's Duplicate Certificate of RP Title to DLRPO which shall furnish LBP-AOC certified photo copy of the same 	<ul style="list-style-type: none"> ▪ New TCT in the name of RP ▪ CARP-LA Form No. 24 (Transmittal to LBP of certified photo copy of RP title)
18	RARAD/ PARAD	<ul style="list-style-type: none"> • Simultaneous with Step Nos. 16-17 above, conducts summary administrative proceedings, renders decision and informs parties concerned of the same ▪ In case the LO or LBP/DLR rejects the DARAB decision, the LO or LBP/DLR may go to SAC/CA/SC for final determination of just compensation 	
19	DLRPO	<ul style="list-style-type: none"> • Requests DARAB/Proper Courts to issue Certificate of Finality, except in cases covered by Sec III.4 par. 2 of this AO, and forwards to LBP the original copy. Thereafter, LBP follows Step No. 18 of C.1. 	
D. LAND DISTRIBUTION			

DLRPO provides the DLRMO certified copy of the RP Title with the instruction to immediately take possession of the land and proceed with the redistribution of the same in favor of the qualified beneficiaries. In case there is any standing crop on the land at the time of acquisition, the landowner shall retain his share of the harvest thereof pursuant to Section 28 of R.A. No. 6657 and other related laws.

In consideration of the payment made by the LBP, the original Owner's Duplicate Copy of CLOA-Titles shall be surrendered to LBP as mortgagee

V. TRANSITORY PROVISIONS

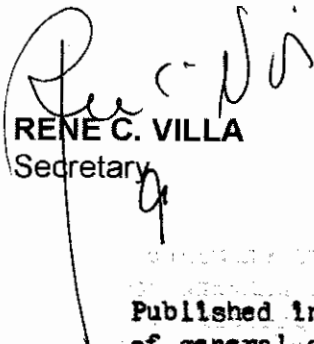
This Administrative Order shall apply even to claims pending at any level but only in so far as the subsequent or remaining procedures/activities are concerned.

However, CFs involving landholdings with an aggregate area of five (5) hectares and below per landowner or those covered by patents under the "Handog Titulo" program of the DENR shall no longer be processed except those already officially received by the LBP.

VI. EFFECTIVITY

This Order shall take effect ten (10) days after its publication in two (2) newspapers of general circulation pursuant to Section 49 of R.A. No. 6657. It shall repeal Administrative Order No. 2 (1996), A.O. No. 1 (1998), A.O. No. 4 (2000) and amend A.O. No. 1 (2003), AO. No. 2 (2003), A.O. No. 7 (2003), and other pertinent guidelines or portions thereof inconsistent herewith.

Quezon City, Metro Manila 12 May 2005


RENE C. VILLA
Secretary

Published in two (2) national newspaper
of general circulation:
1. Philippine Daily Inquirer
2. Malaya

Date of Publication-May 16, 2005




Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

CERTIFICATION

This is to certify that Administrative Order No. 2, Series of 2005 entitled “**Rules and Procedures Governing the Acquisition of Agricultural Lands Subject of Voluntary Offer to Sell and Compulsory Acquisition and Those Covered Under Executive Order No. 407**” was published today, 16 May 2005 at Philippine Daily Inquirer and Malaya newspapers.

Issued this 16th day of May 2005 for whatever purpose it may serve.


NORMA L. PADIGOS
Director III, PAS

PRELIMINARY INFORMATION ON LANDHOLDINGS SCHEDULED FOR FIELD INVESTIGATION

Name of LO	Location of Property	Information on the Land			Land Condition / Suitability to agriculture ¹	Land Use ²
		Title #/Tax Dec #	Lot # / Survey #	Total Area (has.)		

CERTIFICATION:

We hereby certify that the above landholdings have undergone initial projection based on DENR Land Classification Map and found to be within the Alienable and Disposable area.

Signature over Printed Name
MARO

Signature over Printed Name
DLRPO CARPO-Operations

Signature over Printed Name
PARO

Date

Date

Date

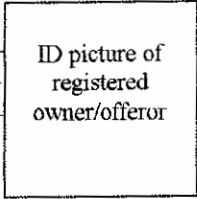
- Copy Distribution:
- Original - VOSCF/CACF
 - Duplicate - IBP-AOC
 - Triplicate - DLRPO
 - Quadruplicate - DLRMO

¹ Indicate whether property is presently being cultivated/suitable to agriculture or subject property is presently idle/vacant
² Indicate whether sugarland, comland, unirrigated Riceland, irrigated Riceland and others (specify)

LETTER OFFER

Address _____

Date _____



The Honorable Secretary
Department of Land Reform
Diliman, Quezon City

Thru: The Provincial Agrarian Reform Officer

Sir:

In support of the Comprehensive Agrarian Reform Program of the government, I have the honor to voluntarily offer to sell to the Republic of the Philippines my land, including the improvements thereon, described as follows:

OCT/TCT No. _____ Total Area per Title/TD, in hectares (has.) _____
Tax Dec. No. _____ Area offered (has.) _____
Lot No./Survey No. _____
Location _____

I hereby declare that the land is productive or suitable to agriculture. My offer is as follows:

Land (including crops) P _____/ha or a total amount of P _____
Improvements (non-crops such as mills, bodega, etc.) P _____

May I likewise inform you, that:

- I am exercising my right of retention to the extent of _____ has.
- I am nominating my _____ child/children as preferred beneficiaries subject to the requirements of Section 6 of R.A. No. 6657.
- I am not exercising my right of retention.

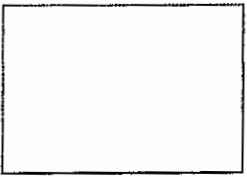
I have been informed of and fully comprehend the terms and conditions as provided for by law and applicable guidelines for the DLR, LBP, DENR and BARC, and other representatives to enter my property for purposes of inspection, verification, studies leading to the redistribution of the property to qualified beneficiaries.

I hereby authorize DLR to take immediate possession of my land described above after LBP has deposited the land compensation in my name.

I am attaching herewith a certified copy of the OCT/TCT and other ownership documents.

Very truly yours,

Signature over Printed Name of Landowner
or Authorized Representative (with SPA to sell
or Board Resolution to sell as the case may be)



RIGHT THUMB MARK

CONFORME: SPOUSE/CO-OWNERS (if applicable)

Signature over printed name

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF _____)S.S.
CITY/MUNICIPALITY OF _____

BEFORE ME, on this, _____ day of _____ in _____, at _____ personally appeared _____ in his/her capacity as _____ of the _____ with Community Tax Certificate No. _____ issued at _____ on _____ known to me and to me known to be the same person who accomplished the foregoing LETTER-OFFER in his/her own free and voluntary act and deed as well as that of the corporation he/she represents.

WITNESS MY HAND AND SEAL, on the date and at the place above written.

