



ADMINISTRATIVE ORDER NO. 01
Series of 1991

SUBJECT : REVISED RULES AND PROCEDURES GOVERNING THE DISPOSITION OF HOMELOTS AND OTHER LOTS IN BARANGAY SITES AND RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL LOTS IN TOWNSITES WITHIN DAR SETTLEMENT PROJECTS AND SIMILAR OTHER AREAS UNDER DAR JURISDICTION

I. PREFATORY STATEMENT

Under Section 51 of Republic Act No. 3844, as amended, the DAR is mandated to administer and dispose of agricultural lands of the public domain under the custody and administration of the defunct National Resettlement and Rehabilitation Administration (NARRA) and such other public agricultural lands as may thereafter be reserved by the President of the Philippines for resettlement and sale, in consonance with Republic Acts No. 1160, 730, 6657, Executive Order No. 292 and Administrative Order No. 100, dated 05 January 1968, subject to the provisions of Commonwealth Act No. 141, as amended. Certain public lands have also been transferred to the DAR by various agencies of the government pursuant to Executive Order No. 407, Series of 1991, as amended by Executive Order No. 446, Series of 1991.

Furthermore, Section 49, Republic Act 6657 provides that the DAR shall have the power to issue rules and regulations, whether substantive or procedural, to carry out the objects and purposes of said Act.

II. COVERAGE

This Administrative Order shall govern the manner and mode of disposition and titling of homelots and other lots in barangay sites and residential, commercial, and industrial lots in townsites within the DAR settlement projects and similar other areas under DAR's jurisdiction.

Barangay sites refer to specific areas in the rural portions of the municipality which are intended, earmarked or actually used by the inhabitants principally for residential purposes, and surveyed/subdivided for such uses. There may also be some lots for institutional, public, and other non-agricultural uses.

A townsite refers to the site of the municipality's poblacion or the "centro" which may consist of one or more urban barangays. It is also intended, earmarked or actually used by the inhabitants for residential, commercial, industrial, institutional, public and other non-agricultural uses, and surveyed/subdivided for such purposes.

DEFINITION OF TERMS

- A. **HOMELOT** - refers to a parcel of land which is intended for farm residence in barangay site.
- B. **RESIDENTIAL LOT** - refers to a parcel of land which is intended for residence in townsite.
- C. **TOWNSITE LOT** - refers to a parcel of land in the townsite of a settlement which is intended either for residential, commercial or industrial purposes.
- D. **COMMERCIAL LOT** - refers to a parcel of land in the townsite intended to be used as the center of business transaction, that is sale of merchandise and other personal services.
- E. **INDUSTRIAL LOT** - refers to a parcel of land in the townsite intended as a site for processing of farm products and for other industrial purposes.

IV. QUALIFICATIONS OF AN APPLICANT

- A. Qualifications: To be qualified, an applicant must meet the following requirements:
 - 1. Filipino citizen;
 - 2. At least 15 years of age or head of the family at the time of filing of application; and
 - 3. Applicant or his/her spouse is not the owner, awardee or allocatee of a homelot or residential, commercial or industrial lot.

V. AWARD LIMITS

A qualified applicant is entitled to acquire only one homelot or one residential/commercial/industrial lot with an area of not more than one thousand (1,000) square meters. However, an awardee or allocatee of a homelot or residential lot may still be allowed to acquire one commercial or industrial lot in accordance with the provisions of Section VI hereof.

VI. MODES OF DISPOSITION

- A. Homelots in barangay sites and residential, commercial and industrial lots in townsites shall be disposed of by direct sale to actual occupants if qualified. In case the occupant/applicant is not qualified, the lot

may be sold to the qualified member of his family. Otherwise, the lot shall be considered as vacant and shall be disposed of in accordance with the next following provisions.

- B. Vacant homelots in barangay sites shall be disposed of through public raffle to qualified applicants.
- C. Vacant residential, commercial and industrial lots in townsites shall be disposed of through public bidding to the highest qualified bidder in accordance with the Bidding Procedures attached as "Annex A" hereof. No bid which is less than the latest appraised value of the lot shall be accepted.
- D. Lots allotted or intended for public use whether within barangay sites or townsites shall be turned over/deeded by the DAR to the particular government entity or agency concerned.
- E. An allocatee or awardee occupying the lot allocated or awarded to him before the effectivity of this Order shall be issued a CLOA upon full payment of the cost of the land.
- F. An allocatee or awardee occupying a different lot allocated or awarded to him before the effectivity of this Order shall be awarded the correct lot effective as of the date of his original award following the procedures enumerated in "Annex B" hereof, and issued the CLOA upon full payment of the lot.
- G. Awards or allocations of absentee beneficiaries shall be canceled following the procedures enumerated in "Annex B" and the lot shall be awarded and titled to the actual occupant thereof if qualified. If the lot is vacant, same shall be disposed of by public raffle in the case of homelot in barangay sites pursuant to Sub-section B hereof, or through public bidding if within townsites pursuant to Sub-section C hereof.

