



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

**ADMINISTRATIVE ORDER NO. 03**  
**Series of 2019**

**SUBJECT: NEW RULES AND PROCEDURES GOVERNING THE DISPOSITION OF HOMELOTS IN BARANGAY SITES AND RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LOTS IN TOWNSITES WITHIN DAR RESETTLEMENT PROJECTS**

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### PREFATORY STATEMENT

Under Section 51 of Republic Act (R.A.) No. 3844, issued in 1963, as amended, the Department of Agrarian Reform (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 Commonwealth Act (C.A.) No. 141, as amended, R.A. No. 1160, issued and approved in June 1954, R.A. No. 730, issued in June 1950 and R.A. No. 6657, and Executive Order (E.O.) No. 292, issued in 1987. Furthermore, Section 49 of R.A. No. 6657, as amended, provides that the DAR shall have the power to issue rules and regulations, whether substantive or procedural, to carry out the objectives and purposes of said Act.

In order to accelerate the completion of titling of homelots in barangay sites and residential, commercial and industrial lots in townsites within the DAR Resettlement Projects, the following rules and regulations are hereby promulgated.

**SECTION 1. Coverage.** – This Administrative Order (A.O.) shall govern the manner and mode of disposition, payment and titling of homelots in barangay sites, as well as residential, commercial, and industrial lots in townsites within the DAR Resettlement Projects and other similar areas which may fall under DAR's jurisdiction.

**SECTION 2. Definition of Terms.** – For purposes of this A.O., the following terms are defined as:

- 2.1 **Abandoned Lot** refers to the awarded or allocated lot in resettlement projects which was willfully or deliberately left behind by an allocatee/awardee, and an Order of Cancellation was issued pursuant to existing pertinent guidelines;
- 2.2 **Allocatee/Awardee** refers to a settler or other qualified beneficiary who has been issued Certificate of Allocation or Order of Award or Certificate of Land Transfer (CLT);

- 2.3 **Applicant** refers to a natural person (i.e., recipient, heir, transferee) who falls under any of the following:
- a. Not a previous allocatee/awardee, whether of a homelot or other lot within the resettlement project, or other lot in any agrarian reform program; and
  - b. Previous allocatee/awardee of a homelot or residential, commercial and industrial lot within resettlement project, or other lot in any agrarian reform program;
- 2.4 **Appraisal** refers to the act of estimating the value of an adequately desired property. It is not an exact science but the expressed opinion of value must be educated, which means that the estimate should be supported by and based on pertinent data;
- 2.5 **Barangay Sites** refer to the specific areas in the rural portions of the municipality which are intended, earmarked, or actually used by the inhabitants principally for residential purposes, and has already been surveyed/subdivided for such uses. However, there may also be some lots for institutional, public and other non-agricultural uses;
- 2.6 **Commercial Lot** refers to a parcel of land in a townsite intended to be used as the center of business transaction, i.e., sale of merchandise and other personal services;
- 2.7 **Homelot** refers to a parcel of land which is intended for farm residence in barangay site;
- 2.8 **Industrial Lot** refers to a parcel of land in a townsite intended as a site for processing of farm products and for other industrial purposes;
- 2.9 **Occupant** refers to the person who is in actual possession of a particular lot;
- 2.10 **Order of Award** refers to an instrument or document showing proof of award of lot in the resettlement project, to the allocatee/awardee;
- 2.11 **Reappraisal** refers to the act of conducting another appraisal;
- 2.12 **Residential Lot** refers to a parcel of land which is intended for residence of a townsite;
- 2.13 **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 has already been surveyed/subdivided for such purposes;

- 2.14 **Townsite Lot** refers to a parcel of land in a townsite which is intended either for residential, commercial, or industrial purposes, or such institutional lot as may be allowed under existing rules; and
- 2.15 **Vacant Lot** refers to a parcel of land in the resettlement project that is not yet occupied/sold/disposed, and/or a lot declared as abandoned by virtue of an Order of Cancellation.

**SECTION 3. Qualifications of an Applicant.** - To be qualified, an applicant must meet the following requirements:

- 3.1 For an applicant without a previous award/allocation, whether a homelot or other lots are within the resettlement project, he or she must be:
- 3.1.1 Filipino citizen and a resident of the barangay where the settlement area is located or, in the absence thereof, applicant from adjoining barangays within the municipality or in the absence thereof, in the adjoining municipality;
  - 3.1.2 Other groups as may be identified by the government (e.g., rebel returnees, or residents affected by disaster/calamity);
  - 3.1.3 At least 18 years of age or head of the family at the time of filing of the application;
  - 3.1.4 Applicant or his/her spouse is not the owner, awardee, or allocatee of a homelot, or of a residential, commercial or industrial lot within the resettlement project and must not be a previous allocatee/awardee in any agrarian reform program;
  - 3.1.5 Should be willing to occupy and have the aptitude to improve/develop the homelot or other lots within the project, based on the intended purpose of the lots; and
  - 3.1.6 Has not committed violations or circumventions of the agrarian reform program;
- 3.2 For an applicant with a previous award/allocation, whether a homelot or other lots within the resettlement project, the qualifications above shall apply except items 3.1.4 and 3.1.5 hereof, and subject to the award limits provided in Section 4 of this A.O.