Notary Public

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

CHECKLIST OF REQUIRED DOCUMENTS

For Titled Properties:

- Notarized Letter Offer (CARP-LA FORM NO. 2)
- ROD certified copy/ies OCT/TCT
- Assessor's certified copy of Tax Declaration
- Copy of Approved Survey Plan or Sketch/Lot Plan of the property certified by a registered Geodetic Engineer
- Latest ID picture or photocopy of any valid ID, with signature and picture, of the registered owner/heirs

For Untitled Properties:

- Notarized Letter Offer (CARP-LA FORM NO. 2)
- Certification of the DENR-CENRO or Regional Technical Director, Lands Management Service, pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, Series of 1994, Joint DENR-DAR Administrative Order No. 2003-1 and applicable rules and regulations
- Approved Survey Plan (ASP). If ASP is not available, a Sketch Plan and Technical Description duly approved by DENR
- Certified copy of the present Tax Declaration from the Assessor's file in the name of the claimant with correct lot numbers and area per approved plan
- Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest
- Certification of the Assessor concerned showing the Tax Declaration issued, the declarant/s, the area covered, and the basis for the issuances and cancellations thereof up to the Tax Declaration issued in the name of the claimant, as well as any existing liens on the present and previous Tax Declaration
- Certification from the Clerk of Court concerned whether or not the property/ies identified in the plan is/are covered by land registration proceedings or civil case, and if the same is used as bond in other Court actions.
- Certification from the Assessors' Office concerned to the effect that as per their records, the property/ies as appearing in the approved survey plan is/are free from all liens and encumbrances
- LRA Certification that the property is not within any decreed or titled property
- Latest ID picture or photocopy of any valid ID, with signature and picture, of the landowner/heirs

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

ACCEPTANCE LETTER

_____ Date

Sir/Madam:

This is to acknowledge receipt of your notarized letter offer (CARP-LA FORM NO. 2) dated _____ voluntarily offering for sale under the Comprehensive Agrarian Reform Program your property with Lot No./Survey No. _____ embraced by OCT/TCT/TD No. _____ located at _____ . We also acknowledge receipt of the following documents in support of your Letter Offer:

Please be informed that:

1. Your Voluntary Offer to Sell is accepted subject to the determination on whether or not your landholding/s is/are covered under CARP.
2. DLR and LBP, pursuant to Executive Order No. 405, dated 14 June 1990, shall determine the value of the subject landholding of which you shall be notified as soon as we receive the Memorandum of Valuation from LBP.
3. You will be required to submit to the DLRMO, within thirty (30) days from receipt of this Acceptance Letter, a Statement of Production and Net Income, or the applicable audited financial statement, which shall include, among others, total production and cost of operations on a per crop basis and selling price/s (farm gate) on the said landholding which shall be considered in the determination of the land value pursuant to Section 17 of R.A. No. 6657 and other applicable rules and regulations. In the event that you fail to submit the above documents within the prescribed period, the DLR and LBP shall adopt the applicable industry data or in the absence thereof, conduct an industry study on the specific crop which shall be used in determining the production, cost and net income of the subject landholding.
4. This shall also serve as the Notice of Coverage (NOC). In case you manifest to retain a portion of your landholding, you are required to submit to DLRMO within thirty (30) days from receipt of this Acceptance Letter a sketch map of or pinpoint the area you intend to retain. Otherwise, the DLR will identify and choose the retention area in your behalf.

We shall post your notarized Letter Offer and this Acceptance Letter in the bulletin boards or any conspicuous places in the Municipality/City and the Barangay where your property is located.

Thank you for your cooperation.

Very truly yours,

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy distribution:

Original	- LO
Duplicate	- CF
Triplicate	- DLRPO
Quadruplicate	- for posting at the Municipal/City Hall
Quintuplicate	- Barangay Hall

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform office

VOSCF DOCUMENTATION MEMO

TO : The Municipal Agrarian Reform Officer

FROM : The Provincial Agrarian Reform Officer

SUBJECT: CF DOCUMENTATION for _____

We are forwarding to you the attached letter offer of _____
including the following supporting documents:

For Titled Properties:

- Notarized Letter Offer (CARP-LA Form No. 2)
- Acceptance Letter (CARP-LA Form No. 3)
- ROD Certified copy/ies OCT/TCT of title/s on file with ROD
- Assessor's Certified copy of Tax Declaration
- Copy of Approved Survey Plan or sketch/lot plan of the property certified by a registered Geodetic Engineer
- Latest ID picture or photocopy of any valid ID, with signature and picture, of the registered owner/heirs
- Others (please specify)

For Untitled Properties:

- Notarized Letter Offer (CARP-LA Form No. 2)
- Acceptance Letter (CARP-LA Form No. 3)
- Certification of the DENR-CENRO or Regional Technical Director, Lands Management Service, certification pursuant to DAR-DENR-LBP Joint

Memorandum Circular No. 12, Series of 1994, Joint DENR-DAR Administrative Order No. 2003-1 and applicable rules and regulations

- Approved Survey Plan (ASP). If ASP is not available, a Sketch Plan and Technical Description duly approved by DENR
- Certified copy of the present Tax Declaration from the Assessor's file in the name of the claimant with correct lot numbers and area per approved plan
- Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest
- Certification of the Assessor concerned showing the Tax Declaration issued, the declarant/s, the area covered, and the basis for the issuances and cancellations thereof up to the Tax Declaration issued in the name of the claimant, as well as any existing liens on the present and previous Tax Declaration
- Certification from the Clerk of Court concerned whether or not the property/ies identified in the plan is/are covered by land registration proceedings or civil case, and if the same is used as bond in other Court actions.
- Certification from the Assessors' Office concerned to the effect that as per their records, the property/ies as appearing in the approved survey plan is/are free from all liens and encumbrances
- LRA Certification that the property is not within any decreed or titled property
- Latest ID Picture or photocopy of any valid ID, with signature and picture, of the landowner/heirs
- Others (please specify)

You are hereby instructed to post for seven (7) days in the bulletin boards or any conspicuous places in the municipal/city and barangay, where the property is located, the notarized Letter Offer and Acceptance Letter and thereafter issue the required Certification of Posting Compliance.

Date

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy distribution:

Original - CF
Duplicate - LO
Triplicate - DLRPO File

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office

CERTIFICATION OF POSTING COMPLIANCE

This is to certify that the:

- Notice of Coverage (CARP-LA Form No. 7)
- Notarized Letter Offer (CARP-LA Form No. 2)
and Acceptance Letter (CARP-LA Form No. 3)
- Notice of Land Valuation and Acquisition (CARP-LA Form No. 20)

on the property of _____ with Lot No./Survey No. _____,
embraced by the OCT/TCT/TD No. _____ located at _____
_____ has been posted in the
bulletin boards or in conspicuous places of the Municipality/City and Barangay where the
property is located for a period of seven (7) days pursuant to applicable DLR implementing
Rules and Regulations.

Done this _____ day of _____ 200_ at _____.

Signature over Printed Name
Municipal Agrarian Reform Officer
OR
Provincial Agrarian Reform Officer

Copy distribution:

Original	- CF
Duplicate	- LO
Triplicate	- DLRPO
Quadruplicate	- DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office

**CERTIFICATION ON LANDOWNER'S FAILURE TO SUBMIT
STATEMENT OF PRODUCTION AND INCOME**

This is to certify that pursuant to the Acceptance Letter (CARP-LA Form N. 3) or Notice of Coverage (CARP-LA Form No. 7) issued on _____ on the landholding/s described as follows:

Name of LO : _____
OCT/TCT/TD No./s _____
Location : _____
Lot No./s : _____
Survey No./s : _____
Area Per Title : _____
Area for acquisition: _____

the landowner has failed to submit within thirty (30) days from receipt of the Acceptance Letter / Notice of Coverage, the Statement of Production and Income or the applicable Audited Financial Statements, among others, on the landholdings.

