



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

**ADMINISTRATIVE ORDER NO. 04**  
**Series of 2019**

**SUBJECT: GUIDELINES AND PROCEDURES ON THE GENERATION OF LAND DISTRIBUTION AND INFORMATION SCHEDULE TO FACILITATE THE COLLECTION AND MONITORING OF AGRARIAN REFORM RECEIVABLES**

## **I. PREFATORY STATEMENT**

Republic Act (R.A.) No. 6657, as amended, Presidential Decree (P.D.) No. 27, R.A. No. 3844, as amended by R.A. No. 6389, prescribe that compensable lands acquired and awarded by the government shall be paid by the Agrarian Reform Beneficiaries (ARBs) over a certain period of time.

Section 26 of R.A. No. 6657, as amended, provides that "lands awarded pursuant to this Act shall be paid for by the beneficiaries to the Land Bank of the Philippines (LBP) in thirty (30) annual amortization at six percent (6%) interest per annum." Furthermore, it also provides that the LBP shall have a lien by way of mortgage on the land awarded to the beneficiary and this mortgage shall be foreclosed by the LBP for non-payment of an aggregate of three (3) annual amortizations.

Joint DAR-LBP Memorandum Circular (JMC) No. 30, Series of 1997, as amended by JMC No. 13, Series of 2004, provides that when the lands awarded to ARBs are already issued with titles under the agrarian reform program, a Land Distribution and Information Schedule (LDIS) shall be generated to facilitate the collection of land amortization of properties acquired thereunder.

Under DAR Administrative Order (A.O.) No. 4, Series of 2014, and A.O. No. 1, Series of 2017, the Memorandum of Valuation (MOV-CARPER LAD Form No. 50) shall be issued by LBP after the receipt of Approved Survey Plan (ASP)/Subdivision Plan (SP), Oath of the Agrarian Reform Beneficiary (CARPER LAD Form No. 37R), in lieu of Application to Purchase and Farmer's Undertaking APFU-CARPER LAD Form No. 37), and the Land Distribution and Information Schedule (LDIS-CARPER LAD Form No. 47R).

Considering that the LDIS is part of the land valuation process in the issuance of MOV, the same shall be prepared jointly by the DAR Provincial Office (DARPO) and the Land Bank of the Philippines-Agrarian Operations Center (LBP-AOC).

To facilitate the generation of LDIS, this A.O. is hereby issued for the guidance and reference of all concerned.

## **II. COVERAGE**

These guidelines and procedures shall cover the generation of LDIS for compensable landholdings acquired and distributed under the agrarian reform program.

## **III. GENERAL GUIDELINES**

1. In general, the basis of the generation of LDIS (CARPER LAD Form No. 47) marked as LDIS Annex "A" shall be the Certificate of Land Ownership Award (CLOA) issued to the original ARBs in accordance with the existing guidelines. The types of CLOA are as follows:
  - 1.1 For individual ownership – The CLOA is registered in the name of an individual ARB;
  - 1.2 For Collective ownership:
    - 1.2.1 Under a Cooperative – The CLOA is registered in the name of the cooperative/association holding in trust for and in behalf of the ARBs whose names are duly annotated on the title.
    - 1.2.2 Under a Co-ownership – The CLOA is registered in the names of two or more ARBs as co-owners.
  - 1.3 For Institutional Ownership – The CLOA is registered in the name of a cooperative or association/organization with juridical personality.
2. The LDIS shall be generated to provide information for the computation of the amortization that the ARB should pay the government through LBP. The DARPO shall prepare Part I (DAR's Portion) of the LDIS for transmittal to the concerned LBP-AOC pursuant to the procedures under item IV of this A.O. and the Instructions to fill up LDIS (CARPER Form No. 47) marked as LDIS Annex "B".
3. The LDIS shall be generated per title or tax declaration (if untitled) for all landholdings (LHs) with ASP/SP and with CLOA/s issued to the ARBs.
4. For Collective CLOA/s, the following conditions shall be observed:
  - 4.1 For Collective CLOA that was cancelled, and an individual CLOAs have been subsequently issued to ARBs, the information portion of the Collective CLOA, shall be filled-up with details of the cancelled Collective CLOA.
  - 4.2 The Information portion of the LDIS of the Collective CLOA shall not be filled up in the following instances:

- 4.2.1 Only one CLOA is issued to only one ARB covering the whole acquired landholding;
  - 4.2.2 More than one CLOA/s is/are issued to ARBs covering the whole acquired landholding; and
  - 4.2.3 Collective CLOA is issued for the whole acquired landholding.
5. The LDIS shall include all lots allocated/distributed to ARBs. However, in case there are lots undistributed due to valid legal issues (e.g. conflict of claims of possession between the ARBs; inclusion/exclusion of ARBs; and qualification/disqualification of ARBs), the resolution of which are pending, the LDIS shall be prepared for lots distributed including the lots undistributed marked as:

"Not yet distributed due to, \_\_\_\_\_,  
(Specify the reason)

In order to reconcile the total area acquired by DAR and the area compensated by LBP.

A supplemental LDIS shall be generated for undistributed lot/s and the same shall be awarded to ARBs upon resolution with finality of the legal issue/problem.

- 6. In cases where the area acquired and compensated is greater than the total area distributed (e.g., due to soil erosion, LO's retention, provisions of roads, etc.), the LDIS shall be prepared for the lots covered by registered CLOA with the difference between the original valuation and the value of the total area distributed booked as a subsidy by the government.
- 7. In cases where the area acquired and compensated is less than the total area distributed, the LDIS shall be prepared only for the lots acquired and compensated.
- 8. In cases where the LHs were already acquired and distributed to ARBs prior to DAR A.O. No. 2, Series of 2005, and the CLOA on file with the Registry of Deeds (ROD) is not available or missing, photocopy/is of Owners Duplicate Copy (ODC) of CLOA/s presented by ARBs with a certification from the Provincial Agrarian Reform Program Officer II (PARPO II) that the CLOA/s have been duly issued and registered with the ROD (LDIS Annex "C") shall be required.

However, for LHs distributed after DAR A.O. No. 2, Series of 2005 where the ODCs of CLOAs are under the custody of LBP-AOC, the electronic copy (e-copy) of the said titles from ROD shall no longer be required by LBP-AOC.

- 9. LHs processed under DAR A.O. No. 4, Series of 2014 with partially filled up LDIS in the Claim Folder (CF) submitted to LBP which contain discrepancy/is in the name of ARBs, lot number, and area of award

reflected in the LDIS as against the CLOA/s issued, the DARPO shall submit a duly amended LDIS to LBP-AOC within thirty (30) days after the registration of the CLOA/s.

10. The LBP shall generate the Land Amortization Schedule (LAS) based on the LDIS in accordance with its existing policies and guidelines.
11. The Certificate of Full Payment with Release of Real Estate Mortgage (CFP/ROREM) shall be issued by LBP for fully paid accounts pursuant to Joint DAR-LBP Memorandum Circular No. 19, Series of 2013, except for LHs acquired from the Assets Privatization Thrust (APT)/Privatization Management Office (PMO) which are subject to the pertinent provisions of the Joint Department of Finance – Department of Budget and Management (DOF-DBM) M.C. No. 2-99, Series of 1998 and Commission on Audit (COA) Circular No. 2000-001 dated April 04, 2000.

#### **IV. PROCEDURES**

In filling up CARPER Form No. 47, the following shall be observed:

1. Prior to the effectivity of DAR A.O. No. 2, Series of 2005:
  - 1.1 The DARPO shall accomplish Part I of the LDIS and attach any of the following applicable documents for submission to LBP-AOC:
    - E-copy of CLOA on file at the ROD; or
    - Photocopy of the ODC with PARPO certification that the CLOA had been duly issued and registered with the ROD.
  - 1.2 The DARPO shall transmit the LDIS with the duly accomplished Part I to LBP-AOC.
  - 1.3 Upon receipt of the LDIS with the duly accomplished Part I, LBP-AOC shall accomplish Part II and provide copy of duly accomplished LDIS to the DARPO.
2. Upon the effectivity of DAR A.O. No. 2, Series of 2005 where the ODC/s of CLOA/s are under the custody of LBP-AOC, the CLOA Information shall be filled-up by LBP-AOC.
3. Upon the effectivity of DAR A.O. No. 4, Series of 2014, the LBP-AOC shall completely accomplish Part II of the partially filled-up LDIS in the CF. Thereafter, the LBP-AOC shall furnish a copy of the duly accomplished LDIS to the DARPO.