**SECTION 4. Award Limits.** - A qualified applicant is entitled to acquire one (1) homelot/residential lot and may still be allowed one (1) commercial/industrial lot provided that the aggregate area shall not exceed more than one thousand square meters (1,000 sq. m.).

**SECTION 5. Policy Statements.** -

**5.1 Modes of Disposition**

- 5.1.1 In case the occupant/applicant is disqualified, the lot may be disposed of to the qualified member of his/her family. Otherwise, the same shall be considered as vacant.
- 5.1.2 In case the lot is covered by a Certificate of Allocation or Award to the previous occupant or awardee who has committed violations, the award/allocation shall be cancelled first by the Regional Director through a Reallocation Order. A new allocatee shall be screened by the Provincial Agrarian Reform Program Officer (PARPO). The installment payments shall be forfeited in favor of the DAR and to be treated as lease rentals for the use of the land. The lot shall then be disposed of or sold to other applicants, subject to the qualifications enumerated in Section 3 hereof.
- 5.1.3 Unallocated/Unawarded and physically vacant homelots, residential, commercial, and industrial lots, including those lots occupied by possessors not qualified under this A.O., shall be disposed of to a qualified applicant per square meter, for commercial and industrial lots in townsites.

In case there are two (2) or more qualified applicants for the vacant lots in barangay sites and townsites, the same shall be disposed of through public raffle to be administered by the concerned PARPO in the presence of civil society organizations (CSOs), religious groups, and BARC/barangay council representatives.

- 5.1.4 A Certificate of Land Ownership Award (CLOA) (Judicial Form No. 67-B/CLOA Form No. 6-A) shall be issued to a qualified occupant/applicant in accordance with Section 6 hereof.
- 5.1.5 In case the awardee opts to pay the cost of the lot on installment basis, the lien shall be annotated in the CLOA as an encumbrance to read, as follows:

**ANNOTATION**

*The parcel of land described in this CLOA is encumbered in favor of:*

**Department of Agrarian Reform**

*to ensure full payment of its value pursuant to R.A. No. 3844, CA No. 141, and R.A. No. 6657, as amended, by the agrarian reform beneficiary named herein.*

\_\_\_\_\_  
*Name and Signature*  
*Provincial Agrarian Reform Program Officer*

\_\_\_\_\_  
*Date*

Upon full payment of the lot, a Certification of Full Payment shall be issued by the PARPO to the awardee/Agrarian Reform Beneficiary (ARB), copy furnished the DAR Municipal Office (DARMO). The abovementioned annotation on the CLOA shall thereupon be cancelled by the Registry of Deeds (ROD) at the instance of the awardee/ARB.

5.1.6 Absentee awardees/allocatees and other beneficiaries who committed violations of pertinent DAR rules and regulations (e.g., abandonment, illegal transfer of rights, failure to occupy/cultivate the lot for a period of six (6) consecutive months from the issuance of Order of Award or CLOA) shall be declared to have abandoned the awarded lot, and the awardees shall be disqualified to apply again for lots within the same settlement area or any settlement area under DAR's jurisdiction. The award shall be cancelled in accordance with existing procedures, and the subject lot shall be declared vacant and open for disposition to a qualified applicant.

5.1.7 Lots earmarked/intended for public use actually occupied/used by any government agency shall be turned-over/deeded to the particular government agency concerned in accordance with DAR A.O. No. 4, Series of 2006.

Lots occupied or used by other private entities shall be disposed of in accordance with the provisions of Land Authority (LA) A.O. No. 2, Series of 1966 and other pertinent guidelines.

5.1.8 Under this A.O., the PARPO is hereby authorized to administer oaths on all applications to purchase a lot filed by qualified applicants.

## **5.2 Cost of the Lots**

5.2.1 Prior to the effectivity of this A.O., the allocatees/awardees/applicants who are actually occupying and have made an initial payment or deposit on the cost of the lot shall be sold by direct sale to the said allocatees/awardees/applicants, based on the following prices:

### **(i) Barangay Sites**

- Homelots -Three Pesos (₱3.00) per square meter

### **(ii) Townsites**

- Residential Lots -Ten Pesos (₱10.00) per square meter
- Commercial Lots -Fifteen Pesos (₱15.00) per square meter
- Industrial Lots -Fifteen Pesos (₱15.00) per square meter

5.2.2 Upon the effectivity of this A.O., the allocatees/awardees/applicants who are still in possession of the subject lots but did not tender an initial payment or deposits on the cost of the lots shall be sold based on the following prices:

(i) Barangay Sites

- Homelots -Six Pesos (P6.00) per square meter

(ii) Townsites

- Residential Lots -Twenty Pesos (P20.00) per square meter
- Commercial Lots -Thirty Pesos (P30.00) per square meter
- Industrial Lots -Thirty Pesos (P30.00) per square meter