VII. COST OF THE LOT

- A. Vacant townsite lots shall be sold after public bidding to the highest bidder provided that the highest bid shall not be less than the latest appraised value of the land as determined by the DAR.
- B. The cost of vacant homelots within barangay sites shall be based on the latest appraised value as determined by the DAR and sold through public raffle pursuant to Section VI - B hereof.

- C. Homelots allocated or awarded prior to the effectivity of this Order shall be sold to the awardee or allocatee at the cost of not less than three pesos (P3.00) per square meter.
- D. Residential lots allocated or awarded prior to the effectivity of this Order shall be sold to the awardee or allocatee at the cost of ten pesos (P10.00) per square meter.
- E. Industrial and commercial lots allocated or awarded prior to the effectivity of this Order shall be sold at the cost of fifteen pesos (P15.00) per square meter.

VIII. TERMS AND MANNER OF PAYMENT

1. Cash payment in full; or
2. Ten percent (10%) of the cost of the lot as down-payment, and the balance payable in ten (10) equal annual amortizations at six percent (6%) per annum.

IX. CANCELLATION OF AWARD AND/OR ALLOCATION

The procedures enumerated in "Annex B" hereof, shall be followed in the cancellation of award or allocation of abandoned homelots in barangay sites and residential, commercial or industrial lots in townsites.

X. OPERATING PROCEDURES

A. MUNICIPAL AGRARIAN REFORM OFFICE (MARO)

1. The qualified applicant files his/her Application to Purchase Lot (SP Form No. 1-A), in the MARO office.
2. Verify the records of subject lot available in the MARO.
3. Conduct ocular inspection and investigation based on the approved subdivision plan and records of the lot applied for.
4. Prepare the Final Investigation Report (SP Form No. 3) and Sketch Plan (SP Form No. 4) and process the application and supporting documents.
5. Forward the Individual Land Distribution Folder (ILDF) to the MARO for further processing. The ILDF shall contain the following documents:

- a. Duly accomplished Application to Purchase. (SP Form No. 1-A or 1 - A with 1-B);
- b. Final Investigation Report (SP Form No. 3) (copy furnished the concerned beneficiary);
- c. Sketch Plan of the lot (SP Form No. 4);
- d. Certificate of Allocation/Order of Award or Confirmation, if any (for old allocated-occupants);
- e. Copy of the Order of Award (SP Form No. 5) if public bidding/raffle is conducted (for new applicants/applicants of vacant lots) together with all pertinent documents leading to the issuance of CLOA;
- f. MARO Certification as to actual occupant;
- g. MARO Certification as to adverse claim, conflict or court case involving the lot applied for;
- h. Official Receipts of payments for the lot (original or xerox copy); and
- i. Other records or documents as may be appropriate to support or justify the application.

3. PROVINCIAL AGRARIAN REFORM OFFICE (PARO)

1. Examine and process ILDF submitted by the MARO concerned;
2. Issue and attach to ILDF the certifications by the Provincial Trial Attorney and Legal Officer as to adverse claim, conflict or court case, abandonment or cancellation proceedings involving the applied lot;
3. Prepare the Amortization Schedule (SP Form No. 6) for those with unpaid balances for implementation of the MARO, or upon full payment, prepare the Certification of Full Payment (SP Form No. 6-A), as the case may be to be signed by the PARO Accountant and Provincial Agrarian Reform Officer;
4. Maintain the file of applications and ILDF of those with unpaid balances pending full payment; and

5. Prepare and forward CLOA together with the supporting documents (ILDF) for fully paid lots to the RARO.

C. REGIONAL AGRARIAN REFORM OFFICE (RARO)

1. Process and conduct the final review of the CLOA and ILDF;
2. Issue and attach to the ILDF the Certifications of Regional Trial Attorney and Legal Officer as to adverse claim, conflict or court case, abandonment or cancellation proceedings involving the applied lot;
3. Regional Director affixes his initials in all copies of the prepared CLOA and causes the approval and signature of the Secretary with the DAR seal affixed thereon;
4. Record signed CLOA using SP Form No. 2 (copy furnished the LOD/BLAD and MIS); and
5. Transmit signed CLOA to the RARO concerned for registration with the Register of Deeds (ROD).

