



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

ADMINISTRATIVE ORDER NO. 01  
Series of 1993

SUBJECT: AN ORDER AMENDING CERTAIN PROVISIONS OF ADMINISTRATIVE ORDER NO. 9, SERIES OF 1990, ENTITLED "REVISED RULES AND PROCEDURES GOVERNING THE ACQUISITION OF AGRICULTURAL LANDS SUBJECT OF VOLUNTARY OFFER TO SELL AND COMPULSORY ACQUISITION PURSUANT TO RA 6657"

I. PREFATORY STATEMENT

For a more effective and expeditious documentation and processing of claims of landowners whose properties are covered under the Comprehensive Agrarian Reform Program (CARP) pursuant to Republic Act No. 6657, these rules are hereby prescribed.

II. COVERAGE

These rules shall cover Voluntary Offer to Sell (VOS) and Compulsory Acquisition (CA) transactions involving lands enumerated under Section 7 of RA 6657, and those acquired under Executive Order No. 407 dated June 14, 1990, as amended.

A. Voluntary Offer to Sell (VOS)

- All private agricultural lands voluntarily offered by landowners for sale to the government.

B. Compulsory Acquisition (CA)

- All idle and/or abandoned agricultural lands regardless of size.
- All other private agricultural lands falling under the coverage of the Compulsory Acquisition mode according to the schedule and priorities defined in Section 7 of RA 6657.

C. E.O. 407 Acquisition

- All other agricultural lands transferred to the DAR pursuant to Executive Order No. 407 dated June 14, 1990, as amended.

### III. POLICY

- A. All landowners whose lands are subject for coverage under RA 6657 may voluntarily offer their lands for sale to the government. However, lands upon which notices of coverage have already been sent by the government and received by the landowner shall no longer be considered as voluntary offered lands.
- B. If the land is tenanted, the ARMs shall continue to pay lease rentals based on existing guidelines on leasehold operation until such time as the landowner signs the Deed of Transfer, or the Land Bank of the Philippines establishes a Trust Account in the landowner's name, as the case may be. In case, there is any standing crop on the land at the time of its acquisition, the landowner shall retain his share of the harvest thereof pursuant to Section 28 of RA 6657 and other related laws.
- C. The compensation for the land shall be the amount agreed upon by the DAR, LBP and the landowner in accordance with the criteria provided for in Section 17 and 18, and other pertinent provisions of RA 6657 and existing guidelines, or the value set under summary administrative proceedings conducted by DAR pursuant to Section 16(d) of RA 6657 and the DAR Adjudication Board Revised Rules of Procedures, or as may be finally determined by a competent court.
- D. 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 RA 6657.

### IV. OPERATING PROCEDURES

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
		A. <u>Identification and Documentation</u>	
1	LD DARMO	Accomplishes letter offer and files same together with the basic ownership documents in any office of DAR (For VOS only). The DAR office which received the aforesaid documents forwards same to DAR Municipal Office where the subject property is located.	CARP Form No. 1 Certified copy of OCT/TCI Certified copy of Tax Declaration Copy of the approved survey plan or sketch plan of the property

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
2	DARMO	Receives and reviews duly accomplished CARP Form No. 1 with the attached documents; gathers and completes the documents required as may be applicable to a particular situation.	Refer to List of Documents Required Pursuant to RA 8637 Under Different Situations (Annex "A")
3	DARMO	Informes LO on how his claim will be routed and processed and furnishes him with checklist of requirements under applicable situation.	Refer to Annex "A"
4	DARMO	Prepares the corresponding VOCD/CACF per landowner/landholding.	
5	DARMO	Issues Notice of Coverage to LO by personal delivery with proof of service, or by registered mail with return card, informing him that his property is now under CARP coverage and for LO to select his retention area, if he desires to avail of his right of retention; and at the same time invites him to join the field investigation to be conducted on his property which should be scheduled at least two weeks in advance of said notice.	CARP Form No. 2
		A copy of said Notice shall be posted for at least one week on the bulletin board of the municipal and Barangay halls where the property is located. LOJ office concerned notifies DAR about compliance with posting requirement thru return indorsement on CARP Form No. 17.	CARP Form No. 17
6	DARMO	Sends notice to the LOP, BARC, DENR representatives and prospective ARBs of the schedule of the field investigation to be conducted on the subject property.	CARP Form No. 3



<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
7	DARMO BARC LBP DENR Local Office	With the participation of the LO, representatives of the LBP, BARC, DENR and prospective ARBs, conducts the field investigation on subject property to identify the landholding, determines its suitability and productivity; and jointly prepares the Field Investigation Report (FIR) and Land Use Map. However, the field investigation shall proceed even if the LO, the representatives of DENR or prospective ARBs are not available provided, they were given due notice of the time and date of the investigation to be conducted. Similarly, if the LBP representative is not available or could not come on the scheduled date, the field investigation shall also be conducted, after which the duly accomplished Part I of CARP Form No. 4 shall be forwarded to the LBP representative for validation. If he agrees to the ocular inspection report of DAR, he signs the FIR (Part I) and accomplishes Part II thereof.	CARP Form No. 4 Land Use Map

In the event that there is a difference or variance between the findings of the DAR and the LBP as to the propriety of covering the land under CARP, whether in whole or in part, on the issue of suitability to agriculture, degree of development or slope, and on issues affecting idle lands, the conflict shall be resolved by a composite team of DAR, LBP, DENR and DA which shall jointly conduct further investigation thereon. The team shall submit its report of findings which shall be binding to both DAR and LBP;

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
		pursuant to Joint Memorandum Circular of the DAR, LBP, DENR and DA dated 27 January 1992.	
8	DARMO BARC	Screens prospective ARBs and causes the signing of the Application to Purchase and Farmers' Undertaking (APFU).	CARP Form No. 3
9	DARMO	Furnishes a copy of the duly accomplished FIR to the landowner by personal delivery with proof of service or registered mail with return card and posts a copy thereof for at least one week on the bulletin board of the municipal and barangay halls where the property is located.	CARP Form No. 4
		LBU office concerned notifies DAR about compliance with posting requirement thru return indorsement on CARP Form No. 17.	CARP Form No. 17
		<u>B. Land Survey</u>	
10	DARMO and/or DENR Local Office	Conducts perimeter or segregation survey delineating areas covered by OLT, "uncarpable" areas such as 18% slope and above, unproductive/unsuitable to agriculture, retention, infrastructure, etc. In case of segregation or subdivision survey, the plan shall be approved by DENR-LMS.	Perimeter or Segregation Survey Plan
11	DARMO	Forwards VDCF/CACF to DARPO.	CARP Form No. 6
		<u>C. Review and Completion of Data/Documents</u>	
12	DARPO	Reviews and evaluates the pertinent forms and documents contained in the VDCF/CACF for completeness and consistency, otherwise, gathers lacking basic documents to complete the requirements for	VDCF/CACF containing supporting documents needed in claim processing (See Annex "B")