Done this _____ day of _____ 200__ at _____

Signature over Printed Name
Municipal Agrarian Reform Officer

Copy distribution:

Original -CF
Duplicate -DLRPO
Triplicate -DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

NOTICE OF COVERAGE

Dear Sir/Madam:

Pursuant to Section 7 of Republic Act (RA) No. 6657, otherwise known as the Comprehensive Agrarian Reform Law of 1988, the Republic of the Philippines, thru the Department of Land Reform (DLR), hereby subjects under the coverage of the Comprehensive Agrarian Reform Program (CARP) your landholding with the following description:

Lot No./Survey No. _____
Original or Transfer Certificate of Title (OCT or TCT) No.: _____
Registered Owner: _____
Tax Declaration (TD): _____ Area per title: _____ has.
Approximate Area Covered: _____ has.
Location: _____

Whenever applicable, you have the right or privilege to:

- 1) apply for an exemption clearance or for exclusion from CARP coverage;
- 2) choose your retention area not exceeding five (5) hectares pursuant to Section 6 of R.A. No. 6657;
- 3) nominate your child/ren who may qualify as preferred beneficiary/ies to the subject landholding;

To exercise any of the above rights/privileges, the necessary application or petition should be filed before the Government incurs any expense necessary for acquisition and distribution of the subject landholding, within thirty (30) calendar days from receipt of this Notice of Coverage (NOC) or in cases when publication is necessary thirty (30) days from the date of its publication.

Within thirty (30) days from receipt of this NOC, you are required to submit to the DLR Provincial Office (DLRPO) a sketch map of the area you intend to retain. Otherwise, the DLR will identify and choose the retention area in your behalf.

The privilege to nominate your child/ren who may qualify as preferred beneficiary/ies is waived if you fail to submit to the DLR Municipal Office (DLRMO), within thirty

(30) days from receipt of this NOC, the proper application with the complete names of your nominees, their address, birth dates, and other relevant information.

Please submit to the DLRMO, within thirty (30) days from receipt of this NOC, a Statement of Production and Net Income, or the applicable audited financial statement, which shall include, among others, total production and cost of operations on a per crop basis and selling price/s (farm gate) on the said landholding which shall be considered in the determination of the land value pursuant to Section 17 of R.A. No. 6657 and other applicable rules and regulations. In the event that you fail to submit the above documents within the prescribed period, the DLR and LBP shall adopt applicable industry data or in the absence thereof, conduct an industry study on the specific crop which shall be used in determining the production, cost and net income of the subject landholding.

Pursuant to Executive Order No. 405, dated 14 June 1990, the LBP shall determine the land value of the subject landholding. You shall be notified accordingly as soon as the DLR receives the LBP's *Memorandum of Valuation*.

Very truly yours,

Signature over Printed Name
Provincial Agrarian Reform Officer

(Date)

Copy Distribution:

Original	-	Landowner
Duplicate	-	CF
Triplicate	-	For Posting (Municipal/City)
Quadruplicate	-	For posting (Barangay)
Quintuplicate	-	DLRPO
Sixtuplicate	-	DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

CACF DOCUMENTATION MEMO

TO : The Municipal Agrarian Reform Officer

FROM : The Provincial Agrarian Reform Officer

SUBJECT: CF DOCUMENTATION for _____

We are forwarding to you the attached Notice of Coverage (CARP-LA Form No. 7), dated _____ issued on the landholding/s of _____ with Lot No/Survey No. _____ embraced by OCT/TCT/TD No. _____ located in _____.

You are hereby instructed to post for seven (7) days in the bulletin boards or any conspicuous place in the municipal/city and barangay the said Notice of Coverage and thereafter issue the required Certification of Posting Compliance.

Signature over Printed Name
Provincial Agrarian Reform Officer

Date

Copy distribution
Original - CACF
Duplicate - LO
Triplicate - DLRPO
Quadruplicate - DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office

NOTICE TO CONDUCT THE FIELD INVESTIGATION
(FOR LBP, BARC, POTENTIAL ARBS & DENR, LGU-MAO (IF NEEDED))

(Date)

Sir/Madam:

This is to inform you that the field investigation on the property of _____ with Lot No./Survey No. _____ embraced by OCT/TCT/TD No. _____ located at _____ will be conducted on _____. Your presence or that of your authorized representative is needed.

We anticipate your full cooperation and support. Thank you.

Very truly yours,

Signature over Printed Name
Municipal Agrarian Reform Officer

Copy distribution:

Original	-	Agencies Concerned
Duplicate	-	VOCF/CACF
Triplicate	-	DLRPO
Quadruplicate	-	DLRMO

**Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office**

**INVITATION LETTER TO CONDUCT FIELD INVESTIGATION
(For Landowner/s)**

Date

Dear Sir/Madam:

Please be informed that your property with Lot No./Survey No. _____ embraced by OCT/TCT/TD No. _____ located at _____ has been placed under the coverage of the Comprehensive Agrarian Reform Program (CARP) per:

Notice of Coverage (CARP-LA Form No. 7) sent by the PARO dated _____

Acceptance Letter (CARP-LA Form No. 3) of the PARO dated _____.

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

Please be reminded that the DLR will identify and choose your retention area if you opt to exercise your right of retention but fail to identify the same within the prescribed period.

We anticipate your presence and cooperation. Thank you.

Very truly yours,

Signature over Printed Name
Municipal Agrarian Reform Officer

Copy distribution:

Original	- LO
Duplicate	- VOCP/CACF
Triplicate	- DLRPO
Quadruplicate	- DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office

FIELD INVESTIGATION REPORT

Date of Actual Field Investigation _____

Barangay _____

City/Mun./Dist. _____

Province _____

VOS
 CA
 EO 407

A. REGISTERED OWNER/OFFEROR

1. Name of Individual Landowner/Corporate/Offeror

2. Civil Status: (For Individual Landowners) _____

single

married, no. of children qualified as preferred beneficiaries: _____

separated others

3. For Co-ownership (If deceased, indicate names of heirs)

Names of Owners/Co-owners

Names of Heir/s

4. Postal Address

a. Registered Owners

b. Authorized Representative/Offeror

B. LAND

1. TECHNICAL DESCRIPTION

OCT/TCT No. _____

Tax Dec. No. _____

Lot No. _____

Survey No. _____

Total Area _____ has.

Area Acquired for Compensation _____ has.

Total Area Excluded/

Not for Compensation _____ has.

Note: Section 10 of R.A. No. 6657 states that all lands with 18% slope and over, except those already developed, shall be exempt from CARP coverage.

Area excluded/Not for compensation

- Covered by PD 27/EO 228 _____ has.
- Children as Preferred FBs _____ has.
- Retention Area _____ has.
- Others _____ has.

Total ===== has

2. TOPOGRAPHY (Check appropriate box)

- | | | |
|--|-------------|--|
| | Area (has.) | |
| <input type="checkbox"/> Below 18% slope | _____ | |
| <input type="checkbox"/> 18% slope and above | _____ | |
| a. Acquired | _____ | |
| b. Excluded | _____ | |

3. LAND CONDITION/SUITABILITY TO AGRICULTURE

(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.

Reasons: _____

Note: For idle and/or abandoned lands, secure DA Certification as to its suitability.