D. PROVINCIAL AGRARIAN REFORM OFFICE (PARO)

1. Prior to the registration of CLOAs, effect a final ground investigation/verification to ascertain whether concerned beneficiaries are still the actual occupants/possessors of subject lots. Otherwise, hold the CLOAs and institute appropriate actions;
2. Register CLOAs with the ROD after ascertaining the actual occupation of beneficiaries;
3. Record the registered CLOA and enter the same in the CLOA Registry Book; and
4. Transmit the same to the RARO for distribution.

E. MUNICIPAL AGRARIAN REFORM OFFICE (MARO)

1. Record the registered CLOA;
2. Distribute registered CLOA to the beneficiaries concerned within five (5) days from receipt thereof; and

3. Maintain a Log Book of all CLOAs/titles issued within the municipality and prepare an index card for individual ARBs.

XI. EFFECTIVITY AND REPEALING CLAUSE

This Order shall take effect ten (10) days after its publication in two (2) national newspapers of general circulation. Previous orders, circulars, memoranda, rules and regulations or portions thereof inconsistent herewith are hereby revoked, canceled or modified accordingly.

Diliman, Quezon City _____ January 7, 1992 .


BENJAMIN T. LEONG
Secretary



ANNEXES AND FORMS ON PROPOSED ADMINISTRATIVE ORDER RE: REVISED RULES AND PROCEDURES GOVERNING DISPOSITION OF HOMELOTS AND OTHER LOTS IN BARANGAY SITES AND RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LOTS IN TOWNSITES WITHIN DAR SETTLEMENT PROJECTS AND SIMILAR OTHER AREAS UNDER DAR JURISDICTION.

A - ANNEXES

1. Annex "A" (Bidding Procedures)
2. Annex "B" (Dept. Memo-Circular No. 12, series of 1974)

B - SETTLEMENT PROJECT FORMS

| <u>Title/Description</u> | <u>SP Form No.</u> |
|---|--------------------|
| 1. Application to Purchase Lot | 1-A |
| 2. Bid and Acceptance of Conditions | 1-B |
| 3. Summary of FB Data Sheet | 2 |
| 4. Final Investigation Report | 3 |
| 5. Sketch Plan | 4 |
| 6. Order of Award | 5 |
| 7. Amortization Schedule | 6 |
| 8. Certificate of Full Payment | 6-A |
| 9. Notice of Sale of Public Land | 7 |
| 10. Notice of Posting to the PARO | 8 |
| 11. Notice of Posting to the Provincial Treasurer | 9 |

MODES OF DISPOSITION - BIDDING PROCEDURES
(For Lots to be Disposed through Public Bidding)

These rules and procedures on public bidding is based on the provisions of Land Authority Administrative order No. 2 - 66 and Administrative Order No. 7 - 69. Pursuant to the DAR Administrative Order No. _____ Series of 1991, only those vacant and unallocated residential, industrial and commercial lots in townsites shall be subject to public bidding.

Subject lots shall be sold to the highest bidder at public auction to be held in Provincial Agrarian Reform Program Office (PARO) with jurisdiction over said lots in accordance with the following procedure:

1. The notice of sale shall be posted, each on the Bulletin Board of the DAR Municipal Office concerned, Bulletin Board of the Barangay Hall, as well as in conspicuous places within the settlement itself;
2. Interested applicants shall file sealed bids addressed to the Secretary, thru the Provincial Agrarian Reform Officer with jurisdiction over the area on any working day prior to the public auction sale, enclosing cash or certified check, treasury warrant or postal money order payable to the order of the Secretary, Department of Agrarian Reform. Ten percent (10 %) of the bid amount shall be considered as partial payment of the cost of the land in case the bid is accepted. Otherwise, the amount shall be returned to the losing bidders;
3. The bids shall be opened and read in public in the DAR provincial office on the date set for the sale;
4. Generally, each lot shall be awarded to the highest bidder. In case of tie among the highest bidders, it shall be resolved through oral bidding by the parties concerned on the same date the bids are opened.
5. The Secretary or his duly authorized representative issues the Order of Award to the winning bidder.