5.2.3 For new qualified applicants, the cost of the vacant/saleable lots shall be computed based on the appraised value, and using the following formula:

$$AV = \frac{BZV + MVTD}{2}$$

Where:

AV = Appraised or Reappraised Value;  
BZV = Bureau of Internal Revenue (BIR) Zonal Value  
MVTD = Market Value per Tax Declaration

The appraisal or reappraisal shall be conducted in all lots in barangay sites or townsites within settlement projects regardless of status (whether occupied, vacant or abandoned). It shall be undertaken by an Appraisal Committee at the DAR Provincial Office (DARPO) designated by the PARPO II through a Special Order, composed of:

Chairperson : PARPO I  
Vice Chair : CARPO for Admin  
Members : Planning Officer  
MARPO/LTS Representative  
PARCCOM Chairperson/Presiding Officer

The Appraisal shall be undertaken every ten (10) years and the Appraisal Committee shall submit an Appraisal Report to the DAR Regional Director for approval.

### 5.3 **Terms and Manner of Payment**

5.3.1 The allocated/awarded lot shall be paid by the allocatee/awardee directly to the duly designated bonded collector in accordance with the existing accounting and auditing rules and regulations. At the option of the allocatee/awardee, the mode of payment shall be, as follows:

- (i) Cash payment in full; or
- (ii) Installment basis, payable in five (5) equal annual amortizations, at an interest rate of six percent (6%) per annum based on the amortization schedule.

The collector shall be designated through a Special Order issued by the concerned PARPO.

5.3.2 The deliberate non-payment of amortizations for three (3) consecutive years shall be a ground for the cancellation of the CLOA issued and for the forfeiture of the amortization payments made. The said amortization payments shall be treated as rentals for the use of the land pursuant to pertinent existing DAR guidelines relative thereto.

5.3.3 The payments on the cost of the lot, including the applicable interest and penalty, shall be collected by the designated bonded collector. The collection shall be remitted to the Bureau of Treasury (BTr), through the Land Bank of the Philippines (LBP) in the locality, within the period prescribed by pertinent accounting and auditing rules and procedures.

### **SECTION 6. Procedures for the Disposition of Lots in the Barangay Sites and Townsites Within DAR Resettlement Projects. -**

<b>Concerned Office/Person</b>	<b>Activity</b>	<b>Form/s</b>
6.1 <b>DARMO</b>	<ul style="list-style-type: none"><li>• Subsequent to the conduct of inventory/validation of all homelots in barangay sites and residential, commercial, and industrial lots in townsites to determine all vacant/saleable lots prescribed under Section 8 of this A.O.</li><li>• Prepare the Notice of Sale of Vacant/Saleable Lots which contains the list of all</li></ul>	<ul style="list-style-type: none"><li>• SP Form No. 1 (Inventory of all Homelots/Residential Lots/Industrial Lots within DAR settlement project)</li><li>• SP Form No. 2 (Notice of Sale of Vacant/Saleable</li></ul>

Concerned Office/Person	Activity	Form/s
	vacant/saleable lots. <ul style="list-style-type: none"> <li>• Post the said Notice at the DARPO and DARMO bulletin board, barangay hall/municipal hall, and at a conspicuous place where the property is located for a period of seven (7) days.</li> <li>• The Municipal/City Administrator, Barangay Captain/Secretary/ BARC Chairman, MARPO, and PARPO II shall thereupon issue their corresponding Certification of Posting Compliance.</li> </ul>	Lots)
6.2 <b>Qualified Applicant</b>	<ul style="list-style-type: none"> <li>• File his/her duly signed Application to Purchase Lot in the DARMO.</li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 3 (Application to Purchase Lot)</li> </ul>
6.3 <b>DARMO</b>	<ul style="list-style-type: none"> <li>• Review the Application.</li> <li>• Administer oaths before the concerned PARPO II on Applications to Purchase Lot to be filed by the qualified applicants.</li> <li>• Conduct ocular inspection and investigation based on the approved subdivision plan and records of the lot applied for.</li> <li>• Prepare the Field Investigation Report and Sketch Plan, and evaluate and process the Application and supporting documents.</li> <li>• Forward the Individual Land Distribution Folder (ILDF) to the PARPO for further evaluation and processing. The ILDF shall contain the following documents:</li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 3</li> <li>• SP Form No. 4 (Field Investigation Report)</li> <li>• SP Form No. 5 (Sketch Plan)</li> </ul>