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
		processing as may be applicable to a particular situation.	
13	DARPO	Forwards the VOCE/CACE to LBP-LVD using the DAR Memorandum Request to Value the subject land including any improvements and/or facilities thereon.	VOCE/CACE CARP Form No. 7
		D. <u>Land Valuation and Compensation</u>	
14	LBP-LVD	Receives and evaluates the VOCE/CACE for completeness, consistency and document sufficiency.	
15	LBP-LVD	Gathers data and inputs needed for a more appropriate determination of valuation of subject land.	Comparable Sales Mortgage Loan Value Appraisal Reports Others
16	LBP-LVD	Determines the land valuation in accordance with existing guidelines and prepares the Claim Folder Profile and Valuation Summary specifying therein lacking documents to be submitted by the LD which are required in the payment of his claim.  Note: VOCE/CACE where the land valuation amounts to more than P3 million shall be forwarded to LBP Head Office.	CF Profile & Valuation Summary (Attachment to CARP Form No. 8)
17	LBP-LVD LBP-HO	Notifies the DAR through the DARO of the computed land valuation using the Memorandum of Valuation Form.	CARP Form No. 8
18	DARPO	Prepares/Issues the Notice of Land Valuation and Acquisition to the LD attaching a copy of the LBP's Memorandum of Valuation, Claim Folder Profile and Valuation Summary.	CARP Form No. 9 attaching Memo of Land Valuation and CF Profile and Valuation Summary

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
19	DARPO	<p>Posts a copy of the Notice of Land Valuation and Acquisition for at least one week on the bulletin board at the provincial capitol, municipal hall and barangay hall where the property is located.</p> <p>LSD office concerned notifies DAR about compliance with posting requirement thru return indorsement on CARP Form No. 17.</p>	<p>CARP Form No. 9</p> <p>CARP Form No. 17</p>
		<u>B.1 Where LD Accepts the Land Valuation</u>	
20	DARPO LD	If the LD accepts the offered price, sends Memorandum to LBP to prepare the Deed of Transfer (DOT) and to Pay the Landowner attaching thereto the LD's letter of acceptance including the submitted documents necessary in LD's compensation.	<p>CARP Form No. 10</p> <p>CARP Form No. 11</p>
21	LBP-LVG LBP-HQ	<p>Opens trust account in the name of LD. However, the actual release of full payment shall only be effected upon LD's compliance of all the requirements. Should the LD fails to submit the required documents within 30 days from receipt of the Letter of Acceptance of the offered price, notifies DAR of such failure by the LD and also issues to DAK the certification or proof of the opening of a trust account. Thereafter, the DAR shall request ROD to transfer the certificate of title covering subject property in favor of the RP.</p>	<p>CARP Form No. 10</p> <p>CARP Form No. 15</p> <p>CARP Form No. 16</p>
22	LBP-LVG LBP-HQ	Prepares and executes DOT together with LD and transmits the same to the ROD, including	CARP Form No. 12

<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
		the owner's duplicate certificate of title, approved segregation plan, if partially covered.	
23	ROD	Registers DDT and issues Transfer Certificate of Title in the name of the Republic of the Philippines.	Registered DDT and TCT in the name of the RP
24	ROD	Forwards owner's duplicate copy of title issued in the name of RP to LBP-LVO/LBP-HO.	Owner's duplicate certificate of title/RP
25	LBP-LVO LBP-HO	Prepares payment release order for the payment to the LO of the value of the compensation. In case the land is encumbered, pays the mortgagee-bank/creditor upon the LO's request, and the balance of the proceeds payable to the LO.	Claims Processing & Payment Release Form (LBP) Statement of Account
26	LBP-LVO LBP-HO	After the LO's compensation is paid, forwards to DARU a certified copy of the new TCT in the name of RP together with a certified copy of the DDT.	Certified copy each of TCT in the name of RP and DDT
		<u>D.R. Where LO Rejects the Land Valuation</u>	
20	DARPO	If the LO rejects the offered price or fails to reply within 30 days from receipt of the Notice of Land Valuation and Acquisition, sends Memorandum to LBP to open a trust account in the name of the LO.	CARP Form No. 14
21	DARPO	Requests the DARAB/BARAD/PARAD to conduct administrative proceedings pursuant to DARAB guidelines, as the case may be, furnishing therein a copy of each of the LO's letter of rejection, Notice of Land Valuation and Acquisition, and LBP's Memorandum of Valuation.	



<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
22	LBP-LVO LBP-HQ	Opens trust account in the name of LO and sends proof of the opening of a trust account or certification to the DAR through the PARO, copy furnished the LO.	CARP Form No. 15
23	DARPO	Upon receipt of the proof of the opening of a trust account or certification by LBP, transmits the same to the ROD concerned, including the approved segregation/subdivision plan of subject property, if partially covered.	CARP Form No. 16 Approved segregation/subdivision plan
24	ROD	Issues new TCT in the name of RP and forwards owner's duplicate certificate of title in the name of RP to LBP-LVO which furnishes the PARO a certified xerox copy of the same.	New TCT in the name of RP and owner's duplicate of title in the name of RP
25	DARAB/ RARAD/ PARAD	Simultaneously with Activity Nos. 22 to 24 above, the DARAB conducts summary administrative proceedings; renders decision and informs parties concerned of the same.	
26	DARPO	Within fifteen (15) days after receipt of the decision of the DARAB, requests the LBP to prepare DDT for the signature of the LO if he so accepts, otherwise, requests the LBP to adjust the trust account in accordance with the DARAB decision and accordingly informs the LO. In the event the LO signs the DDT, the LBP shall transmit a copy of the same to the ROD as additional support to the transfer of title in favor of the RP and follows Step 25 under D.1.	CARP Form No. 11  CARP Form No. 12

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<u>Steps</u>	<u>Responsible Agency/Unit</u>	<u>Activity</u>	<u>Forms/Documents (Requirements)</u>
<u>E. Land Distribution</u>			
27	DARPO	Forwards to DARMO the certified copy of the TCT in the name of RP with the instruction to take over physical possession of the land and proceed with the distribution of the same in favor of qualified ARBs.	Certified copy of TCT in the name of RP

#### V. REPORTING AND MONITORING

For monitoring and evaluation purposes, monthly report on the status of VOS/CA transactions shall be submitted to the Office of the Undersecretary for Field Operations through the Regional Office, copy furnished BLAD and RIS. All landowners concerned shall be periodically advised on the status of their claims.