The sale at public auction shall be subject to the following conditions:

1. No bid which does not at least equal the appraised value of the lot shall be accepted;
2. The lot shall be paid in full or in ten (10) equal annual amortizations with an interest rate of six percent (6 %) per annum on the unpaid balance. Commercial and industrial lots shall be paid in full or in ten (10) equal annual amortizations by the winning bidder after the receipt of copy of the award. Failure to comply shall render the award null and void, and the ten percent (10 %) of the bid amount submitted shall be deemed forfeited in favor of the Department of Agrarian Reform; and
3. Not more than one (1) residential lot and one commercial or industrial lot shall be sold to any qualified applicant.

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Diliman, Quezon City

DEPARTMENT MEMORANDUM CIRCULAR NO. 12
Series of 1974

SUBJECT: Guidelines in the Cancellation of Allocations of Abandoned Farmlots and/or Homelots in Resettlement Projects.

To provide an expeditious reallocation of abandoned farmlots and/or homelots in resettlement projects, the following guidelines are hereby prescribed to govern the cancellation of Certificates of Allocation, Orders of Award, and Certificates of similar nature:

A. **Basis of Cancellation:**

Farmlots or homelots shall be considered abandoned under any of the following grounds:

1. Absence of settler-allocattee from the resettlement project for more than six (6) months without the written permission of the Agrarian Reform Team Leader concerned;
2. Transfer of rights without the consent and approval of the Agrarian Reform Regional Director concerned;
3. Voluntary renunciation or waiver of rights in writing;
4. Death of the settler allocattee if he has no compulsory heirs;
5. Failure to occupy/cultivate the lot for a period of six (6) consecutive months from the date of allocation of the said lot;
6. Employment of a tenant in the cultivation of the lot;
7. Refusal to be a member of the Samahang Nayon (Barrio Association) or Farmer's Cooperative; and
8. Such other acts or circumstances as are indicative of lack of interest to continue cultivating the lot.

B. Field Inspection and Investigation:

Upon information or report about the existence of any of the grounds for abandonment under paragraph "A" hereof, the Agrarian Reform Team Leader shall conduct an ocular inspection and investigation of the lots reportedly abandoned and submit a report to the Agrarian Reform Regional Director (copy furnished the allocatee, Agrarian Reform District Officer and the Land Distribution Division, Bureau of Land Acquisition, Distribution and Development) containing among others, the following:

1. Identification of the farmlot and/or homelot, i.e. number, survey number, area and location;
2. Name and address of allocatee and spouse;
3. Date of allocation of the lot;
4. Improvements introduced by allocatee, if any, and estimated value;
5. Homestead, Free Patent, or Sales Application number, if any;
6. A brief narration of the circumstances which constitute the grounds of abandonment as enumerated under paragraph "A" hereof;
7. Name of actual occupant/cultivator other than the allocatee, extent of occupancy/cultivation, and estimated value;
8. Length of occupancy/cultivation;
9. Status of occupant/cultivator, whether a transferee, lessee, share tenant, hired laborer, farmhand, non-settler, squatter, etc., and circumstances surrounding such occupation/cultivation;
10. Adverse claimant, if any, and basis of claim;
11. Other necessary information; and
12. Comments and recommendation.

C. Preparation and Issuance of the Order of Cancellation:

Upon receipt of the report of the Agrarian Reform Team Leader, the Agrarian Reform Regional Director shall refer the same to his Legal Staff for review and evaluation and should the findings so warrant, the latter shall prepare for his signature the corresponding Order canceling the allocation and declaring the lot abandoned. Copies of the Order shall be furnished the allocatee at his last known address, the Bureau of Resettlement, the Land Distribution Division, BLADD, District Office and Agrarian Reform Team Leader concerned.

D. Posting and/or Publication of the Order of Cancellation:

The Agrarian Reform Team Leader shall cause the posting of copies of the Order of Cancellation for a period of thirty (30) consecutive days in the following places:

1. Bulletin Board of the Agrarian Reform Team concerned;
2. Conspicuous places within the settlement itself;
3. Bulletin Board of the Barrio Hall or the usual place of meeting of the Barrio Council concerned where the land is located; and
4. Bulletin Board of the Town Hall of the municipality where the land is located.

After the expiration of the posting period, the Agrarian Reform Team Leader concerned shall submit to the Regional Office concerned a certification stating that: copies of the Order have been posted in said places and remained so posted during the duration of the required period mentioning therein the inclusive dates of posting.

E. Finality of the Order:

The Order of Cancellation shall become final after thirty (30) days from receipt by the allocatee of a copy thereof, or after thirty (30) days from the last day of the latest posting as provided in paragraph "D" hereof, if the allocatee has not received a copy of said Order sent to his last known address.