Concerned Office/Person	Activity	Form/s
	<ul style="list-style-type: none"> <li>i. Duly accomplished Application to Purchase Lot;</li> <li>ii. Investigation Report with recommendation;</li> <li>iii. Sketch Plan based on approved subdivision plan (ASP) with attached Technical Description (TD);</li> <li>iv. Certificate of Allocation/ Order of Award (old allocatee/awardee), if any;</li> <li>v. MARPO Certification as to actual occupant;</li> <li>vi. MARPO Certification as to adverse claim/ conflict;</li> <li>vii. Certified photocopy of Official Receipts of payments/deposit (full payment or installment basis), if any; and</li> <li>viii. Certificate of aggregate landholdings issued by the City/Municipal Assessor in the names of the applicant and spouse.</li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 3</li> <li>• SP Form No. 4</li> <li>• SP Form No. 5</li> </ul>
6.4 <b>DARPO</b>	<ul style="list-style-type: none"> <li>• Evaluate and process the ILDF submitted by the concerned DARMO.</li> <li>• Issue and attach to ILDF the Certification of No Adverse Claim by the Provincial Trial Attorney/Legal Officer as to adverse claim, conflict or</li> </ul>	<ul style="list-style-type: none"> <li>• Certification as to No Adverse Claim/Conflict/ Court Case</li> </ul>

Concerned Office/Person	Activity	Form/s
	<p>court case, abandonment or cancellation proceedings involving the applied lot, if any.</p> <ul style="list-style-type: none"> <li>• Prepare the Amortization Schedule, or prepare the Certification of Full Payment upon full payment of the land amortization or cost of the land, to be signed by the PARPO and DARPO Accountant.</li> <li>• Attach the Amortization Schedule or Certification of Full Payment, as the case may be, to the ILDF.</li> <li>• Prior to the generation of CLOA-OCT, conduct a final ground investigation/verification to ascertain whether or not the concerned beneficiaries are still the actual occupants/possessors of subject lots. Otherwise, hold the registration of the CLOAs and institute appropriate actions.</li> <li>• If in order, undertake the following: <ul style="list-style-type: none"> <li>i. Generate the CLOA, regardless of whether the lot is fully paid or not;</li> <li>ii. Annotate on the CLOA, the encumbrance/lien in favor of DAR, in case the awardee has not yet fully paid the cost of the lot; and</li> <li>iii. Forward the generated CLOA, together with the ILDF, to the DAR Regional Office (DARRO) for further review.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 6 (Amortization Schedule)</li> <li>• SP Form No. 7 (Certificate of Full Payment)</li> <li>• SP Form No. 6</li> <li>• SP Form No. 7</li> </ul>

Concerned Office/Person	Activity	Form/s
6.5 <b>DARRO</b>	<ul style="list-style-type: none"> <li>• Process and conduct the final review of the generated CLOA and ILDF.</li> <li>• If in order, the Regional Director affixes his/her initials on all copies of the generated CLOA and causes the approval and signature of the Secretary with the DAR seal affixed thereon.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Record the signed and sealed CLOA-Original Certificate of Title (OCT), and transmit the same to the concerned DARPO, together with the ILDF, for registration of CLOA with the ROD using SP Form No. 7, copy furnished the Bureau of Land Tenure Improvement (BLTI).</li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 8 (Transmittal Memorandum of the Signed and Sealed CLOAs)</li> </ul>
6.6 <b>DARPO</b>	<ul style="list-style-type: none"> <li>• Upon receipt of the signed and sealed CLOAs together with the supporting documents from DARRO, transmit the same to the ROD for registration.</li> <li>• Upon receipt of the Owner's Duplicate Copy (ODC) of CLOA-OCT from the ROD, record and enter the same in the CLOA Registry Book.</li> <li>• Transmit the ODC CLOA-OCT to the DARMO for distribution.</li> <li>• Maintain the ILDF of ARBs and photocopy of CLOA-OCT for records purposes and future reference.</li> </ul>	<ul style="list-style-type: none"> <li>• SP Form No. 9 (Transmittal Memorandum of CLOAs for Registration)</li> </ul>
6.7 <b>DARMO</b>	<ul style="list-style-type: none"> <li>• Record the ODC CLOA-OCT and distribute the same to the beneficiaries concerned within five (5) days from receipt thereof.</li> </ul>	

Concerned Office/Person	Activity	Form/s
	<ul style="list-style-type: none"> <li>Maintain a Log Book of all CLOA-OCTs issued within the municipality and prepare an index card for individual ARBs.</li> </ul>	
<b>DARMO</b>	<ul style="list-style-type: none"> <li>Installation procedure</li> </ul>	

**SECTION 7. Procedures for the Collection of Payment of Amortization. -**

Concerned Office/Person	Activity
7.1 <b>DARMO</b>	<ul style="list-style-type: none"> <li>Prepare and send the notice of collection duly signed by the MARPO to the concerned awardee/ARB prior to the date of payment.</li> <li>Conduct briefing/orientation for the awardee/ARB regarding the process and schedule of collection, status of account, sanction for non-payment, and adverse effect of non-payment of arrearages and other pertinent concerns.</li> </ul>
7.2 Bonded Collector	<ul style="list-style-type: none"> <li>Collect payments based on the amortization schedule and issue official receipts to the allocatee/awardee.</li> <li>Record collections from the allocatee/awardee and remit the same to the BTr, by depositing to the LBP branch in the locality, in accordance with the existing accounting and auditing rules.</li> <li>Submit a report of collection to the PARPO.</li> </ul>
7.3 DARPO	<ul style="list-style-type: none"> <li>Maintain files and reports on the collection of payments/receivables and subsidiary ledger per ARB.</li> <li>Submit a report on the annual collection of payments/receivables to the DARRO, copy furnished the BLTI.</li> <li>Notify the ARB who deliberately failed to pay his/her amortization.</li> <li>Initiate the filing of appropriate charges against the ARB who deliberately failed to pay his/her amortization.</li> </ul>