#### VI. TRANSITORY PROVISIONS

In order to prevent delays in the processing of claim folders, all VOOCFs/CACFs already forwarded to or pending in the DARRD shall continue to be processed under the old procedure. However, all VOOCFs/CACFs still pending in the DARPOs and DARMOs concerned shall be governed by this Administrative Order.

#### VII. REPEALING CLAUSE

All orders, circulars and other issuances inconsistent herewith are deemed repealed, amended and/or modified accordingly.

#### VIII. EFFECTIVITY

This Order shall take effect ten (10) days after its publication in two (2) newspapers of general circulation pursuant to Section 49 of RA 6657.

Quezon City, Metro Manila, March 18, 1993.

  
 ERNESTO D. GARILAO  
 Secretary

LIST OF DOCUMENTS REQUIRED UNDER RA 6657  
UNDER DIFFERENT SITUATIONS  
(To be given to landowners)

A. COMMON TO ALL LANDOWNERS

1. DOCUMENTS TO PROVE OWNERSHIP OF PROPERTY

TITLES for titled properties; or

TAX DECLARATIONS and

DEEDS OF ACQUISITIONS for untitled properties;

NOTE: For details, please see below.

2. TAX DECLARATION/S

1. FOR THE LAND - must be based on the unit value implemented before August 29, 1986; issued before August 29, 1987.

2. FOR PERMANENT IMPROVEMENTS (if 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. CURRENT RESIDENCE CERTIFICATE OF THE LANDOWNER-OFFEROR OR CLAIMANT

5. LISTASAKA I or II or Certification by the MARO if none.

6. LETTER-OFFER, if under VOS

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

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

B. REAL ESTATE TAXES ON THE PROPERTY

STATEMENT OF TAX DELINQUENCY - if taxes are not fully paid, years unpaid and total amounts 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. TITLE

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/offeree 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.

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. Survey plan of the property/ies duly approved by the Lands Management Bureau, and if not available, a sketch plan certified to by said office, and Technical Description thereof;



2. Certified copy of the present Tax Declaration in the name of claimant with correct lot number/s and area per approved plan;
3. Instruments of acquisition covering the subject property, such as Deed of Sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s in interest;
4. A 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 pertaining to the property/ies from the first declaration up to the tax declaration issued in the name of the claimant;
5. 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 or bail in other court actions;
6. Certification of the DENR-LMS stating the year the property/ies identified in the plan may already be considered as private agricultural land, and the persons having the best claim of ownership thereof.
7. Certification from the Office of the Register of Deeds and Assessor 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.

D. WHERE THERE ARE PERMANENT IMPROVEMENTS IN 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 ₱50,000.00) 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 OF AUTHORITY for the guardian to dispose of the subject property pursuant to RA 6557 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 & APPRAISAL VALUE OF THE PROPERTY AS OF JUNE 15, 1988
3. RELEASE OR 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 THE 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 the 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 DAO or LRA) 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 OF 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.

LIST OF DOCUMENTS REQUIRED UNDER RA 6657  
(FOR PROCESSING AND EVALUATION PURPOSES)

A. TO IDENTIFY PROPERTY -

1. TITLE --- (certified copy only) must be duly certified by the Register of Deeds; must be clear, complete in pages; must be registered in the name of the landowner;
2. TAX DECLARATION --- must be issued before 8-29-87, must be certified by the Assessor concerned; must be in the name of the landowner; must be based on the unit value implemented before 8-29-87;
3. APPROVED SURVEY PLAN OF THE PROPERTY
4. FOR UNTITLED PROPERTIES, REFER TO ANNEX "A".

INSTRUCTIONS: Under VOS, the landowner submits all the above-mentioned documents; under DA, the MARD secures them.

B. TO PROCESS VDCF/CACF BY THE LAND BANK -

1. MEMO REQUEST TO VALUE THE LAND
2. LETTER OFFER if under VOS
3. NOTICE OF COVERAGE
4. NOTICE OF CONDUCT OF THE FIELD INVESTIGATION
5. DULY ACCOMPLISHED FIELD INVESTIGATION REPORT TOGETHER WITH THE LAND USE MAP
6. APPLICATION TO PURCHASE AND FARMER'S UNDERTAKING
7. XEROX COPY OF TITLE duly certified by the ROD, if titled;
8. IF UNTITLED PROPERTY, refer to Annex "A" for untitled properties
9. COPY OF TAX DECLARATION, issued prior to 8-29-87 duly certified by the Assessor concerned
10. LUTASANA document if any or CERTIFICATION by the MARD if none



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

1. Under VDS, if co-owner voluntarily offers his share only or under CA, the portion under coverage --
  - a. SEGREGATION SURVEY PLAN showing portion of his share offered, if under VDS; if under CA, portion showing area covered (after determining share per co-owner);
  - b. TECHNICAL DESCRIPTION/S OF THE 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 VDS, if the whole property is voluntarily offered -
  - a. CONFORMITY BY ALL THE REGISTERED OWNERS to offer up to sell the property under RA 6657 (VDS); 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.

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- b) 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.

- 4. REGISTER OF DEEDS CERTIFICATION THAT THE TITLE IS FREE FROM ALL LIENS AND ENCUMBRANCES;
- 5. OTHER LEGAL REQUIREMENTS (WHENEVER APPLICABLE ONLY) —  
FOR LANDOWNERS UNDER ANY OF THE FOLLOWING SITUATIONS PLEASE REFER TO ANNEX "A"
  - a) MINOR OR INCAPACITATED PERSON
  - b) DECEASED LANDOWNER OR CO-OWNER
  - c) CORPORATION OR PARTNERSHIP
  - d) WITH UNSETTLED ESTATES OR CONTROVERSIES (TESTATE AND INTESTATE PROCEEDINGS)

INSTRUCTIONS: All the above are submitted by the landowner with the assistance of the DAR and/or Land Bank.