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

4.1. TYPE OF ROAD

Approximate distance

- Barangay road _____ kms.
- Municipal road _____ kms.
- Poblacion _____ kms.
- Provincial road _____ kms.
- Market/Trading Center _____ kms.
- National road _____ kms.

D. LAND USE/PRODUCTION

1. Production Data (Per Hectare)

Crops Planted*	Productive Area (has.)	No. of Crop Cycle per year	No. of Months Per Crop Cycle	Ave. Production Per Crop Cycle Per Hectare

2. Net Income Data (Per Hectare)

Crops Planted*	Annual Gross Prodn./ha	Selling Price Per Unit	Total Value in Pesos/ha	Cost of Operation	Net Income/Hectare

3. Other Income (Specify, if any)

Remarks (Source of Information)

* Indicate if multi-cropping (Use additional sheets if necessary)

E. COMPARABLE SALES (CS) (TO BE FILLED UP BY LBP)

1. Sales Transactions (ST) (Should have been executed within the period January 1, 1985 to June 15, 1988 and registered within the period January 1, 1985 to September 13, 1988)

Execution & Registration Date	Name of Vendor/Vendee	Location	Land Use at Point of Sale	Area (has.)	Sales Value	Price/Hectare

Average Cost/Ha. P _____

2. Acquisition Cost (AC) (Shall be deemed relevant when the property subject of acquisition was acquired through purchase or exchange with another property within the period January 1, 1985 to June 15, 1988 and registered within the period January 1, 1985 to September 13, 1988.)

Total Value _____ Per Hectare _____
 Date Acquired _____ Land Use at Point of Sale _____

3. Market Value/Mortgage (MVM)

Mortgagee Bank _____ Date of Appraisal _____
 Address _____ Appraised Value Php _____

4. BIR Zonal Valuation Php _____

F. MARKET VALUE PER TAX DECLARATION(TO BE FILLED UP BY LBP)

1. Date TD was issued _____
2. Effectivity of Schedule of Unit Market Values (SUMV) _____

2.1 Land Only

Actual Land Use per FIR	Area (Ha.)	Unit Values per SUMV

2.2 Permanent Crop Improvements

No. of Fruit Bearing Trees	No. of Non Fruit Bearing Trees	Type	Unit Values/ SUMV

E. TOTAL VALUE DECLARED BY LANDOWNER

Letter Offer _____
 Date of Offer _____
 Date Acknowledged by PARO _____

Land and Crop Improvements Php _____	Non-Crop Improvements Php _____	Total Php _____
--	---------------------------------------	--------------------

F. OTHER LIENS/ENCUMBRANCES ANNOTATED ON THE TITLE

Entry No.	Nature
_____	_____
_____	_____

G. REMARKS/COMMENTS/RECOMMENDATIONS

DLRMO _____

BARC Representative

LBP Representative

H. CERTIFICATION

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

_____ Signature over Printed Name MARO	_____ Date
--	---------------

_____ Signature over Printed Name LBP Representative	_____ Date
--	---------------

_____ Signature over Printed Name BARC Representative	_____ Date
---	---------------

CONCURRED BY:

_____ Signature over Printed Name PARO	_____ Date
--	---------------

_____ Signature over Printed Name HEAD- AOC	_____ Date
---	---------------

Copy distribution:

Original	-	VOCF/CACF
Duplicate	-	LBP
Triplicate	-	LO
Quadruplicate	-	DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Municipal Land Reform Office

CERTIFICATION

This is to certify that pursuant to the coverage under R.A. No. 6657 of the landholding/s described below:

Name of Landowner: _____
Location : _____
OCT/TCT/TD No/s.: _____ Area: _____
Area Acquired : _____
Lot No./s : _____
Survey No./s : _____

this Office has found that there are qualified potential agrarian reform beneficiaries (ARBs) pursuant to Section 22 of the same Act and willing to pay the land amortizations to the Land Bank of the Philippines (LBP).

I certify that no ARB shall be awarded in excess of the three (3) has. award limit pursuant to Section 23 of R.A. No. 6657.

I further certify that the above landholding/s has/have not been previously covered by PD 27/EO228.

Issued this _____ th day of _____ 20__ at _____.

Signature over Printed Name
Municipal Agrarian Reform officer

Concurred by:

Signature over Printed Name
Provincial Agrarian Reform Officer

Date

Copy Distribution:
Original - VOSCF/CACF
Duplicate - DLRPO
Triplicate - DLRMO

Republic of the Philippines
Department of Land Reform
Municipal Land Reform Office

CLAIM FOLDER TRANSMITTAL MEMORANDUM

FOR : **The Provincial Agrarian Reform Officer**

SUBJECT : **CLAIM FOLDER OF _____**

The attached VOS/CA Claim Folder (VOCF/CACF) pertinent to the agricultural land of _____ located at _____ is transmitted to your Office with the following documents:

- Preliminary Information on landholdings to be FI'd (CARP-LA Form No. 1)
- Duly Notarized Letter Offer (CARP-LA Form No. 2)
- ROD certified copy of OCT/TCT No. _____
- Assessor's Certified copy of Tax Declaration No. _____
- Copy of Approved Survey Plan or Sketch/Lot Plan of the property certified by a registered Geodetic Engineer
- Acceptance Letter (CARP-LA Form No. 3)
- VOSCF Documentation Memo (CARP-LA Form No. 4)
- Certification of Posting Compliance (CARP-LA Form No. 5)
- LOs' Statement of Production and Income or applicable Audited Financial Statement or MARO's Certification that the LO failed to submit Statement of Production and Income (CARP-LA Form No. 6)
- Notice of Coverage (CARP-LA Form No. 7)
- CACF Documentation Memo (CARP-LA Form No. 8)
- Notice to Conduct Field Investigation (CARP-LA Form No. 9)
- Invitation to the LO (CARP-LA Form No. 10)
- Field Investigation Report (CARP-LA Form No. 11) including approved segregation/subdivision survey plan and/or Perimeter Land Use Map, whichever is applicable
- MARO Certification of Qualified Potential ARBs and that the landholding/s has/have not been previously covered by PD 27/EO 228 to be concurred by the PARO (CARP-LA Form No. 12)
- LGU-MAO Certification as to suitability to agriculture, if needed
- DENR Certification as to slope, if needed
- Others: _____

* if untitled, include all the 8 requirements

Date

Signature over Printed Name
Municipal Agrarian Reform Officer

Copy distribution:

Original - VOSCF/CACF
Duplicate - LO
Triplicate - File

Republic of the Philippines
Department of Land Reform
 Provincial Land Reform Office