#### **V. MONITORING AND REPORTING PROCEDURES**

1. The DARPO and the LBP-AOC shall establish their respective information systems to support and monitor the LDIS accomplishment.

2. The PARPOs, LBP-AOC Heads and/or other concerned officers designated to prepare said reports shall ensure the accuracy and timeliness of their submission.

#### **VI. TRANSITORY CLAUSE**

This A.O. shall govern all pending and subsequent generation of LDIS for compensable landholdings acquired and distributed under the agrarian reform program.

#### **VII. REPEALING CLAUSE**

This A.O. repeals all issuances inconsistent herewith.

#### **VIII. EFFECTIVITY**

These Guidelines and Procedures shall take effect ten (10) days after its publication in two national (2) newspapers of general circulation.

Dilijan, Quezon City,                     MAR 29                     2019.

  
**ATTY JOHN R. CASTRICIONES**  
Secretary

Department of Agrarian Reform  
Office of the Secretary



ISU-19-07116

**Annexes:**

- "A" Land Distribution and Information Schedule;
- "B" Instruction to Fill-up the LDIS (CARPER LAD FORM NO. 47); and
- "C" PARPO Certification

Published in two (2) National Newspaper  
of General Circulation

1. Malaya Business Insight
2. Business Mirror

Date of Publication: April 12, 2019

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

**LAND DISTRIBUTION AND INFORMATION SCHEDULE**

**Original Property Information:**

Name of Landowner/Estate: \_\_\_\_\_ Survey No.: \_\_\_\_\_  
 OCT/TCT No.: \_\_\_\_\_  
 TD No.: \_\_\_\_\_  
 Location of Property: \_\_\_\_\_  
 Area per Title/TD (Ha.) \_\_\_\_\_ Total Area Acquired (Ha.) \_\_\_\_\_  
 RP Title No. \_\_\_\_\_ Date Registered \_\_\_\_\_

Collective CLOA Information:  
 Title No. \_\_\_\_\_ Area (Ha.) \_\_\_\_\_  
 Date Registered \_\_\_\_\_  
 Individual Lots Information:  
 Subdivision Survey No. \_\_\_\_\_

**Part I. (To be filled-up by DAR)**

**Part II. (To be filled-up by LBP)**

| Name of Beneficiary (1)<br>(Last Name, First Name, M.I.) |                            | Lot No. (4) | CLOA Information                |                                       | Land Use         |           |                   | AGP/Crop (P) |                |                                  | Improvements |           |                      |           |
|----------------------------------------------------------|----------------------------|-------------|---------------------------------|---------------------------------------|------------------|-----------|-------------------|--------------|----------------|----------------------------------|--------------|-----------|----------------------|-----------|
| Name of Spouse (2)<br>(Last Name, First Name, M.I.)      | Address of Beneficiary (3) |             | Serial No. (5)<br>Title No. (6) | Reg'n. Date (7)<br>Occupancy Date (8) | Area (sq.m.) (9) | Crop (10) | Area (sq.m.) (11) | Per Ha. (12) | Aggregate (13) | Approved Value/Crop Per Ha. (14) | Total (15)   | Type (16) | Appraised Value (17) | ERUL (18) |
|                                                          |                            |             |                                 |                                       |                  |           |                   |              |                |                                  |              |           |                      |           |
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Certified Correct (by DAR): \_\_\_\_\_ REMARKS: \_\_\_\_\_  
 Certified Correct (by LBP): \_\_\_\_\_ REMARKS: \_\_\_\_\_

Printed Name and Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Provincial Agrarian Reform Program Officer II (Province \_\_\_\_\_)

Printed Name and Signature \_\_\_\_\_ Date \_\_\_\_\_  
 LBP-AOC Head (Region \_\_\_\_\_)

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

**INSTRUCTIONS IN FILLING-UP THE LDIS (CARPER LAD FORM NO. 47)**

The LDIS (CARPER LAD Form No. 47) has two sections. The DAR Provincial Office (DARPO) personnel shall fill-up the information at the left side of the vertical line which includes column 1 to 11 of the table. Likewise, the DARPO shall fill-up the information at the top and at the left side below the table. The LBP-AOC personnel shall accomplish all information at the right side of the vertical line which includes columns 12 to 18 of the table and the information at the right side below the table.