E. TO EFFECT PAYMENT RELEASES TO LANDOWNER -

- 1. TITLE IN THE NAME OF THE REPUBLIC OF THE PHILIPPINES — which must be free from all liens and encumbrances and to include the following:
  - DEED OF TRANSFER - if the land valuation is accepted by the landowner
  - REGISTER OF DEEDS CERTIFICATION THAT PROPERTY OR TITLE IS FREE FROM ALL LIENS AND ENCUMBRANCES
  - RELEASE OF MORTGAGE, if any.
- 2. CURRENT RESIDENCE CERTIFICATE OF LANDOWNER OR PAYEE
- 3. SPECIMEN SIGNATURES OF LANDOWNER OR PAYEE;
- 4. IF THE LANDOWNER IS REPRESENTED BY AN ATTORNEY-IN-FACT:  
(NOTE: AS A GENERAL RULE, THE LAND BANK ACCEPTS POWER OF ATTORNEY IN THE FOLLOWING CASES:



- a) POWER OF ATTORNEY issued to a co-owner or co-heir;
- b) POWER OF ATTORNEY issued to the spouse of the registered owner;
- c) POWER OF ATTORNEY in favor of a third person issued by landowner who is in a foreign country or in the Philippines but is either sick, disabled, or incapacitated upon proof of incapacity;
- d) CERTIFICATION FROM AGENCY/OFFICE/GOVERNMENT OFFICES stating date of departure, designation of the principal -- if the special power of attorney (SPA) is executed in the Philippines and the principal has left the country already;
- e) AUTHENTICATION/ACKNOWLEDGMENT OF POWER OF ATTORNEY BY THE PHILIPPINE CONSUL ABROAD -- if the SPA was executed abroad;
- f) MEDICAL CERTIFICATE ISSUED BY A PHYSICIAN --- stating the illness, incapacity, or disability of the principal;
  - if issued by a government physician --- not under oath;
  - if issued by a private physician --- must be under oath;
- g) SPECIAL POWER OF ATTORNEY authorizing the power to sell subject property under RA 6557 and to sign land transfer documents;
- h) CURRENT RESIDENCE CERTIFICATE OF THE RI ORALLY-IN-FACT.

**INSTRUCTIONS:** The landowner submits all the above to LDP before a Payment Release Form is prepared and approved for the release of the claim proceeds.

## CARP FORM SAMPLES

<u>Form No.</u>	<u>Title/Description</u>
1	Letter Offer (For VWS only)
2	Notice of Coverage
3	Notice of Conduct of the Field Investigation
4	Field Investigation Report (Part I & II)
5	Application to Purchase and Farmers' Undertaking
6	Claim Elder Transmittal Memorandum
7	Memorandum Request to Value the Land
8	Memorandum of Valuation, Claim Elder Proof - and Valuation Summary
9	Notice of Land Valuation and Requisition
10	Landowner's Reply to Notice of Land Valuation and Requisition
11	Request to Prepare Deed of Transfer and to Pay Landowner
12	Deed of Transfer (LBP)
13	Notice of Landowner's Non-Compliance of Requirements (LBP)
14	Request to Open Trust Account
15	Certification of Payments (LBP)
16	Request to Issue TCT in the Name of the Republic of the Philippines
17	Posting of CARP Fore



I am attaching herewith a certified copy of the DDT/TCT and other documents of ownership regarding my property being offered for sale.

Very truly yours,

\_\_\_\_\_  
Name & Signature of Landowner  
or Authorized Representative

CONFORME: SPOUSE / CO-OWNER(S)  
(if applicable)

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

BASIC OWNERSHIP DOCUMENTS ATTACHED:

- 1 - 1 Certified copy of the DDT/TCT
- 1 - 1 Certified copy of Tax Declaration
- 1 - 1 Approved Survey Plan of the property
- 0 - 1 Others (specify)









Note: Section 10 of NR 1657 states that all lands with 18N crops and over, except those already developed, shall be exempt from CAPP coverage.

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.

Subject property is deemed:

- Suitable to agriculture and recommended for acquisition \_\_\_\_\_ has
- Not suitable to agriculture \_\_\_\_\_ has

Reasons: \_\_\_\_\_

4. Accessibility to/Availability of (Check appropriate box)

Transportation:  Bus  Boat/Banca  Other (specify) \_\_\_\_\_  
 Jeep  Tricycle  \_\_\_\_\_

Road: Approximate distance from:

National road \_\_\_\_\_ kms. Prov'l. road \_\_\_\_\_ kms.  
 Mun'l. road \_\_\_\_\_ kms. Brgy. road \_\_\_\_\_ kms.

Water supply:  NIA  Other (specify) \_\_\_\_\_  
 Deep well  \_\_\_\_\_  
 Communal  \_\_\_\_\_

5. Land Use

Crops Planted	Per OCT	Per T1
_____	_____ has.	_____ has.
_____	_____ has.	_____ has.
_____	_____ has.	_____ has.
_____	_____ has.	_____ has.
_____	_____ has.	_____ has.
_____	_____ has.	_____ has.
Total	_____ has.	_____ has.

Note: The inspection team should be able to generate a land use/topography map as well as the preparation of either a perimeter or segregation survey plan.





P A R T I I I

Name of Landowner \_\_\_\_\_  
 Location of Property \_\_\_\_\_  
 Title Number \_\_\_\_\_  
 Area Per Title \_\_\_\_\_ has.  
 Area to be Acquired \_\_\_\_\_ has.

A. PERMANENT IMPROVEMENTS

1. Permanent Crops as of \_\_\_\_\_

Crops	Income Producing/ Fruit Bearing		Non-Income Producing/ Non-Fruit Bearing	
	Quantity	(Ave. Age)	Quantity	(Ave. Age)
1	1	1	1	1
2	1	1	1	1
3	1	1	1	1
4	1	1	1	1
5	1	1	1	1

2. Infrastructures as of \_\_\_\_\_

Type	Size/ Capacity/ Length	Estimated Remaining Useful Life	Present Condition	Introduced by/ Funded by
1	1	1	1	1
2	1	1	1	1
3	1	1	1	1
4	1	1	1	1
5	1	1	1	1

1/ If funded by the PDS or government, attach certification.

3. Chatties and Other Movables as of \_\_\_\_\_

Type/ Make	Date Acquired	Original Cost	Estimated Remaining Useful Life	Present Condition

Sources of above information: \_\_\_\_\_

8. LAND USE/PRODUCTION AS OF \_\_\_\_\_

1. Production Data (Per Hectare) (Must be supported with Land Use Map)

Crops Planted *	Productive Area (Hect.)	No. of Months/Crop Cycle	Avg. Production/ Crop Cycle Per Hectare

\* Indicate if multi-cropping (Use additional sheet if necessary)

Sources of above information: \_\_\_\_\_

2. Net Income Data (Per Hectare) 2/

Crops Planted	Average Annual Prodn./ha.	Paragate Support Price/unit	Total Value in Pesos/ha	Cost of Operation	Net Income/ Hectare
	<u>3/</u>	<u>4/</u>			<u>5/</u>

2/ Attach additional sheet to show computation and receive certification from DA when applicable.

3/ Equivalent to 12 production/crop cycle annualized.