F. Letter of Reconsideration:

At any time before the Order becomes final and executory, the allocatee may file a letter to reconsider the Order of Cancellation directly with the Office of Agrarian Reform Regional Director or through the Office of the Agrarian Reform Team Leader concerned. The Letter of Consideration shall state clearly the reasons why the lot should not be declared abandoned.

The Agrarian Reform Regional Director shall resolve the Letter of Reconsideration within a period of fifteen (15) days from the date of receipt thereof. However, should a hearing of the Letter of Reconsideration be deemed necessary, he may conduct such hearing and shall resolve the same within fifteen (15) days after submission for resolution.

G. **Appeal:** "(Please refer to AO No. 9 - 89)"

Within fifteen (15) days from receipt of the Order of Denial on the Letter of Reconsideration, the allocatee may appeal to the Department of Agrarian Reform.

The Letter of Appeal shall state, among others, the disputed findings of facts.

The decision of the Secretary shall be final and executory after fifteen (15) days from receipt by the allocatee of a copy of such decision.

H. **Effects of a Final Order of Cancellation:**

From the date the Order of Cancellation has become final and executory, such Order shall have the following effects:

1. The Certificate of Allocation issued to the settler is deemed canceled;
2. The right of the settler to occupy and/or cultivate the land is deemed lost;
3. The settler is disqualified from again becoming a settler;
4. All rights and interest to, and the improvements and crops on the land are forfeited to the government;
5. The Secretary of Agrarian Reform may order such improvements and crops to be appraised separately for sale to the new applicant or allocatee and the proceeds thereof shall be applied to the indebtedness of the settler. If after such application, the settler has still an outstanding balance, the new applicant or allocatee shall assume the same; and
6. The application for land patent covering the lot of the allocatee is deemed canceled.

Related Matters:

During the pendency of the abandonment proceedings, no third person shall be allowed to occupy or cultivate the subject lot. However, should said lot be occupied by a third person at the time of the institution of the abandonment proceedings, he may be allowed to continue possession and cultivation without prejudice to the outcome of the proceedings.

After the lots subject of investigation for cancellation of the allocation have been ascertained, the Agrarian Reform Team Leader shall verify which of the subject lots are covered by applications for land patents and immediately report the number and allocatee of each lot to the Land Distribution Division, BLADD, and Agrarian Reform Regional Director concerned, for the purpose of suspending the processing of said applications until the Order resolving each case or cases has become final and executory.

J. Effectivity:

This Memorandum Circular shall take effect immediately and all Orders, Circulars, Memoranda, and Rules and Regulations or portions thereof inconsistent herewith are hereby revoked, canceled or modified, as the case may be.

April 26, 1974.

(Sgd.) CONRADO F. ESTRELLA
Secretary

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Diliman, Quezon City

APPLICATION TO PURCHASE LOT

Homelot
 Commercial Lot

Residential Lot
 Industrial Lot

Application No. _____

1. I, _____, _____ years of age, Filipino citizen, born on _____, married to _____ and presently residing at _____ do hereby apply to purchase subject lot under the provisions of Commonwealth Act No. 141 (Public Land Act) as amended, Republic Acts No. 730, 1160 and 3844 as amended, and Republic Act No. 6557, for homelot or residential/commercial/industrial purposes, Lot No. _____, Block No. _____, Plan No. _____ of _____ Resettlement Project established under Proclamation No. _____, dated _____, situated in the Sitio of _____, Municipality of _____, Province of _____ Island of _____, Philippines, containing an area of _____ square meters more or less, and whose sketch is drawn on the herein attached Sketch Plan Form (SP Form No. 4).

2. My dependents are:

| NAME | AGE | RELATIONSHIP |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3. I am presently occupying the lot applied for and introduced valuable improvements such as _____
 To the best of my knowledge and belief, it is neither timber/mineral/grazing land nor containing valuable deposits of guano, coal or salt.

4. The lot applied for shall be used for its intended purpose for my own benefit and not either directly or indirectly, for the use and benefit of any other person.

5. I am /___/ am not /___/ a settler of the Department of Agrarian Reform holding /___/ not holding /___/ a Certificate of Allocation/Permit to Occupy for the lot applied for and that I own/possess or have applied for the following tracts of land.

| KIND OF LAND | LOCATION | AREA (sq. m.) | STATUS OF APPLICATION | DISTANCE FROM SET. PROJECT |
|--------------|----------|------------------|-----------------------|----------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

6. I have filed Homestead /___/ Free /___/ Miscellaneous Sales /___/ Patent/s application/s covering Lot No. _____, Block No. _____, Plan No. _____ in said settlement, _____ square meters of which is under my occupation/cultivation.