**Part I. To be filled-up by DAR Personnel**

| <u>Data Element</u>                                                               | <u>Description</u>                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Original Property Information</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Name of Landowner</li> </ul>             | <p>Refers to the owner of the land as reflected in the title <i>(for titled properties)</i> or tax declaration <i>(for untitled properties)</i>.</p> <p>In case of individual ownership, reflect the complete name of the landowner. Use the format <i>(last name, first name, and middle name or initials)</i>.</p> <p>In case of corporate ownership, reflect the complete name of the company or corporation, please do not abbreviate.</p> |
| <ul style="list-style-type: none"> <li>• Title No.</li> </ul>                     | <p>The number assigned by the ROD to the title covering the original property.</p>                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Tax Declaration No.</li> </ul>           | <p>The tax declaration number of property as assigned by the Municipal Assessor's Office.</p>                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Survey No.</li> </ul>                    | <p>The survey number assigned to the property by the DENR.</p>                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Location of Property</li> </ul>          | <p>Write the address where the property is located. Use the format <i>(Barangay, Municipality, Province)</i>.</p>                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Area per Title/Tax Dec. (Ha.)</li> </ul> | <p>The area of land as reflected in the title. If land is untitled, reflect the area shown in the tax declaration. Express the area in hectares.</p>                                                                                                                                                                                                                                                                                           |

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Total Area Acquired (Ha.)</li> </ul> | <p>The area of the land acquired by DAR for distribution and paid by LBP. Express the area in hectares.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>2. RP Title No.</b></p>                                                 | <p>The title number assigned by the ROD when the land was transferred to the Government of the Philippines.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Date Registered</li> </ul>           | <p>The date when the RP title was registered. Express the date in the <i>(mm/dd/yyyy)</i> format.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>3. Collective CLOA Information</b></p>                                  | <p><i>The data elements under this heading shall only be accomplished if the CLOA titles covered by the report were previously covered by a collective/mother CLOA title.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Title No.</li> </ul>                 | <p>The title number assigned to the Mother/Collective CLOA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Area (Ha.)</li> </ul>                | <p>The area of the lot covered by collective CLOA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Date Registered</li> </ul>           | <p>The date when the Mother/Collective CLOA was registered by ROD. Express the date in the <i>(mm/dd/yyyy)</i> format.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>4. Individual Lots Information</b></p>                                  | <p>In case the individual lots reflected in the form are previously covered by the Mother/Collective CLOA title, the total area of all individual CLOA titles covering the individual lots should tally with the total acquired area reflected in the upper portion of the form.</p> <p>In case a portion of the land shall be commonly owned by the individual CLOA holders, a separate collective CLOA shall be issued for said portion. The sum of areas covered by the individual CLOA titles, and the separate collective CLOA(s) should tally with the total acquired area reflected in the upper portion of the form.</p> |
| <ul style="list-style-type: none"> <li>• Subdivision Survey Number</li> </ul> | <p>The survey number of the plan that covers the lots that are reflected in the table as a result of subdivision survey. This information shall be reflected only once.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>5. Name of Beneficiary</b></p>                                          | <p>The name of agrarian reform beneficiary (ARB) in the format <i>(last name, first name, middle name or initials)</i>.</p> <p>In case of "Commonly Owned" lots, reflect "Commonly Owned Property". There is no need to reflect the name(s) of the ARBs.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>6. Name of Spouse</b></p>                                               | <p>The name of the husband or wife of the ARB. Use the format <i>(last name, first name, middle name or initials)</i>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



In case of commonly owned lots, there is no need to reflect the name(s) of spouse of the ARBs.

**7. Address of the Beneficiary**

The location where the ARB is residing. Use the format (*barangay, municipality, province*).

In case of commonly owned lots, there is no need to reflect the addresses of the ARBs.

**8. Lot No.**

The lot number of the subdivided lot/parcel covered by the CLOA title that will be distributed to the ARBs.

**9. CLOA Information**

- Serial No.

The Serial Number of the Judicial Form used covering the lot/parcel to be given to the ARB.

- Title No.

The title number of the registered individual CLOA assigned by the ROD.

- Registration Date

The date when the CLOA was registered with the ROD. Express the date in (*mm/dd/yyyy*) format.

- Occupancy Date

The date when the ARB has actually occupied the lot/parcel that is covered by the CLOA title. Express the date in (*mm/dd/yyyy*) format.