4/ Based on prices within locality.

5/ Refers to farm income only.

3. Other Income (Specify, if any)

\_\_\_\_\_

\_\_\_\_\_

**C. COMPARABLE SALES (CS)**

1. Comparative Land Transaction (CLT) 5/

Regis- tration Date *	Name of Vendor/ Vendee	Location	Land Use at Point of Sale	Area (Acs.)	Sales Value	Cost/ Halters
1	1	1	1	1	1	1
1	1	1	1	1	1	1
1	1	1	1	1	1	1

Average Cost/Ha. 7

2. Acquisition Cost (AC)

3. Market Value/Mortgage (MVM) 7/

Mortgagee Bank \_\_\_\_\_ Date of Appraisal \_\_\_\_\_

Address \_\_\_\_\_ Updated Appraisal # \_\_\_\_\_

8/

**D. MARKET VALUE PER TAX DECLARATION**

1. Date TD was issued \_\_\_\_\_

2. Year Unit Values Used was established \_\_\_\_\_

2.1 Land Only

Land Use	Area (Hs.)	Unit Values
1	1	1
1	1	1
1	1	1
1	1	1

5/ Use additional sheet if necessary.

7/ Relevant only if mortgage is still outstanding at date of offer/cover.

8/ Attach land certification.

**E. TOTAL VALUE DECLARED BY LANDOWNER**

	Land	Improvement	Total
1. Listasaka I or II	Y _____	F _____	F _____
2. Letter/Offer	Y _____	Y _____	Y _____
Date of offer	_____		
Date Received by MARD	_____		

**F. OTHER LIENS/ENCUMBRANCES ANNOTATED ON THE TITLE**

Entry No.	Nature
_____	_____
_____	_____

**G. REMARKS/COMMENTS/RECOMMENDATIONS**

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

**H. CERTIFICATION**

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

Furthermore, we certify that the sales transactions were investigated and found to be comparable in all respects to the property subject of this report.

_____ Name & Signature LMP Representative	_____ Name & Signature DARR Representative
_____ Date	_____ Date

Confirmed by:

Noted by:

_____ Name & Signature LBP-LVD Manager	_____ Name & Signature DARR Authorized Rep.
_____ Date	_____ Date

**Copy distribution:**

- Original - VDCP/CREF
- Duplicate - Lu
- TriPLICATE - For Posting
- Quadruplicate - DARR
- Quintuplicate - File

CARP FORM NO. 5: APPLICATION TO PURCHASE AND FARMER'S UNDERTAKING  
(Rev. Feb. '93)

We, the identified and qualified beneficiaries of the Comprehensive Agrarian Reform Program (CARP), do hereby apply to purchase farmlots/homelots of the parcel of land owned by \_\_\_\_\_ located at \_\_\_\_\_.

We obligate ourselves to pay the amortization of the property computed pursuant to Section 26 of RA 6657 and in accordance with the prevailing and pertinent provision of the Agrarian Reform Law, its rules and regulations. Likewise, we acknowledge and confirm that a lien by way of mortgage in favor of the LBP exists to secure our obligation after LBP undertakes to finance the acquisition of the subject farmlots/homelots including interest thereon and penalties, if any.

We request that the property be awarded to us in  individual ownership,  co-ownership,  cooperative or collective ownership. (Check appropriate box).

Finally, we obligate ourselves to comply with all the agrarian laws, rules and regulations pertaining to the acquisition and distribution of the land applied for.

In consideration of the foregoing, we hereby affix our signatures and/or right thumbmarks in this instrument.

	NAME AND ADDRESS OF AGRI	SIGNATURE	RIGHT THUMBMARK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

NOTE: Use additional sheets, if necessary.



We hereby certify that the above-named ARBs have voluntarily affixed their signatures and/or thumbmarks before us this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Name & Signature  
Agr. Reform Program Technologist

\_\_\_\_\_  
Name & Signature  
BARC Representative

Concurred by:

\_\_\_\_\_  
Name & Signature  
Non-Dykerian Refers Officer

Copy Distribution:

Original - VDCR/CACR  
Duplicate - MSP  
Triplicate - DARPO  
Quadruplicate - File

CARP FORM NO. 6: CLAIM FOLDER TRANSMITTAL MEMORANDUM  
(Rev. Feb. '93)

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 that Office with the following documents:

1. 1 Letter Offer (For VOS only) (CARP FORM NO. 1)
1. 1 Certified copy of OCT/TCT No. \_\_\_\_\_
1. 1 Certified copy of Tax Declaration No. \_\_\_\_\_
1. 2 Copy of approved Segregation Survey Plan or Perimeter Sketch Plan of the property (whichever is applicable)
1. 2 Notice of Coverage (CARP FORM NO. 2)
1. 1 Notice of Conduct of Field Investigation (CARP FORM NO. 3)
1. 1 Field Investigation Report (Part I & II) (CARP FORM NO. 4) including Land Use Map
1. 1 Application to Purchase and Farmer's Undertaking (CARP FORM NO. 5)
1. 1 MARD's Certification that subject property is not covered by PD 27/EC 228
1. 1 Copy of Sworn Statement on Landowner's Registration (LISTAGAKA). If none, MARD's Certification
1. 1 Others (specify) \_\_\_\_\_

Date

Name & Signature  
Municipal Agrarian Reform Officer

Copy Distribution:

Original - VOCF/CACF  
Duplicate - LG  
Triplicate - DARRO  
Quadruplicate - File



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, Claim Folder Profile and Valuation Summary (CRSP FORM NO. 8).

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Name & Signature  
Provincial Agrarian Reform Officer

NOTE: Supporting documents are attached  
(Specify)

Copy distribution:

Original	- VOICE/CALF
Duplicate	- LI
Triplicate	- DARRO
Quadruplicate	- DARMO
Quintuplicate	- File

ATTACHMENT TO CARP FORM NO. 7

List of Documents in the Claim Folder

- 1 1 Letter Offer (For VDS only) (CARP FORM NO. 1)
- 1 1 Certified copy of OCT/TCY No. \_\_\_\_\_
- 1 1 Certified copy of Tax Declaration No. \_\_\_\_\_
- 1 1 Copy of approved Survey Plan or Perimeter Survey Plan of the property
- 1 1 Notice of Coverage (CARP FORM NO. 2)
- 1 1 Notice of Conduct of the Field Investigation (CARP FORM NO. 3)
- 1 1 Field Investigation Report (Part I & II) including Land Use Map (CARP FORM NO. 4)
- 1 1 Application to Purchase and Farmer's Undertaking (CARP FORM NO. 5)
- 1 1 MARD's Certification that subject property is not covered by PD 27780-230
- 1 1 Copy of Sworn Statement on Landowner's Registration (LISTASWARI). If none, MARD's Certification.
- 1 1 Others: To include documents required under different situations (specify)

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\_\_\_\_\_  
Name & Signature  
Provincial Agrarian Reform Officer



CARP FORM NO. 8: MEMORANDUM OF VALUATION, CLAIM FOLDER PROFILE  
(Rev. Feb. 1983) AND VALUATION SUMMARY

MEMORANDUM

FOR : The Secretary  
Department of Agrarian Reform  
Diliman, Quezon City

THRU : The Provincial Agrarian Reform Officer  
DAR Provincial Office

SUBJECT : MEMORANDUM OF VALUATION, CLAIM FOLDER PROFILE AND  
VALUATION SUMMARY OF AGRICULTURAL LAND.