7. I conform to future delimitation, reclassification or resurvey of the land herein applied for and shall, before a CLOA is issued to me, accept such portion/s or another lot as a result of such delimitation, reclassification or resurvey.

8. I know that this application conveys no right for me to occupy the land prior to its allocation or issuance of permit to occupy in my favor; that the land is a public domain; and that any or all rights I may have acquired with respect thereto or expenses incurred for improvements thereon by virtue of occupation shall be forfeited in favor of the government if my application is denied/rejected.

9. I will comply with all the requirements and conditions as an applicant and shall neither employ tenant in whatever form nor sell/transfer said parcel of land except through hereditary succession or to the government.

10. I have read/someone has read to me and understood the provisions of the Public Land Act, Republic Acts No. 730, 1150, 3844 as amended an 6657 and the Presidential Decrees relevant to entering and granting through sale lands of the public domain in the Philippines and shall comply with all the requirements of the laws, rules and regulations governing the sale of subject lots.

11. The lot covered by this application is /___/ not contested /___/ contested /___/ subject of adverse claim and/or /___/ abandonment/cancellation proceedings. State the parties involved in the case/proceedings _____, case number and status thereof _____

13. I understand that any sales applicant who willfully and knowingly submits false statements or executes false affidavits in connection with this application shall be deemed guilty of perjury and punishable by a fine of not more than five thousand pesos (P5,000.00) and by imprisonment of not more than five (5) years. In addition thereto, his application shall be canceled and any amount paid on account thereof forfeited in favor of the Government. Furthermore, he shall be disqualified to apply for any public land in the Philippines.

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 19____, affiant exhibiting to me his/her Residence Certificate No. _____, issued at _____ on _____, 19_____.

(Officer Administering Oath)

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Diliman, Quezon City

BID AND ACCEPTANCE OF CONDITIONS

19

The Regional Director
 DAR Region _____

Through the PARO
 Province of _____

S I R :

This has reference to your advertisement in the _____
 _____ calling for bidders for the _____ lots
 of the _____ Settlement Project Townsite.

Please consider my bid of _____ pesos (P _____)
 For Lot No. _____ Block No. _____ Plan No. _____
 which contain an area of _____ Square Meters with an
 appraised value of P _____.

Enclosed is (Cash/Postal Money Order/Treasury
 Warrant/Certified Check No. _____) payable to the order of the
 Secretary, DAR in the amount of P _____ equal to 10% of the
 amount of my bid. Should I be declared the highest bidder and
 the land awarded to me, I will comply with all the requirements
 of law and the regulations as well as the terms and conditions
 under which the award was made. Enclosed herewith are three (3)
 copies of duly accomplished application (SP Form No. 1 - A).

Very truly yours,

 Applicant - Bidder

Encl.: as stated

Post Office Address

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Diliman, Quezon City

_____ Date

FINAL INVESTIGATION REPORT

MEMORANDUM FOR:

The Secretary of Agrarian Reform
 Diliman, Quezon City

Thru: _____ Agrarian Reform Officer

In connection with the application of _____
 _____ to purchase Lot No. _____ Block No. _____
 Plan No. _____ with an area of _____ square
 meters of _____ Resettlement Project, I have
 the honor to submit the following:

Applicant and the Lot Applied for

Name of Applicant _____ Citizenship _____
 Occupation _____ Civil Status _____
 Place of Birth _____ Date of Birth _____
 Address _____ Name of Spouse _____
 Length and Basis of Occupation _____
 Improvements: Kind, Value and by whom Introduced _____

Cost of the lot (per square meter) ₱ _____ Total Cost ₱ _____
 _____ Amount paid in the cost of the lot ₱ _____
 Official Receipt No. _____, _____, _____. Other fees
 paid (specify) ₱ _____ Other Claimants, if any

Basis of Claim: _____
 Status of Case, if involved in cancellation of allocation
 proceedings: _____
 Other Information: (State brief history of the lot): _____

Comments and Recommendation

I hereby certify the foregoing to the best of my knowledge and belief are true and verified correct.

(Name and Signature)

(Official Designation)

Note:

If the spaces herein provided are not enough, additional sheet may be used.