CHECKLIST OF REQUIRED DOCUMENTS
DLR-LBP Pre-Processing Unit

DLR		LBP
<input type="checkbox"/>	Preliminary Information on landholdings to be FI'd (CARP-LA Form No. 1)	<input type="checkbox"/>
<input type="checkbox"/>	Duly Notarized Letter Offer (CARP-LA Form No. 2)	<input type="checkbox"/>
<input type="checkbox"/>	ROD certified copy of OCT/TCT No. _____	<input type="checkbox"/>
<input type="checkbox"/>	Assessor's Certified copy of Tax Declaration No. _____	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Approved Survey Plan or Sketch/Lot Plan of the property certified by a registered Geodetic Engineer	<input type="checkbox"/>
<input type="checkbox"/>	Acceptance Letter (CARP-LA Form No. 3)	<input type="checkbox"/>
<input type="checkbox"/>	VOSCF Documentation Memo (CARP-LA Form No. 4)	<input type="checkbox"/>
<input type="checkbox"/>	Certification of Posting Compliance (CARP-LA Form No. 5)	<input type="checkbox"/>
<input type="checkbox"/>	LOs' Statement of Production and Income or applicable Audited Financial Statement or MARO's Certification that the LO failed to submit Statement of Production and Income (CARP-LA Form No. 6)	<input type="checkbox"/>
<input type="checkbox"/>	Notice of Coverage (CARP-LA Form No. 7)	<input type="checkbox"/>
<input type="checkbox"/>	CACF Documentation Memo (CARP-LA Form No. 8)	<input type="checkbox"/>
<input type="checkbox"/>	Notice to Conduct Field Investigation (CARP-LA Form No. 9)	<input type="checkbox"/>
<input type="checkbox"/>	Invitation to the LO (CARP-LA Form No. 10)	<input type="checkbox"/>
<input type="checkbox"/>	Field Investigation Report (CARP-LA Form No. 11) including approved segregation/subdivision survey plan and/or Perimeter Land Use Map, whichever is applicable	<input type="checkbox"/>
<input type="checkbox"/>	MARO Certification of Qualified Potential ARBs to be concurred by the PARO (CARP-LA Form No. 12)	<input type="checkbox"/>
<input type="checkbox"/>	LGU-MAO Certification as to suitability to agriculture, if needed	<input type="checkbox"/>
<input type="checkbox"/>	DENR Certification as to slope, if needed	<input type="checkbox"/>
<input type="checkbox"/>	Others: _____	<input type="checkbox"/>

* if untitled, include all the 8 requirements

The VOSCF/CACF of _____ has been reviewed/evaluated and found the same to contain sufficient documents. The CF is hereby recommended for transmittal to LBP for valuation and payment.

 Signature over Printed Name
 DLRPO Rep.

 Signature over Printed Name
 LBP Rep.

 Date

 Date

Copy distribution:

- Original - VOSCF/CACF
- Duplicate - LO
- Triplicate - File

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

MEMORANDUM REQUEST TO VALUE

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

THRU : The AOC Head
LBP AOC Region _____

SUBJECT : REQUEST FOR THE VALUATION OF AGRICULTURAL LAND IN
THE NAME OF _____

We are forwarding herewith the VOCF/CACF together with supporting documents (see checklist) 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) for distribution to qualified beneficiaries under the Comprehensive Agrarian Reform Program (CARP), particularly described as follows:

Lot No. /Survey No.: _____
OCT/TCT/TD No: _____
Area per Title/TD: _____
Area Acquired: _____
Location of Property: _____

It is requested that LBP shall:

1. Determine the value of the land and improvements/facilities thereon based on existing guidelines; and
2. Notify the undersigned of the value of the land through Memorandum of Valuation (CARP-LA Form No. 16) together with the Land Valuation Worksheet.

Date

Signature over Printed Name
Provincial Agrarian Reform Officer

WE ACKNOWLEDGE RECEIPT OF THE ABOVE CLAIM FOLDER/S FOR VALUATION TOGETHER WITH THE CORRESPONDING DOCUMENTS PER ATTACHED CARP-LA FORM NO. 14.

Date

LBP Representative

Copy distribution:

Original - LBP
Duplicate - LO
Triplicate - CF

Quadruplicate - DLRMO
Quintuplicate - DLRPO

MEMORANDUM OF VALUATION

MEMORANDUM

FOR : **The Secretary**
Department of Land Reform
Diliman, Quezon City

THRU : **The Provincial Agrarian Reform Officer**
DLR Provincial Office

SUBJECT : **MEMORANDUM OF VALUATION AND LAND VALUATION
WORKSHEET OF AGRICULTURAL LAND**
Lot No./Survey No. _____
OCT/TCT/TD No. _____
Area Per OCT/TCT/TD _____
Name of LO/Claimant _____
Location of the Property _____
Owner's Postal Address _____

In connection with your Memorandum Request for Valuation of the above-named property, we are pleased to inform you that after taking into consideration the land valuation factors under existing guidelines and the applicable provisions of R.A. No. 6657, we have determined the value of the land covering an area of _____ has., including improvements thereon, in the total amount of Pesos _____ (P _____), details of which are indicated in the attached Land Valuation Worksheet (LVW) and checklist of requirements.

For your information and appropriate action.

Date

Signature over Printed Name
Land Bank of the Philippines

Copy distribution:

Original - DLRPO
Duplicate - LBP File

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

ORDER TO DEPOSIT

MEMORANDUM

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

ATTENTION : The Head
AOC/LBP-HO

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

OCT/CTC/TD No.: _____ Location: _____
Survey No/Lot No.: _____
Area per Title/TD: _____ Area Acquired: _____

On the basis of the value determined by LBP per Memorandum of Valuation, together with the Land Valuation Worksheet, the DLR agrees to the valuation of the subject landholding covering an area of _____ hectares, including improvements thereon in the total amount of Php _____ (P _____).

Please deposit in the name of the landowner the cash and bonds covering the compensation proceeds and issue the corresponding Certification of Deposit as our basis in requesting the Register of Deeds to effect the transfer of said property in favor of the Republic of the Philippines pursuant to R.A. No. 6657 and pertinent rules and regulations.

We are attaching herewith the Application to Purchase and Farmer's Undertaking (CARP-LA FORM NO. 18) duly signed by the concerned Agrarian Reform Beneficiaries.

Date

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy Distribution:
Original - LBP
Duplicate - DLRMO
Triplicate - DLRPO

LAND BANK OF THE PHILIPPINES

TO : The Secretary
Department of Land Reform

THRU : The Provincial Agrarian Reform Officer

FROM : The Head
LBP HO/AOC Region ____

SUBJECT : **CERTIFICATION OF DEPOSIT**
Claim No. _____

This is to certify that the Land Bank of the Philippines has deposited on _____ the total amount of Php _____ broken down as follows:

Cash: Php _____
Bonds: Php _____

as compensation for the landholding/s described as follows:

Landowner : _____
Title No./s : _____
Location : _____
Area Per Title/s : _____
Area Acquired : _____

pursuant to [] PD 27 [] EO 228 [] EO 229 [] RA 6657.

This certification is issued in accordance with LRA Circular No. 96-06 dated July 23, 1996 and other applicable rules and regulations.

Done this _____ day of _____, 200__ at _____

Signature over Printed Name
LBP Authorized Representative

Copy Distribution:
Original - DLRPO
Duplicate - CF
Triplicate - DLRCO - BLAD
Quadruplicate - LBP File

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

NOTICE OF LAND VALUATION AND ACQUISITION

Sir/ Madam:

This refers to your agricultural land covered by the Comprehensive Agrarian Reform Program pursuant to R.A. No. 6657, described as follows:

Lot No./ Survey No. _____
OCT/TCT No/s. _____ Location _____
Total Area (has.) _____
Tax Dec. No/s. _____

Please be informed that out of the total area indicated in the aforesaid title, an area of _____ has. is subject to immediate acquisition and distribution to qualified agrarian reform beneficiaries under Voluntary Offer to Sell/Compulsory Acquisition.