OCT/TOT No. \_\_\_\_\_

Name of LO/Claimant \_\_\_\_\_

Location of the Property \_\_\_\_\_

Owner's Postal Address \_\_\_\_\_

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

In connection with your Memorandum Request for Valuation of the above-named property dated \_\_\_\_\_, we are pleased to inform you that after taking into consideration the land valuation factors under existing guidelines and the applicable provisions of RA 6557, we have determined the value of the land covering an area of \_\_\_\_\_ hectares, including improvements thereon in the total amount of Pesos \_\_\_\_\_

\_\_\_\_\_ of which are indicated in the attached CF Profile and Valuation Summary. This total compensation, however, shall be subject to adjustments to conform with the actual area covered as determined by a final survey.

For your information and appropriate action.

\_\_\_\_\_  
Name & Signature  
Land Bank of the Philippines

Copy Distribution:

Original 0  
Duplicate 1 - DARRO  
Triplicate - DARRO  
Quadruplicate - File

# CLAIM FOLDER PROFILE AND VALUATION SUMMARY

## BASIC INFORMATION/DATA:

The agricultural property of LANDOWNER \_\_\_\_\_  
located at \_\_\_\_\_  
covered by OCT/TCT No/s \_\_\_\_\_  
registered in the name/s of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

has been the subject of:

- voluntary offer to sell (VOS) by the landowner or his authorized representative \_\_\_\_\_ per letter-offer dated \_\_\_\_\_ for the total area of \_\_\_\_\_ hectares at P \_\_\_\_\_ per hectare.
- compulsory acquisition by the government for the total area of \_\_\_\_\_ hectares at P \_\_\_\_\_ per hectare.

## FINDINGS:

Based on the data/information in the documents transmitted by the \_\_\_\_\_ per letter-transmittal dated \_\_\_\_\_, the land was jointly inspected by the representatives from the DAR, LBP and BARC per ocular inspection report dated \_\_\_\_\_ with the following results/findings:

- The land is devoted to certain crops, such as:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- The land is not planted to any crop; is idle/abandoned since the year \_\_\_\_\_ up to the present;
- Based on interviews from the farmers living nearby or adjacent land-holdings, the subject land was once planted to crops, like \_\_\_\_\_ sometime in the year \_\_\_\_\_;
- Per certification dated \_\_\_\_\_ of the \_\_\_\_\_ the land is suitable to agriculture.

- There are \_\_\_\_\_ actual farmer-occupants; \_\_\_\_\_ tenants; \_\_\_\_\_ farmworkers; \_\_\_\_\_ seasonal workers; \_\_\_\_\_ others;
- There is no production/farm income reported/derived by the landowner or by the tenants from said land;
- The landowner derives farm income from the land, the data of which were verified and duly confirmed by the \_\_\_\_\_ and subsequently compared against industry figures from the \_\_\_\_\_

*The land transactions as gathered by the \_\_\_\_\_ for the subject properties were found to be:*

- comparable to subject landholding as to land uses, topography, etc.;
- located within the same municipality where the land is located;
- located outside the municipality but within the province because

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

- Cost of acquisition (is, is not) relevant.
- Market Value per Mortgage (MVM) (is, is not) relevant.
- Other lacking data or documents needed from the landowner are as follows: (Use additional sheets, if necessary)

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

- Listasaka document/s is/are also submitted.
- Tax declarations and tax clearance (are, are-not) on file.

**ON PERMANENT IMPROVEMENTS:**

- [ - ] There are no existing improvements in the property.
- [ - ] There are existing improvements in the property which shall be considered for compensation or payment in the total amount of

\_\_\_\_\_ (P \_\_\_\_\_)  
the details of which are stated in the Field Investigation Report and the appraised values considered are as follows:

**APPRAISED VALUES**

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

**STRUCTURES**

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

Therefore, the total compensation for the land including the above improvements, is

\_\_\_\_\_ (P \_\_\_\_\_)

Please refer to the attached Land Valuation Worksheet for the land valuation for subject property.

**FOR DAR'S INFORMATION AND APPROPRIATE ACTION.**

\_\_\_\_\_

**VALUATION GROUP**

**PROCESSING GROUP**

**PREPARED BY/DATE:**

\_\_\_\_\_

\_\_\_\_\_

**REVIEWED BY/DATE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DARR FORM NO. 9: NOTICE OF LAND VALUATION AND ACQUISITION**  
(Rev. Feb. 1993)

\_\_\_\_\_ Date \_\_\_\_\_

Sic/Madaa:

This refers to your agricultural land covered by the Comprehensive Agrarian Reform Program pursuant to RA 6537, described as follows:

DEPT/ET No/s. \_\_\_\_\_ Location \_\_\_\_\_  
Total Area (Ha) \_\_\_\_\_  
Tax Dec. No/s. \_\_\_\_\_

Please be informed that out of the total area indicated in the aforesaid title/s, an area of \_\_\_\_\_ hectares is subject to immediate acquisition and distribution to qualified agrarian reform beneficiaries under MOD/CA arrangement of the DARR.

Furthermore, based on the value determined by the LBP per attached Memorandum of Valuation, Claim Folder Profile and Valuation Summary, we offer you as compensation a total amount of Pesos \_\_\_\_\_ (P \_\_\_\_\_), covering \_\_\_\_\_ hectares including improvements, if any. This total compensation, however, shall be subject to price adjustments to conform with the actual area covered as determined by a final land survey (Section 17 of RA 6537).

We request that you inform in writing the Department of Agrarian Reform (DAR) 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. In case of acceptance, the LBP shall establish a Trust Account in your name. However, the actual release of payment shall only be effected upon your compliance of certain requirements as enumerated in the attached Claim Folder Profile and Valuation Summary. If within 30 days upon your acceptance, you failed to submit the necessary documents required for the release of payment, we will now ask the RPD for the transfer of your title covering subject property, to the Republic of the Philippines and effect the distribution of same to qualified agrarian reform beneficiaries.