*Please note that the occupancy date information shall be gathered for the computation of the amortization schedule only. If occupancy of the land occurred before the date of CLOA registration, then the basis for the amortization schedule would be the date of CLOA registration. If the occupancy date occurred after the date of CLOA registration, then the occupancy date would be the basis for the amortization.*

- Area (Sq.m.)

The area of the lot/parcel covered by the registered CLOA title. Express the area in square meters.

**10. Land Use**

The DAR and LBP shall jointly capture the information under land use. These offices may use separate worksheet before finalizing the data to be reflected in these columns.

In case of differences, DAR and LBP should jointly discuss and agree on the information to be reflected.

- **Crop** The crop planted on the lot/parcel (covered by the CLOA) as reflected in the Field Investigation report (FIR) that was used as a basis in the computation of land valuation.

The form has three (3) rows to accommodate more than one crop planted to a lot for a given time period.

- **Area (Sq.m.)** The area of the portion of the land where the corresponding crop reflected is planted. Express the area in square meters.

The total area under this column should be equal to be reflected figure under "Total area acquired (ha)".

**11. Certified Correct (by DAR):**

- **Print name and signature** The printed name of the PARPO and his/her signature. The person who prepared and the person who reviewed the report should affix their initials.

- **Province** The name of the province that is covered by the report.

- **Remarks** Any additional information that is necessary in preparing the amortization schedule.

**Part II. To be filled-out by LBP Personnel:**

| <u>Data Element</u>               | <u>Description</u>                                                                                                              |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>1. LBP Claim No.</b>           | The number assigned by the LBP to the acquisition claim folder.                                                                 |
| <b>2. AGP/Crop (P)</b>            |                                                                                                                                 |
| • Per Hectare                     | The annual yield/produce of the crop per hectare (as established jointly by DAR and LBP) which is reflected in the CPF or CVPF. |
| • Aggregate                       | The total peso value of the annual yield/produce determined by using the formula:<br><br>Column 11 x column 12 x 0.0001         |
| <b>3. Approved Value Per Crop</b> |                                                                                                                                 |
| • Per Hectare                     | The amount approved for payment for the specific crop per hectare.                                                              |

- Total The total value of the land awarded to the beneficiary determined by using the formula:

Column 11 x column 14 x 0.0001.

#### 4. Improvements

- Type The description of the improvements such as warehouse, farm buildings, processing plant, driers, tractors, threshers, hauling equipment, etc.
- Appraised value The amount/value of the property as determined by Land Bank.
- ERUL Estimated Remaining Useful Life of the property expressed in years.

#### 5. Certified correct (by LBP)

- Print Name & Signature The printed name and signature of the head of the LBP-AOC. The person who prepared and the person who reviewed the report should affix their initials.
- Region The region number where the AOC is located.
- Remarks Any additional information that may be necessary in the preparation of the amortization schedule.

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

**CERTIFICATION**

This is to certify that the DAR Provincial Office (DARPO) of \_\_\_\_\_ has issued Certificate of Land Ownership Award (CLOA) No. \_\_\_\_\_ registered at the Registry of Deeds (ROD) of \_\_\_\_\_ on \_\_\_\_\_ with Title No. \_\_\_\_\_ to \_\_\_\_\_ (Name of ARB/Cooperative/Association) covering Lot No. \_\_\_\_\_, Survey No. \_\_\_\_\_ containing an area of \_\_\_\_\_ sq. m. located at \_\_\_\_\_.

This certification is issued in lieu of a copy of CLOA title not available/missing at the ROD.

Issued on \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Provincial Agrarian Reform Program Officer II

Copy Distribution:  
Original -LBP-AOC  
Duplicate -DARPO/File  
Triplicate -DARMO



REPUBLIC OF THE PHILIPPINES


# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## CERTIFICATION

This is to certify that Administrative Order No. 04, Series of 2019 entitled “**GUIDELINES AND PROCEDURES ON THE GENERATION OF LAND DISTRIBUTION AND INFORMATION SCHEDULE TO FACILITATE THE COLLECTION AND MONITORING OF AGRARIAN REFORM RECEIVABLES**” was published today, 12 April 2019 in the Malaya Business Insight and Business Mirror newspapers.

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

  
**CLEON LESTER G. CHAVEZ**  
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