On the basis of the value determined by the Land Bank of the Philippines (LBP) per attached Memorandum of Valuation and Land Valuation Worksheet, we offer you as compensation the total amount of Pesos _____ (Php _____), covering _____ hectares including improvements, if any.

We have already requested the LBP to deposit the said amount, in cash and bonds, in your name. However, the actual release of payment shall only be effected or may be withdrawn upon your submission of all documentary requirements enumerated in the attached checklist of requirements.

Kindly inform the Department of Land Reform (DLR), through this Provincial Office, within thirty (30) days upon receipt of this Notice, whether you accept or reject the amount of compensation offered for your property, by accomplishing the attached CARP Form No. 21.

In case of your rejection or failure to reply to this notice within the thirty (30) day period, we shall advise the Department of Agrarian Reform Adjudication Board (DARAB) to conduct summary administrative proceedings. In the event that you accept the value as computed by the LBP based on existing valuation guidelines, the mere filing of your joint manifestation together with LBP shall automatically terminate the just compensation case pending with the DARAB.

The DLR shall take immediate possession of the property upon your receipt of payment or upon issuance of a Certification of Deposit (COD) by LBP.

Very truly yours,

Signature over Printed Name
Provincial Agrarian Reform Officer

Date

Attached: as stated

Copy distribution:

Original	- LO
Duplicate	- LBP
Triplicate	- For Posting
Quadruplicate	- DLRMO
Quintuplicate	- File

LANDOWNER'S REPLY

Address: _____

Date: _____

The Secretary
Department of Land Reform
Diliman, Quezon City

THRU: The Provincial Agrarian Reform Officer

Sir:

This is in reply to your Notice of Land Valuation and Acquisition (CARP-LA Form No. 20) dated _____ regarding my property covered under CARP located at _____ described as follows:

Lot No. /Survey No.	_____
OCT/TCT No.	_____
Tax Dec. No.	_____
Area per Title (has.)	_____
Area Acquired (has.)	_____
Value for the land	P _____
Value for the Improvements	P _____
Total	P _____

Please be informed that I/we: (pls. check appropriate box)

Accept the value offered for my property

Reject the value offered for my property due to the following reasons:

Very truly yours,

Signature over Printed Name
Landowner/Authorized Representative

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

TRANSMITTAL OF LO'S REPLY

Date

MEMORANDUM

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

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

This refers to the VOSCF/CACF under the name of _____
involving a parcel of agricultural land described as follows:

Name of LO: _____
Address : _____

OCT/TCT/TD: _____
Area Acquired: _____
Location of Property: _____

The landowner has [] accepted [] rejected the value offered for the subject land as per LBP Memorandum of Valuation and DLR Notice of Land Valuation and Acquisition including improvements and facilities thereon, if any. Attached is CARP-LA Form No. 21 signed by the landowner and/or his duly authorized representative, for your information and guidance.

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy distribution:
Original - LBP
Duplicate - LO
Triplicate - DLRPO
Quadruplicate - DLRMO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform office

REQUEST TO ISSUE TCT IN THE NAME OF RP

FOR : **The Register of Deeds**

FROM : **The Provincial Agrarian Reform Officer**

SUBJECT : **REQUEST TO ISSUE TRANSFER CERTIFICATE OF TITLE IN THE NAME OF THE REPUBLIC OF THE PHILIPPINES**

This refers to the agricultural land/s of _____ which has been covered under Voluntary Offer to Sell (VOS) / Compulsory Acquisition (CA) pursuant to R.A. No. 6657, with the following information:

Lot No./Survey No. _____
OCT / TCT No. _____
Tax Dec. No. _____
Area/ Title (has.) _____
Area Acquired (has.) _____
Location:
Barangay _____
Municipality _____
Province _____

The Land Bank of the Philippines has already deposited the compensation proceeds in the name of the herein landowner.

In view thereof and in accordance with pertinent guidelines, we are transmitting herewith a copy of the Certification of Deposit from LBP and a copy of the segregation/subdivision plan and its corresponding technical descriptions approved by the Department of Environment and Natural Resources (DENR) where property is partially covered by CARP.

It is therefore requested that the corresponding Transfer Certificate of Title be issued in the name of the Republic of the Philippines in accordance with Section 16 of R.A. No. 6657.

Very truly yours,

(Date)

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy distribution:

Original - ROD
Duplicate - LBP
Triplicate - DLRRO
Quadruplicate - DLRMO
Quintuplicate - DLRPO

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

TRANSMITTAL OF COPY OF RP TITLE

MEMORANDUM

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

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

Please be informed that pursuant to Section 16(e) of R.A. No. 6657 and the Certification of Deposit, this Office has already caused the transfer of the original title of the landholding described as follows in favor of the Republic of the Philippines:

Name of LO/Claimant: _____
Address : _____
OCT/TCT/TD No. : _____
Survey No./Lot No. : _____
Location: _____
Area per Title: _____
Area Acquired: _____

Attached is a certified photocopy of Owner's Duplicate Certificate of Title No. _____, issued in the name of RP on _____ by the Registry of Deeds of _____.

Date

Signature over Printed Name
Provincial Agrarian Reform Officer

Copy Distribution:

Original	-LBP
Duplicate	-former LO
Triplicate	-DLRMO
Quadruplicate	-File

Republic of the Philippines
DEPARTMENT OF LAND REFORM
Provincial Land Reform Office

ADVICE TO PARAD/RARAD

MEMORANDUM

FOR : The _____

SUBJECT : ADVICE TO CONDUCT SUMMARY ADMINISTRATIVE
PROCEEDINGS

This pertains to the claim of _____ involving the landholding/s
described as follows:

Title No/s. or TD No./s (if untitled): _____

Location: _____

Lot No./ Survey No. _____

Area per Title/TD: _____

Area acquired: _____

In view of the landowner's:

- rejection of the value offered for his land
- failure to reply to the Notice of Land Valuation and Acquisition (CARP-LA Form No. 20) within the prescribed period,

please conduct the necessary summary administrative proceedings relative to valuation pursuant to pertinent rules and regulations on the matter.

date

Signature over Printed Name
Provincial Agrarian Reform Officer

Attached: LO's Rejection Letter
Notice of Land Valuation and Acquisition
Memorandum of Valuation
Land Valuation Worksheet

Copy distribution:

Original	- PARAD/RARAD
Duplicate	- LO
Triplicate	- LBP
Quadruplicate	- DLRRO
Quintuplicate	- File

**LIST OF DOCUMENTS REQUIRED UNDER RA 6657
UNDER DIFFERENT SITUATIONS**

A. COMMON TO ALL LANDOWNERS

1. DOCUMENTS TO PROVE OWNERSHIP OF PROPERTY

ROD Certified copy of TITLES for titled properties; or
Assessor's Certified copy of TAX DECLARATIONS and
DEEDS OF ACQUISITIONS for untitled properties;

NOTE: For details, please see below.

2. LATEST TAX DECLARATION/S

1. FOR THE LAND – must be based on the unit value
2. FOR PERMANENT IMPROVEMENTS (for any) – pertinent data like dates and costs of constructions, etc. must be indicated.

COMMON TO BOTH TAX DECLARATIONS:

- must be in the name of the registered owner; and
- must be duly certified by the Assessor concerned.