In case of your rejection or failure to reply to this Notice within the above-specified period, the DAR shall conduct summary administrative proceedings, with due notice to you, to determine the compensation for the property, wherein you, the LBP, and other parties shall be requested to submit evidence as to its just compensation.

In any event, the DAR shall take immediate possession of the property, upon your receipt of payment, or upon deposit of the above-offered compensation with an accessible bank.

Very truly yours,

---

\_\_\_\_\_  
Name & Signature  
Provincial Agrarian Reform Officer

Copy distribution:

- Original - LG
- Duplicate - LBP
- Triplicate - For Posting
- Quadruplicate - DARMO
- Quintuplicate - File

CARP FORM NO. 10: LANDOWNER'S REPLY TO NOTICE OF LAND VALUATION  
(Rev. Feb. '93) AND ACQUISITION

\_\_\_\_\_  
Date

The Secretary  
Department of Agrarian Reform  
Diliman, Quezon City

THRU: The Provincial Agrarian Reform Officer  
\_\_\_\_\_  
\_\_\_\_\_

S I Y :

This is in reply to your Notice of Land Valuation and Acquisition dated \_\_\_\_\_ regarding my property covered under CARP located at \_\_\_\_\_ described as follows:

DCT/TCT No. \_\_\_\_\_  
Tax Dec. No. \_\_\_\_\_  
Area/Title (Ha) \_\_\_\_\_  
Area For Acquisition (Ha) \_\_\_\_\_  
Value for the land: ₱ \_\_\_\_\_  
Value for the improvements: ₱ \_\_\_\_\_  
Total: ₱ \_\_\_\_\_

Please be informed that I  Accept  I Reject (check appropriate box) the value offered for my property.

Attached herewith are the documents required by LBP for the payment of my land and its improvements, if any, as enumerated in the Claim Profile and Valuation Summary.

Very truly yours,

\_\_\_\_\_  
Name and Signature  
Landowner

\_\_\_\_\_  
Address

CARP FORM NO. 11: REQUEST TO PREPARE DEED OF TRANSFER AND TO PAY  
LANDOWNER  
(Rev. Feb. '93)

MEMORANDUM

FOR : The President  
Land of the Philippines  
Makati, Metro Manila

ATTENTION : The LBP-LVO

SUBJECT : REQUEST TO PREPARE DEED OF TRANSFER AND TO PAY THE  
LANDOWNER

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

This refers to the VDCF/CACF under the name of \_\_\_\_\_  
\_\_\_\_\_ covering a parcel of agricultural  
land under OCT/TCT No. \_\_\_\_\_ located at \_\_\_\_\_

The landowner had accepted the price as per your valuation  
of the subject land, improvements and facilities thereon.

It is therefore requested that the LBP cause the execution  
of the Deed of Transfer and pay the landowner, and secure a  
Transfer Certificate of Title in the name of the RP, copy  
furnished DAR.

Furthermore, it is requested that LBP shall issue a  
Certification of Payment to DAR to serve as our basis in  
requesting the Registrar of Deeds (ROD) to effect the transfer of  
said property in favor of the Republic of the Philippines  
pursuant to RA 6657.

\_\_\_\_\_  
Name & Signature  
Provincial Agrarian Reform Officer

Copy distribution:

Original - LBP  
Duplicate - LG  
Triplicate - DARRO  
Quadruplicate - DARMO  
Quintuplicate - File

CARP FORM NO. 12: DEED OF TRANSFER  
(Rev. Feb. '93)

KNOW ALL MEN BY THESE PRESENTS:

That I/WE \_\_\_\_\_,  
Filipino/s, of legal age/s with residence and post-office address  
at \_\_\_\_\_ hereinafter called  
the TRANSFEROR/S;

That I/WE am/are the true and absolute owner/s of  
\_\_\_\_\_ parcel/s of land located at  
\_\_\_\_\_ covered by Title No./Tax  
Declaration No. \_\_\_\_\_ of the Registry of Deeds of  
\_\_\_\_\_ particularly described as follows:

ICT No. \_\_\_\_\_ Register of Deeds of \_\_\_\_\_

TECHNICAL DESCRIPTION

That the herein TRANSFEROR/S, pursuant to RA 6657 dated June 10, 1988, has voluntarily offered/agreed to convey/s the above described property to the Republic of the Philippines, as represented by the Land Bank of the Philippines, hereinafter referred as the TRANSFEREE;

That the said property has been found to qualify for acquisition pursuant to the provisions of RA 6657 as evidenced by the Memorandum of the Department of Agrarian Reform (CARP Form No. 11) dated \_\_\_\_\_ accepting the voluntary offer or directing the acquisition and for the herein Land Bank to pay the value thereof to the herein TRANSFEROR/S pursuant to Section 17 of said RA 6657;

That the herein TRANSFEREE has already identified the agrarian reform beneficiaries of the said acquisition and has further determined the value of the compensation pursuant to Section 18 of RA 6657.

NOW, THEREFORE, for and in consideration of the amount of \_\_\_\_\_ (P \_\_\_\_\_), Philippine Currency, to be paid in accordance with the provision of RA 6657 subject to the submission of the requirements to the herein TRANSFEREE, the TRANSFEROR/S hereby TRANSFER/S, and CONVEY/S, absolutely and irrevocably, in favor of the TRANSFEREE the above-described parcel of land together with all the improvements thereon, free from all liens and encumbrances whatsoever.

In witness whereof, I/WE have hereunto signed this Deed of Transfer at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
TRANSFEROR/S

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
City of \_\_\_\_\_ )

In the City of \_\_\_\_\_ on the day  
of \_\_\_\_\_ personally appeared before me:

Res. Cert. No. \_\_\_\_\_

Date and Place \_\_\_\_\_

known to me as the same person/s who executed the foregoing Deed  
of Transfer which consists of \_\_\_\_\_ pages including the  
page on which this acknowledgement is written and signed at the  
left margin of each and every page by the TRANSFEROR/S including  
his/their instrumental witnesses, and sealed with my notarial  
seal and he/they acknowledged to me that same as his/their free  
act and deed.