SKETCH PLAN

OF LOT NO. _____ BLOCK NO. _____
PLAN NO. _____ OF _____
_____ SETTLEMENT PROJECT

AS PREPARED FOR THE

DEPARTMENT OF AGRARIAN REFORM

SITUATED IN THE

BARRIO OF _____ MUNICIPALITY
OF _____ PROVINCE OF _____
_____ ISLAND OF _____

Containing an area of _____ sq.m.

Scale 1 : _____

SHOWING THE ACTUAL IMPROVEMENTS
FOUND THEREON.

SKETCHED: _____, 19____ BY: _____

ADDITIONAL INFORMATION:

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Diliman, Quezon City

IN RE: APPLICATION TO PURCHASE
 LAND

Lot No. _____
 Block No. _____
 Plan No. _____
 Area _____
 Appraised Value _____
 Amount of Bid _____
 Townsite _____
 Location _____

ORDER OF AWARD

This refers to the sale through public bidding of the homelot/residential/commercial/industrial lot described in the caption hereof. Pursuant to existing rules and regulations, the notice calling for bids was duly published in accordance to law. It appearing that the applicant is qualified to purchase the lot, offered the highest bid, and deposited an amount equal to ten percent (10 %) of his bid, is hereby awarded the lot subject to the following conditions:

1. That the amount deposited shall be considered as partial payment for the purchase of the lot, and the balance shall be paid in ten (10) equal annual amortizations bearing an interest rate of six percent (6 %) per annum on the unpaid balance. The annual amortization shall be _____ pesos (P _____), the first installment of which shall be due on _____ 19____ and every year thereafter until the full amount is paid. Awardees shall have the option to accelerate payments of their balances subject to the adjustments to be made on their accounts.
2. That the applicant shall, within six (6) months from receipt hereof, personally occupy the lot and introduce permanent improvements on the lot which is appropriate for the purpose/use the lot was intended. Value of improvements shall at least equal the purchase price of the lot, and within eighteen (18) months from said receipt of Award, the he should have completed the improvements; and

3. That the lot shall be used productively with all the rights and privileges appurtenant thereto, subject to the condition that it shall not be sold, transferred or conveyed except through hereditary succession, or to the Government, or to the Land Bank of the Philippines, 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 the Land Bank of the Philippines within a period of two (2) years from the date of transfer. Said parcel of land, or portions thereof shall not be subdivided, leased or encumbered, without the prior written consent of the Secretary of the Department of Agrarian Reform.

Non compliance with any of the terms and conditions herein above stated and/or the rules and regulations governing the sale of public lands will result in rescission of the sale and cancellation of this Award. Any payment made on the account of the applicant, as well as the improvements introduced, shall be forfeited in favor of the Department of Agrarian Reform.

SO ORDERED.

Diliman, Quezon City _____ 199_____.

BENJAMIN T. LEONG
Secretary

Copy Furnished:

1. Applicant
2. MARO/PARO/RARO

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Diliwan, Quezon City

AMORTIZATION SCHEDULE

Account of _____ Latest Certificate issued _____
 Address _____
 Date of Issue _____ Name of Spouse (if married) _____
 Date of Occupation _____ Lot No. _____
 Blk. No. _____ Plan No. _____ Settlement Project
 Classification _____ Area (square meter) _____
 Unit Price (Per sq. m.) P _____ Total Cost P _____
 Amount Deposited P _____ Date _____

| YEAR | INSTALLMENT AMOUNT | DATE PAID | INTEREST | BALANCE |
|------|--------------------|-----------|----------|---------|
| 1 | : | : | : | : |
| 2 | : | : | : | : |
| 3 | : | : | : | : |
| 4 | : | : | : | : |
| 5 | : | : | : | : |
| 6 | : | : | : | : |
| 7 | : | : | : | : |
| 8 | : | : | : | : |
| 9 | : | : | : | : |
| 10 | : | : | : | : |

Prepared and verified by: _____ Certified correct by: _____
 Designated Bonded Collector _____ Provincial Accountant _____

APPROVED:

Provincial Agrarian Reform Officer

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Diliman, Quezon City

NOTICE OF SALE OF PUBLIC LAND

Notice is hereby given that the Department of Agrarian Reform at the Provincial Office of _____ will sell to the highest qualified bidder at ten (10:00) A.M. on _____ 19 _____ the _____ lots of the _____ Settlement Project, Townsite Subdivision. The lots are described below.

| LOT NO.: | BLOCK NO.: | PLAN NO.: | AREA (sq.m.): | LOCATION: | CLASS: | APPRAISED VALUE PER SQ. METRE |
|----------|------------|-----------|------------------|-----------|--------|-------------------------------------|
| 1 | | | 1 | 1 | 1 | 1 |
| 2 | | | 1 | 1 | 1 | 1 |
| 3 | | | 1 | 1 | 1 | 1 |
| 4 | | | 1 | 1 | 1 | 1 |

Any Filipino citizen of legal age or head of the family, not an owner of residential, commercial or industrial lot and has not waived, transferred or abandoned his rights over lot previously allocated or awarded to him by the government, may participate in the bidding.