3. BOUNDARY OR PERIMETER SKETCH PLAN – if the whole property is offered/covered, plan must be certified by a licensed geodetic engineer; or

SEGREGATION SURVEY PLAN – if the property is partly offered by only a co-owner or if the property is partly covered, plan must be approved by the DENR.

4. NOTARIZED LETTER – OFFER, if under VOS

5. REGISTER OF DEEDS CERTIFICATION stating that the property is free from all liens and encumbrances.

NOTE: Existing entries appearing in the title must be duly cancelled before property will be acquired and paid by the government.

6. REAL ESTATE TAXES ON THE PROPERTY

STATEMENT OF TAX DELIQUENCY – if taxes are not fully paid, years unpaid and total amount of delinquency must be indicated; or

REAL ESTATE TAX CLEARANCE – if taxes are fully paid up to the current/present year, years paid must be indicated.

NOTE: Cut off date of tax payment is the date of issuance of new title in the name of the Republic of the Philippines.

B. WHERE THE PROPERTY IS TITLED

1. For preliminary identification of the property, copy of the title must be:
 - a. duly certified by the Register of Deeds;
 - b. clear and legible, complete in pages; and
 - c. in the name of the landowner/offeror or claimant, or if not yet in the name of the offeror, copy of deed of transfer, donation, or others, must be submitted, subject to the provisions of Paragraph 4, Section 6 of RA 6657.
2. For purposes of payment, the owner's duplicate copy of the title must be:
 - a. free from all liens and encumbrances;
 - b. must be registered in the name of the offeror or claimant; and
 - c. must be surrendered to the LBP.

C. WHERE THE PROPERTY IS UNTITLED

1. Certification of the DENR-CENRO or Regional Technical Director, Lands Management Service, pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, Series of 1994, Joint DENR-DAR Administrative Order No. 2003-1 and applicable rules and regulations
2. Approved Survey Plan (ASP). If ASP is not available, a Sketch Plan and Technical Description duly approved by DENR
3. Certified copy of the present Tax Declaration from the Assessor's file in the name of the claimant with correct lot numbers and area per approved plan
4. Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest
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 thereof up to the Tax Declaration issued in the name of the claimant, as well as any existing liens on the present and previous Tax Declaration
6. Certification from the Clerk of Court concerned whether or not the property/ies identified in the plan is/are covered by land registration proceedings or civil case, and if the same is used as bond in other Court actions.
7. Certification from the Assessors' Office concerned to the effect that as per their records, the property/ies as appearing in the approved survey plan is/are free from all liens and encumbrances

8. LRA Certification that the property is not within any decreed or titled property

D. WHERE THERE ARE PERMANENT IMPROVEMENTS IN THE PROPERTY

1. AUDITED FINANCIAL STATEMENTS OF LANDOWNERS, if available.
2. STATISTICS FROM GOVERNMENT /OTHER ACCREDITED PRIVATE AGENCIES.
3. INTERVIEWS/CERTIFICATIONS FROM FARMER-BENEFICIARIES ON PRODUCTION – must be duly verified/validated from the neighborhood or from disinterested parties.

NOTE: Only Document 1 is submitted by the landowner.

Documents 2 or 3 are secured by the LBP.

E. WHERE THE LANDOWNER IS A MINOR (Applicable only when the estate exceeds P50,000.00) or WHERE THE LANDOWNER IS AN INCAPACITATED PERSON.

1. LETTERS OF GUARDIANSHIP issued by a competent court;
2. OATH OF OFFICE of the guardian; and
3. COURT AUTHORITY for the guardian to dispose of the subject property pursuant to RA 6657 and to sign all land transfer documents and registration thereof.

F. WHERE THE LANDOWNER IS A CORPORATION OR PARTNERSHIP

1. Authenticated copies of the ARTICLES OF INCORPORATION & BY-LAWS of the Corporation or Partnership with Certificate of Registration from the Securities and Exchange Commission (SEC);
2. BOARD RESOLUTION – in case of a Corporation, duly authenticated or an Appropriate Secretary's certificate duly notarized, appointing a particular person to dispose the subject property and to sign land transfer documents; and
3. CURRENT RESIDENCE CERTIFICATES of the authorized representative, and the Corporation.

G. WHERE THE PROPERTY IS MORTGAGED

1. UPDATED STATEMENT OF ACCOUNT from creditors, if loan or mortgage obligation is not yet fully paid or released;
2. UPDATED/MORTGAGE LOAN VALUE or APPRAISED VALUE OF THE PROPERTY AS OF JUNE 15, 1988;

3. **RELEASE OF MORTGAGE** from creditors, if loan or mortgage is already paid but not yet cancelled in title; or when loan shall be deducted from proceeds of claim; must be registered.

H. WHERE PROPERTY IS FORECLOSED

1. If the property is foreclosed and the redemption period has not yet lapsed and the title has not yet been consolidated in the name of the mortgagee-bank, the latter's conformity to have the landowner re-acquire the property; and
2. Copy of the **DEED OF RECONVEYANCE** issued by the mortgagee-bank duly registered and annotated in the title.

I. WHERE THE LANDOWNER IS DECEASED

1. EXTRA-JUDICIAL SETTLEMENT OF ESTATE

- a. **DEED OF EXTRA-JUDICIAL SETTLEMENT OF ESTATE** must be;

- executed by all heirs concerned;
- published in a newspaper of general circulation for at least three (3) consecutive weeks; and
- registered with the Register of Deeds concerned and annotated in the title (if titled).

- b. **BIR TAX CLEARANCE** as to payment of estate taxes.

- c. **CERTIFICATION OF PUBLICATION** of the Deed of Extra-Judicial Settlement of Estate by the Publisher.

NOTE: Documents b and c are requirements of the Register of Deeds (not of the DAR or LBP) before the Deed of Extra-Judicial Settlement is registered.

2. JUDICIAL SETTLEMENT OF ESTATE

- a. **SPECIAL PROCEEDINGS STILL PENDING**

- a.1. **LETTERS OF ADMINISTRATION/LETTERS OF TESTAMENTARY** issued by a competent court;
- a.2. **OATH OF OFFICE** of the Administrator or Executor;
- a.3. **COURT AUTHORITY** for the Administrator or executor to dispose subject property under RA 6657 and registration thereof.

- b. **SPECIAL PROCEEDINGS ALREADY TERMINATED**

- b.1. PROJECT OF PARTITION of the estate of the deceased duly approved by a competent court and registered.
3. CONFORMITY OF ALL THE HEIRS to the partition/settlement of the estate of the deceased.
4. DEATH CERTIFICATE OF THE DECEASED certified by the Local Civil Registrar.

J. WHERE THE PROPERTY IS CO-OWNED BY SEVERAL CO-OWNERS

1. Under VOS, if co-owner voluntarily offers his share only under CA, the portion under coverage----
 - a. SEGREGATION SURVEY PLAN showing portion of his share offered, if under VOS; if under CA, portion showing area covered (after determining share per co-owner);
 - b. TECHNICAL DESCRIPTION/S OF LOT/S SURVEYED – must be in narrative form; duly approved by the DENR;
 - c. PARTITION AGREEMENT regarding property's subdivision among all registered co-owners; must be duly registered and annotated in the title.
2. Under VOS, if the whole property is voluntarily offered –
 - a. CONFORMITY BY ALL THE REGISTERED OWNERS to offer or to sell the property under RA 6657 (VOS); or in lieu of this document, all the registered owners must sign the letter-offer and the Deed of Transfer in favor of the government.