\_\_\_\_\_  
Name & Signature  
Notary Public

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

Copy distribution:

- Original - ROD
- Duplicate - LBP
- Triplicate - LG
- Quadruplicate - DARPO
- Quintuplicate } - Notary Public
- Sextuplicate } - Notary Public



CARP FORM NO. 13: NOTICE OF LANDOWNER'S NON-COMPLIANCE OF  
(Rev. Feb. '93) REQUIREMENTS

\_\_\_\_\_ Date

The Secretary  
Department of Agrarian Reform  
Diliman, Quezon City

Attention: The Provincial Agrarian Reform Officer  
DAR Provincial Office

RE: \_\_\_\_\_

This is to inform you that landowner \_\_\_\_\_  
who has accepted the valuation for his property described as  
follows:

DCT/TCR No. \_\_\_\_\_  
Tax Dec. No. \_\_\_\_\_  
Area \_\_\_\_\_  
Location: \_\_\_\_\_  
Barangay \_\_\_\_\_  
Municipality \_\_\_\_\_  
Province \_\_\_\_\_

per his letter dated \_\_\_\_\_, 19\_\_\_\_, has not been  
communicating with us regarding the submission/compliance of the  
requirements for payment despite due notice given to him.

In view hereof, we are furnishing you a certification dated  
\_\_\_\_\_, 19\_\_\_\_ that we have placed in trust in the name  
of landowner \_\_\_\_\_ the compensation  
for his property, for your reference of action.

Thank you.

Very truly yours,

\_\_\_\_\_  
DAR Authorized Representative

Copy distribution:

Original        0  
Duplicate      0    DARPO  
Triplicate     = LG  
Quadruplicate = File

CARP FORM NO. 14: REQUEST TO OPEN TRUST ACCOUNT  
(Rev. Feb. '93)

MEMORANDUM

FOR : The President  
Land Bank of the Philippines  
Makati, Metro Manila

ATTENTION : The LBP-LVO

SUBJECT : REQUEST TO OPEN TRUST ACCOUNT RE: AGRICULTURAL  
PROPERTY LOCATED AT \_\_\_\_\_  
COVERED BY DCI/TET/TO NO. \_\_\_\_\_

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

In view of the rejection by the landowner of the offered value for his land per Notice of Land Valuation dated \_\_\_\_\_ or failure to reply within the prescribed period, it is hereby requested that a Trust Account be opened in favor of \_\_\_\_\_ in the amount of \_\_\_\_\_ (P \_\_\_\_\_) representing the valuation of his agricultural property covering an area of \_\_\_\_\_ hectares, including any improvements thereon based on LBP's Memorandum of Valuation dated \_\_\_\_\_. Please notify said landowner accordingly.

It is likewise requested that LBP shall issue a Certification of Payment to serve as our basis in requesting the Register of Deeds (ROD) to effect the transfer of said property in favor of the Republic of the Philippines pursuant to RR 6627.

\_\_\_\_\_  
Name & Signature  
Provincial Agrarian Reform Officer

Copy distribution:

Original - LBP  
Duplicate - LG  
Triplicate - DARAD/DARAD/DARAD  
Quadruplicate - DARRO  
Quintuplicate - DARMO  
Sextuplicate - File

## CERTIFICATION

This is to certify that the Land Bank of the Philippines has \_\_\_\_\_ fully paid \_\_\_\_\_ reserved the sum of \_\_\_\_\_ (P \_\_\_\_\_ ) Pesos in cash and in LBP bonds, as compensation for the parcel/s of land located at \_\_\_\_\_ covered by OCT/TCT No./s \_\_\_\_\_ in the name/s of \_\_\_\_\_ on \_\_\_\_\_ under Land Transfer/ Voluntary Offer/Compulsory Acquisition Claim No. \_\_\_\_\_ pursuant to:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> P.D. 27   | <input type="checkbox"/> Voluntary Offer        |
| <input type="checkbox"/> E.O. 228  | <input type="checkbox"/> Compulsory Acquisition |
| <input type="checkbox"/> E.O. 229  | <input type="checkbox"/> Voluntary Offer        |
| through                            | <input type="checkbox"/> Compulsory Acquisition |
| <input type="checkbox"/> R.A. 6657 |   |
| through                            |   |

This certification is issued in accordance with LRA Circular Number 29 dated October 1, 1990.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ at Makati, Metro Manila.

LBP Authorized Representative

CARP FORM NO. 16: REQUEST TO ISSUE TCT IN THE NAME OF RP  
(Rev. Feb. '93)

MEMORANDUM

FOR : The Register of Deeds

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

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

This refers to the agricultural land/s of \_\_\_\_\_  
\_\_\_\_\_ which has been subjected to Voluntary Offer  
to Sell (VOS)/Compulsory Acquisition (CA) pursuant to RA 6657,  
with the following information:

OCT/TCT No.	_____
Tax Dec. No.	_____
Area (Ha)	_____
Location:	
Barangay	_____
Municipality	_____
Province	_____

Out of the total area described in the title, the government  
has decided to acquire:

- 1 ) the whole area
- 2 ) a portion thereof, as shown in the approved survey plan

In view thereof, we are furnishing you a copy of the  
Certification of Payment issued by the LBP dated \_\_\_\_\_.  
It is therefore requested that the Register of Deeds issue the  
corresponding Transfer Certificate of Title in the name of the  
Republic of the Philippines in accordance with Section 10 of RA  
6657.

\_\_\_\_\_  
Name & Signature  
Provincial Agrarian Reform Officer

Copy distribution:

Original	- ROD
Duplicate	- LBP
Triplicate	- DARRO
Quadruplicate	- DARMO
Quintuplicate	- File

CARP FORM NO. 17 : POSTING OF CARP FORM  
(Feb. 1993)

\_\_\_\_\_  
(Date)

To:  The Provincial Governor, Province of \_\_\_\_\_  
 The Municipal Mayor, Municipality of \_\_\_\_\_  
 The Barangay Captain, Barangay of \_\_\_\_\_

Sir/Madam:

May I request that the enclosed copy of (marked "x"):

NOTICE OF COVERAGE (CARP FORM NO. 2)

FIELD INVESTIGATION REPORT (CARP FORM NO. 4)

NOTICE OF LAND VALUATION AND ACQUISITION (CARP FORM NO. 9)

concerning the landholding of M. \_\_\_\_\_  
be posted in the bulletin board of the Barangay/Municipality/  
Province for a period of one (1) week (7 days) as required by DRR  
Rules and Regulations.

After the required period, please inform this Office of said  
posting by accomplishing the return indorsement below.

Thank you.

Very truly yours,

\_\_\_\_\_  
MARO/PARO

Let Indorsement

\_\_\_\_\_, 19\_\_\_\_

Respectfully returned to the MARO/PARO concerned, this  
municipality/province, informing that the document described  
above was properly posted in the Bulletin Board from  
\_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Prov. Gov./Mun. Mayor/Bgy. Captain