**SECTION 8. Monitoring and Evaluation.** - Upon the effectivity of this A.O., the concerned DARMO shall conduct an annual physical inventory of all homelots within barangay sites, as well as the residential, commercial, and industrial lots within townsites of DAR resettlement projects to determine the physical status of the lots and ascertain whether or not the ARBs are still in actual occupation and have not committed any violation as an ARBs, like the act of illegal sale/transfer of the foregoing awarded lots.

The said inventory shall be submitted to the DARPO as reference in the preparation of periodic reports on the status of said lots, and the same shall be submitted to the DARRO, copy furnished the BLTI.

Furthermore, the illegal sale/transfer of the foregoing awarded lots homelot/s including other violations committed by the ARBs shall be subject to the Rules on Transferability of Awarded Lands.

**SECTION 9. Administrative Sanctions.** - DAR employees are prohibited to directly or indirectly acquire a homelot, or a residential, commercial, or industrial lot within resettlement projects and other agrarian areas. Administrative sanctions shall be imposed on DAR personnel, without prejudice to the filing of criminal and civil actions, who have wilfully, feloniously, and/or negligently processed applications for a homelot, or for a residential, commercial, or industrial lot in a DAR administered resettlement project, and circumvented the provisions of this A.O., thereby, resulting in the transfer of lots in DAR administered resettlement projects to individuals/entities who are not actually qualified beneficiaries under the agrarian reform program.


**SECTION 10. Transitory Provision.** - All applications of allocatees/awardees and qualified occupants/applicants without initial payment prior to or upon the effectivity of this A.O. shall be processed pursuant to the procedures of this A.O.

**SECTION 11. Repealing Clause** - A.O. No. 1, Series of 1992 and all orders, circulars, memoranda, rules and regulations or portions thereof inconsistent herewith are hereby revoked or cancelled accordingly.

**SECTION 12. Effectivity** - This A.O. shall take effect ten (10) days after its publication in two (2) national newspapers of general circulation.

Diliman, Quezon City

MAR 29 2019

  
**ATTY. JOHN R. CASTRICIONES**  
Secretary

Department of Agrarian Reform  
Office of the Secretary



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

**INVENTORY OF ALL HOMELOTS/RESIDENTIAL LOTS/COMMERCIAL LOTS/INDUSTRIAL LOTS  
 WITHIN DAR SETTLEMENT PROJECTS**

(1) Check Appropriate Box:

(2) Location of the property: \_\_\_\_\_

- Homelots in Barangay Sites  
 Residential Lots/  Commercial Lots/  Industrial Lots in Townsites

No.	Name of Allocatee/Awardee	Plan No. and Block No.	Lot No.	Area (sq. meters)	Status of Lots <sup>1</sup>	Status of Allocatee/Awardee/Individual <sup>2</sup>

(use additional sheet/s if necessary)

Prepared by:

Approved by:

Signature Over Printed Name of  
 Concerned Personnel

Signature Over Printed Name of  
 Municipal Agrarian Program Reform Officer (MARPO)

Date

Date

Copy Distribution:  
 Original : DARPO  
 Duplicate : DARMO  
 Triplicate : BLTI, DARCO

<sup>1</sup> Status of Lots i.e., abandoned, transferred, vacant, and etc.  
<sup>2</sup> Status of allocatee/awardee/individual i.e., allocatees/awardees are still in actual occupation or no longer in actual occupation, actual occupant is not an original allocatee/awardee, etc.

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

**NOTICE OF SALE OF VACANT/ SALEABLE LOTS**

Notice is hereby given that the Department of Agrarian Reform Municipal Office (DARMO) of the following lots within the barangay site/ townsite of the \_\_\_\_\_ Resettlement Project on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ The lots are described below as follows:

LOT NO.	BLOCK NO.	PLAN NO.	AREA (SQ.M.)	LOCATION	CLASSIFICATION OF LOT	VALUE PER SQ.M

Any Filipino citizen, of legal age, 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 submit an application to purchase a lot to the DARMO.

Qualified residents of the barangay where the resettlement project is located have the first preference to apply or in absence of qualified applicant within the barangay, the qualified applicant in the adjacent barangay may apply.

The lot shall be paid in cash or in ten (10) equal annual amortizations at an interest rate of six percent (6%) per annum as specified in the amortization schedule.

Within six (6) months from receipt of the Order of Award (OA)/ Certificate of Land Ownership Award (CLOA), the awardee should have introduced permanent improvement on the lot which is appropriate for the purpose/ use the lot was intended.