Private corporations or associations except the farmers cooperatives are barred to participate in the bidding.

All bids must be sealed and addressed to the Secretary of the Department of Agrarian Reform, to be submitted to the Provincial Agrarian Reform Officer of _____ on or before the hour and date stated above and plainly marked "Bid for (residential/commercial/industrial) lot of the _____ Settlement Project townsite subdivision. The bids must be accompanied by cash/certified check/treasury warrant/postal money order payable to the order of the Secretary, of DRR, equivalent to ten percent (10%) of the value of the land which shall be considered as downpayment for the purchase of the lot in case the bid is accepted. Otherwise, the amount shall be returned to the unsuccessful bidder. No bid shall be accepted which does not at least equal the appraised value of the lot. Sealed bids shall be opened and read in public at the office of the Provincial Agrarian Reform Officer at _____ in the date and time stated above.

Each lot shall be awarded to the highest bidder. Advance claims on the lots on bid not filed within a period of one (1) week from the date of bidding shall be denied. The lot shall be paid for in cash or in ten (10) equal annual installments.

Within six (6) months from receipt of the DA, the purchaser should have introduced permanent improvement on the lot which is appropriate for the purpose/use the lot was intended. Value of improvements shall at least equal the purchase price of the lot, and within eighteen (18) months from said receipt of DA, the purchaser should have completed the improvements.

Non-compliance with the preceding paragraph shall be sufficient grounds for the annulment/cancellation of the sale and the lot shall be reverted to, and all payments deemed forfeited in favor of the DAR and the DA issued subjected to judicial cancellation.

The Lot shall be subject to the provisions of Republic Act No. 1160, 730, 3044 as amended, 5637 and Commonwealth Act No. 141 (Public Land Law), and any violation or non-compliance thereof shall be sufficient ground for the cancellation of the DA issued and the forfeiture of all payments made in favor of the DAR.

The DAR reserves the right to reject any or all bids, to waive any informality thereof, and to accept only bids that are advantageous to DAR.

Particulars regarding the land and the taxes and conditions of sale can be obtained from the office of the Provincial Agrarian Reform Officer at _____, _____
Forms are available at the said office.

Regional Director
DAR Region _____

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Diliman, Quezon City

CERTIFICATE OF FULL PAYMENT

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that _____ has paid the amount of _____ pesos (P _____) as evidenced by the attached Official Receipts issued to him/her by the DAR, representing full payment of his/her /___/ homelot /___/ residential /___/ commercial /___/ industrial lot which is particularly described as follows:

LOT NO. _____ PLAN NO. _____
BLOCK NO. _____ AREA _____ (SQ. M.)
LOCATION _____

Status of Applicant: /___/ settler /___/ non-settler
Appraised Value of the Lot # _____

Issued this _____ day of _____ 19 _____
at _____

PREPARED BY: _____

(MARG/ART)

CERTIFIED CORRECT BY: _____

(Provincial Accountant)

APPROVED BY: _____

(PARO)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
- Diliman, Quezon City

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MEMORANDUM :

TO : The Provincial Agrarian Refoms Officer

SUBJECT : Posting of the Notice of Sale of the Lots of the
Settlement Project Townsite
Subdivision.

Enclosed are three (3) copies of the Notice pertaining to the sale of the _____ lots of the _____ Settlement Project Townsite. It is directed that these copies be posted on or before _____ at the Bulletin Board of your office, in the Municipal Agrarian Refoms Office concerned, in the Barangay Hall, and in conspicuous places within the settlement itself, and that they remain so posted for a period of two (2) consecutive weeks. At the expiration of said period this letter should be returned by indorsement hereunder provided.

Regional Director
Region _____

Encls: as stated

1st Indorsement

Respectfully returned to the Regional Director, DAR, Region _____, _____ with the information that copies of the Notice above-mentioned were posted in the place indicated on the basic letter on _____ and remained so posted until _____.

Provincial Agrarian Refoms Officer