"ANNEX B"

LIST OF DOCUMENTS REQUIRED UNDER RA 6657

PER CARP PROCESSING STAGE	Person/Unit Responsible/ Source of Information
I. Claim Folder (CF) Generation	
A. For Voluntary Offer to Sell (VOS)	
1. Notarized Letter (CARP-LA Form No. 2) 1/	DLRMO/DLRPO/DLRRO/DLRCO-BLAD Registered Owner
2. Special Power of Attorney (SPA)	Offeror other than registered owner/Attorney-in-Fact
3. Board Resolution (authorizing certain individual to sign letter offer) 2/	Landowner is Corporation/Partnership
4. Acceptance Letter (CARP-LA Form No. 3)	DLRPO
5. Certification of Posting Compliance (CARP-LA Form No. 5)	DLRMO/DLRPO
B. For Compulsory Acquisition	
1. Notice of Coverage (CARP-LA Form No. 7)	DLRPO
2. Proof of Service of Notice of Coverage	DLRMO
3. Certification of Posting Compliance (CARP- LA Form No.5)	DLRMO/DLRPO
C. For Common VOS and CA	
1. Certified copy of original OCT/TCT on file with the Register of Deeds (ROD) and photocopy of Owner's Duplicate Copy (ODC), if available 3/	DLRMO/DLRPO/LO
2. Latest Tax Declaration (TD) in the name of	DLRMO/DLRPO/LO

Registered owner/s duly certified by Municipal/ City/Provincial Assessor	
3. Copy of approved survey plan or perimeter survey/sketch plan of the property certified by a licensed Geodetic Engineer	DLRMO/DLRPO/LO
4. For untitled property/ies, refer to Annex A	DLRMO/DLRPO/LO
5. Landowner's Information Sheet	DLRMO
6. Certification as to Potential ARBs and non- coverage of property under PD27/EO228 (CARP-LA Form No. 12)	DLRMO/DLRPO
II. Conduct of Field Investigation	
A. Preliminary Information on Landholdings Scheduled for Field Investigation (CARP-LA Form No. 1)	DLRMO/LO
B. LO's Statement of Production and Net Income or applicable audited financial statement (if submitted by the LO/AIF) or MARO Certification on LO's Failure to submit Statement of Production and Net Income (CARP-LA Form No. 6)	DLRMO/LO
C. LO's list of preferred beneficiaries. If none,	DLRMO
1. LO's affidavit and express waiver of right to nominate preferred beneficiaries; or	
2. MARO's affidavit re: LO's refusal to execute waiver of rights to nominate preferred beneficiaries	
Note: In both instances, the BARC or Barangay Council representative shall attest to LO's execution of waiver or refusal to sign waiver	
D. Notice to Conduct Field Investigation (CARP-LA Form No. 9) to DLRMO, LBP-AOC, BARC, potential ARBs and DENR & LGU-MAO (if	DLRMO

needed)	
E. Invitation Letter to Landowner to Conduct Field Investigation (CARP-LA Form No. 10)	DLRMO
F. Proof of service of Notice to Conduct Field Investigation and Invitation Letter to Landowner	DLRMO
G. Copy of approved segregation/subdivision plan, or if not yet available, advance copy of segregation/subdivision plan.	DLRPO
III. Field Investigation	
A. Field Investigation Report (CARP-LA Form No. 11) and Land Use Map	DLRPO/LBP-AOC/BARC
B. Specimen signatures of registered owner/owners/ authorized representative/AIF	LBP-AOC
IV. DLR-LBP Pre-Processing Unit (PPU)	
A. Checklist of Required Documents (CARP-LA Form No. 14)	
V. Transmittal of Claim Folder by DLR and Acknowledgement Receipt by LBP	PPU
A. Memorandum Request to Value Land (CARP-LA Form No. 15)	DLRPO/LBP-AOC
VI. Claims Processing, Valuation and Approval	LBP-AOC/LBP-Head Office (HO)
A. Memorandum of Valuation(MOV) [CARP-LA Form No. 16] with:	
1. Land Valuation Worksheet (LVW)	
2. Requirements for the release of compensation	

proceeds

VII. Payment Processing and Release of Compensation Proceeds

- | | |
|---|----------------|
| A. DLR Order to Deposit (CARP-LA Form No. 17) with copy of Application to Purchase and Farmer's Undertaking (APFU) [CARP-LA Form No. 18] | DLRPO |
| B. Notice of Land Valuation and Acquisition (NLVA) [CARP-LA Form No. 20] together with:

1. MOV
2. LVW
3. Landowners Reply (CARP-LA Form No. 21) | DLRPO |
| C. CERTIFICATION OF DEPOSIT (CARP-LA Form No. 19) | LBP-AOC/LBP-HO |
| D. Certified Copy of TCT in the name of the Republic of the Philippines (RP) or certified copy/ies of Certificates of Land Ownership Award (CLOA), free from all liens and encumbrances except those annotated therein. If CLOA titles are voluminous, a masterlist of CLOA titles will suffice provided that the following information are indicated:

1. Name of Farmer-Beneficiary (FB) and spouse
2. Postal address of FB
3. Location of property
4. CLOA title number
5. Survey number
6. Lot number
7. Area (in hectares)
8. Date of CLOA title registration | DLRPO |
| E. Owner's Duplicate Certificate (ODC) of title free from all liens and encumbrances as certified by the ROD

or
ROD Certification that ODC of title was already cancelled and is now in its possession | LBP-AOC/LO |
| F. Real Estate Taxes (Basic and SEF)

1. Certified copy of Tax Declaration

a. Traceable to subject property
b. Must be signed by the Municipal/City/ Provincial Treasurer or dully authorized | LBP-AOC/LO |

representative with authority attached.	
2. Real Estate Tax Clearance as of the date of registration of RP title (if fully paid)	LBP-AOC/LO
3. Statement of Tax Delinquency (if not fully paid)	LBP-AOC/LO
a. From prior years up to the date of registration of RP title.	
b. Traceable to subject property	
c. Must be signed by the Municipal/City Provincial Treasurer or duly authorized representative with authority attached.	
4. DENR-Land Management Bureau (if title emanated from patent) and Land Registration Authority (if title originated from decree) verification as to authenticity/correctness of title and boundary/ sketch/segregation/subdivision plan.	DLR/LBP/LRA/LMB
VIII. Other Requirements Under Different Situations (see Annex A)	
A. Where the landowner is a corporation or partnership	
B. Where the landowner is deceased	
C. Where the landowner is a minor/incompetent	
D. Where the property is untitled	
E. Where the property is co-owned by several co-owners	
F. Where the property is mortgaged	
G. Where the property is foreclosed	
H. Where the ODC or ROD's copy of original title is lost	

- 1/ In case of death of registered owner or co-ownership/incompetent landowner/mortgaged or foreclosed property, please see Annex A.
- 2/ Please see Annex A for other requirements
- 3/ In case of loss of ROD's copy or ODC, please see Annex A.

NOTE: TO HASTEN PROCESSING AND PAYMENT, documents listed under different CARP stages, including those in Item VIII, may be prepared even before the claim folder is transmitted to LBP especially when the LO is deceased.

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