Non-compliance with the preceding paragraph or any violation thereof shall be sufficient ground for the annulment/ cancellation of the OA/ CLOA in accordance with existing guidelines under agrarian law implementation (ALI) or Department of Agrarian Reform Adjudication Board (DARAB) Rules and the lot shall be reverted to, and all payments deemed forfeited in favor of the DAR.

The lot shall be subject to the applicable provisions of Republic Act (RA) Nos. 1160, 730, 3844, as amended, and 6657, as amended, Commonwealth Act (CA) No. 141 (Public Land Law).

Particulars regarding the land and the terms and conditions of sale can be obtained from the DARMO at \_\_\_\_\_ . Forms are available at the said office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Agrarian Reform Program Officer

***Distribution of Copies***

*Original and Duplicate* : *DAR Provincial Office*  
*Triplicate* : *DAR Municipal Office*  
*Quintuplicate* : *Barangay Hall*



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

**APPLICATION TO PURCHASE LOT**

Application No. \_\_\_\_\_

Check Appropriate Box:

 / Homelot / Commercial Lot / Residential Lot / Industrial Lot

1. I, \_\_\_\_\_, \_\_\_\_\_ years of age, Filipino citizen, born on \_\_\_\_\_, single/married to \_\_\_\_\_ and presently residing at \_\_\_\_\_ do hereby apply to purchase a homelot or residential/ commercial/ industrial purposes under the provisions of Commonwealth Act (CA) No. 141 (Public Land Act), as amended, Republic Act (RA) Nos. 730, 1160 and 3844, as amended, and RA No. 6657, as amended, with the following description: Lot No. \_\_\_\_\_; Block No. \_\_\_\_\_; Plan No. \_\_\_\_\_ of \_\_\_\_\_ Resettlement Project established under Proclamation No. \_\_\_\_\_, dated \_\_\_\_\_; situated in the barangay of \_\_\_\_\_, Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, and containing an area of \_\_\_\_\_ squaremeters, more or less, and whose sketch is drawn on the herein attached Sketch Plan Form (SP Form No. 5)

My dependents are:

NAME	AGE	RELATIONSHIP

2. THAT I am presently occupying the lot applied for and had introduced valuable improvement such as \_\_\_\_\_. To the best of my knowledge and belief, it is neither a timber / mineral/ grazing land nor containing valuable deposits of guano, coal or salt.
3. THAT 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 person.
4. THAT I  *am*  *am not* (please check one) a settler of the Department of Agrarian Reform (DAR);  *holding*  *not holding* (please check one) a

**SP Form No. 3**

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 RESETTLEMENT PROJECT

5. THAT I have filed  *Homestead*  *Free*  *Miscellaneous Sales Patent/s* (please check one) application/s covering Lot No. \_\_\_\_\_, Plan No. \_\_\_\_\_ in said settlement, \_\_\_\_\_ square meters of which is under my occupation/ cultivation.
6. THAT I conform to future delimitation, reclassification, or survey 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 survey.
7. THAT I know that this application conveys no right for me to occupy the land prior to its allocation or issuance of permit to occupy, 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.
8. THAT I will comply with all the requirements and conditions as an applicant or as an awardee and shall neither employ tenant in whatever from nor sell/ transfer said parcel of land except through hereditary succession or to the government.
9. THAT I know that failure to pay the cost of the lot shall be sufficient ground for the cancellation of the award/ CLOA.
10. THAT I have read/ someone has read to me and understood the provisions of the Public Land Act, Republic Act. Nos. 730, 1160, 3844, as amended, and 6657, as amended, and the Presidential Decree relevant to entering and granting through sale lands of the public domain in the Philippines and shall comply with all requirement of the laws, rules, and regulations governing the sale of subject lots.
11. THAT the lot covered by this application is  *not contested*  *contested* (please check one) subject of adverse claim and/or abandonment/ cancellation proceedings. (State the parties involved in the case/proceedings case number and status thereof \_\_\_\_\_ )
12. THAT 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 (Php 5, 000.00) and by imprisonment of not more than five (5) years. In addition thereto, the application or award shall be cancelled and any amount paid on account

**SP Form No. 3**

thereof is forfeited in favor of the Government. Furthermore, he shall be disqualified to apply for any public land in the Philippines.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
SPOUSE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
REPUBLIC OF THE PHILIPPINES

\_\_\_\_\_) S.S

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ affiant exhibiting to me his/ her Identification (ID) No. \_\_\_\_\_  
issued by \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature Over Printed Name of  
Provincial Agrarian Reform Program Officer II  
(Administering Officer)

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

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

**FIELD INVESTIGATION REPORT**

\_\_\_\_\_ Date

**MEMORANDUM FOR:**

**THE SECRETARY OF AGRARIAN REFORM**  
 Diliman, Quezon City

Thru: \_\_\_\_\_  
 Provincial Agrarian Reform Program Officer

In connection with the application of \_\_\_\_\_ to  
 Purchase Lot No. \_\_\_\_\_, Block No. \_\_\_\_\_, Plan No. \_\_\_\_\_  
 with an area of \_\_\_\_\_ square meters, located at  
 \_\_\_\_\_ Resettlement Project, I have the honor to submit  
 the following:

**Application and the Lot Applied for**

Name of Applicant : \_\_\_\_\_  
 Citizenship : \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Place of Birth : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Spouse : \_\_\_\_\_  
 Length and Basis of Occupation: \_\_\_\_\_

Improvements Introduced (kind, value, and by whom):  
 \_\_\_\_\_  
 \_\_\_\_\_

Cost of the Lot (per square meter): Php \_\_\_\_\_ Total Cost: Php \_\_\_\_\_  
 Amount Paid in the cost of the lot : Php \_\_\_\_\_ Official Receipt No. \_\_\_\_\_

Other fees paid (please specify): Php \_\_\_\_\_

Other claimants, if any:

Basis of claim:

Status of case of involved in cancellation of allocation proceedings:

Other information (state brief history of the lot):

Comments and Recommendations:

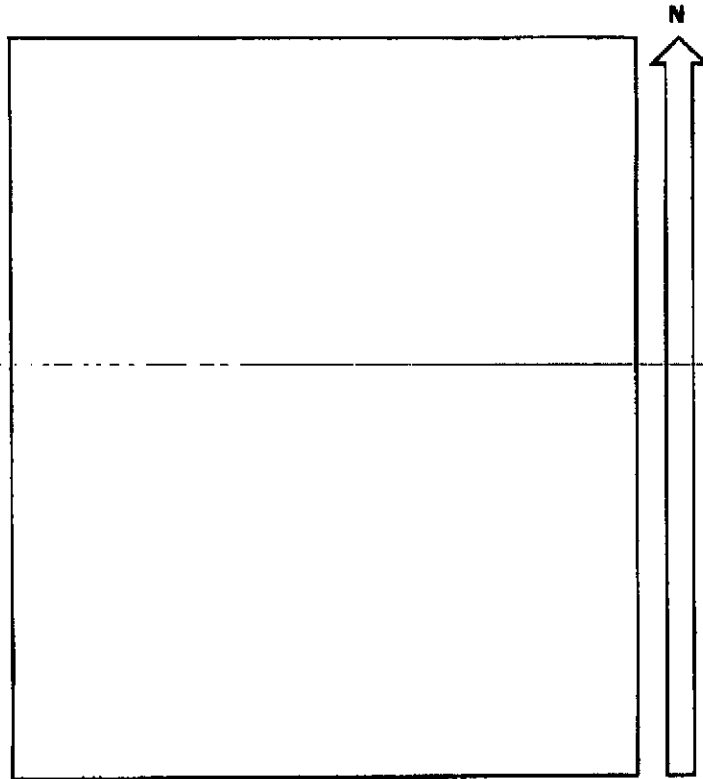
**Note: If the space herein provided are not enough, additional sheet may be used.**

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

\_\_\_\_\_  
 Signature over Printed Name of  
 Municipal Agrarian Reform Program Officer

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**SKETCH PLAN**

Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_  
 Plan No. \_\_\_\_\_ Classification: \_\_\_\_\_ Of  
 \_\_\_\_\_ Settlement Project  
 Name of Applicant: \_\_\_\_\_

As prepared for the  
 Department of Agrarian Reform  
 Situated in the

Barangay of \_\_\_\_\_  
 Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_  
 Island of \_\_\_\_\_  
 Containing an area of \_\_\_\_\_ square meters  
 Scale 1: \_\_\_\_\_

Showing the actual improvements  
 found thereon

Improvements: \_\_\_\_\_  
 Owner of Improvements: \_\_\_\_\_  
 Sketches: \_\_\_\_\_, 20 \_\_\_\_\_  
 By: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**AMORTIZATION SCHEDULE**

Account of : \_\_\_\_\_  
 Name of Spouse (if married) : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Latest Certificate Issued : \_\_\_\_\_  
 Date of Issue : \_\_\_\_\_  
 Date of Occupation : \_\_\_\_\_  
 Lot No. : \_\_\_\_\_  
 Block No. : \_\_\_\_\_  
 Plan No. : \_\_\_\_\_  
 Lot Classification : \_\_\_\_\_  
 Area (square meters) : \_\_\_\_\_  
 Name of Resettlement Project : \_\_\_\_\_  
 Unit Price (Php per square meter) : \_\_\_\_\_  
 Total Cost (Php) : \_\_\_\_\_  
 Amount deposited (Php) : \_\_\_\_\_  
 Date : \_\_\_\_\_

YEAR	INSTALLMENT AMOUNT (Php)	DATE PAID	INTEREST (Php)	BALANCE (Php)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared by:

Verified by:

\_\_\_\_\_  
 Signature over Printed Name  
 Designated Bonded Collector

\_\_\_\_\_  
 Signature over Printed Name  
 Provincial Accountant

Certified by:

\_\_\_\_\_  
 Signature over Printed Name  
 Provincial Agrarian Reform Program Officer

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

**CERTIFICATE OF FULL PAYMENT**

**TO WHOM IT MAY CONCERN:**

This is to certify that \_\_\_\_\_ has fully paid the cost of the lot subject herein in the amount of \_\_\_\_\_ pesos (Php \_\_\_\_\_) as evidenced by the attached Official Receipts issued to him/her by the Department of Agrarian Reform (DAR), representing full payment of his/her homelot residential commercial Industrial lot (please check one) which is particularly described as follows:

Lot No. : \_\_\_\_\_  
 Block No. : \_\_\_\_\_  
 Plan No. : \_\_\_\_\_  
 Area (square meters) : \_\_\_\_\_  
 Location : \_\_\_\_\_

Status of Applicant :    / Occupant    / Non- Occupant

THE value of the lot is \_\_\_\_\_ pesos (Php \_\_\_\_\_).

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_

Prepared by:

Verified by:

\_\_\_\_\_  
**MARPO/Designated Personnel**

\_\_\_\_\_  
**Provincial Accountant**

Certified by:

\_\_\_\_\_  
**Provincial Agrarian Reform Program Officer**

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

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

**TRANSMITTAL MEMORANDUM OF THE SIGNED AND SEALED CLOAs**

\_\_\_\_\_  
 Date

**MEMORANDUM**

**TO :** \_\_\_\_\_  
 Provincial Agrarian Reform Program Officer II

**FROM :** \_\_\_\_\_  
 Regional Director

**SUBJECT :** **Transmittal of Signed and Sealed CLOAs**

Transmitting herewith the following signed and sealed Certificates of Land Ownership Award (CLOAs) in the name of agrarian reform beneficiaries (ARBs) within the Resettlement Project of \_\_\_\_\_, located at \_\_\_\_\_ (Barangay and Municipality) per attached Signing and Sealing Machine Utilization Recording and Reporting Sheet (Annex A), for registration with the concerned Registry of Deeds (ROD):

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No.	Lot No. and Survey No.	Area (sq.m.)	Date of Signing and Sealing of CLOA (MM/DD/YYYY)

(use additional sheet, if necessary)

For the PARPO's appropriate action.

---

Signature over Printed Name  
Regional Director

---

(Please do not detach)

Received by:

---

Signature over Printed Name  
CARPO for Operations

---

Date

Attached: Signing and Sealing Machine Utilization Recording and Reporting Sheet

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**DEPARTMENT OF AGRARIAN REFORM**  
 Province of \_\_\_\_\_  
 Municipality of \_\_\_\_\_

**TRANSMITTAL MEMORANDUM OF CLOAs FOR REGISTRATION**

\_\_\_\_\_ Date

**MEMORANDUM**

**TO :** \_\_\_\_\_  
 Registry of Deeds of \_\_\_\_\_

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

**SUBJECT :** **CLOAs for Registration**

May we transmit the following Certificates of Land Ownership Award (CLOAs) for registration in the name of the awardee/ agrarian reform beneficiaries (ARBs) within the Resettlement Project of \_\_\_\_\_, located at \_\_\_\_\_ (Barangay and Municipality).

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No. (OCT)	Lot No. and Survey No.	Area (sq.m.)	To be filled up by the ROD		
				CLOA-Title (OCT/TCT)	Remarks (ROD to indicate signed or returned with reason)	
				NO.	DATE Registered (MM/DD/YYYY)	

(Use additional sheet, if necessary)

It is requested that these CLOAs shall be processed within two (2) days from receipt hereof. Pursuant to Joint DAR-LRA Memorandum Circular No. 20, Series of 1997, the reckoning date of the registration of the CLOAs shall be the date of entry in the Primary Entry Book. All CLOAs entered in the Primary Entry Book shall be signed and released immediately to the Land bank of the Philippines (LBP) as the Mortgagee Financial Institution.

\_\_\_\_\_  
**Signature over Printed Name**  
**Provincial Agrarian Reform Program Officer**

(Please do not detach)

**Action by the ROD:**

No. of CLOAs registered and returned to DAR  
 No. of CLOAs unregistered and returned to DAR

**Remarks**

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

\_\_\_\_\_  
**Signature over Printed Name of the**  
**ROD or Authorized Representative**

**Date**

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REPUBLIC OF THE PHILIPPINES


# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## CERTIFICATION

This is to certify that Administrative Order No. 03, Series of 2019 entitled **“NEW RULES AND PROCEDURES GOVERNING THE DISPOSITION OF HOMELOTS IN BARANGAY SITES AND RESIDENTIAL, COMMERCIAL AND INDUSTRIAL LOTS IN TOWNSITES WITHIN DAR RESETTLEMENT PROJECTS”** was published today, 12 April 2019 in the Manila Bulletin and Manila Times newspapers.

Issued this 12th day of April 2019 for whatever purpose it may serve.

  
**CLEON LESTER G. CHAVEZ**  
Director, Public Assistance and  
Media Relations Service