



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM
ELLIPTICAL ROAD, DILIMAN, QUEZON CITY • TELS. 928-7031 TO 39

MEMORANDUM CIRCULAR

No. 03
Series of 2016

TO : ALL REGIONAL DIRECTORS, PROVINCIAL AGRARIAN REFORM PROGRAM OFFICERS, MUNICIPAL AGRARIAN REFORM PROGRAM OFFICERS AND ALL OTHERS CONCERNED

SUBJECT : OPERATING PROCEDURES IN THE DOCUMENTATION AND PAYMENT OF LAND TRANSFER CLAIMS UNDER PD NO. 27/EO NO. 228

In order to facilitate and ensure uniformity in the procedures, documentation and payment of land transfer claims as prescribed under Administrative Order No. (AO) 06, Series of 2015 entitled "Revised Rules and Procedures Governing the Completion of the Documentation and Payment of Land Transfer Claims Under Presidential Decree No. 27 and Executive Order No. 228", this Memorandum Circular (MC) is issued for the guidance and reference of all concerned.

The procedures outlined in the herein MC shall be followed. You shall be guided by the roles and responsibilities of the various offices and personnel as prescribed hereunder, including the documents and forms required for each activity.

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
1. DAR Municipal Office (DARMO) or DARPO-designated Personnel	1. Prepare the Land Transfer Claim Folder (LTCF) per landholding based on the identified landholdings (LHs) covered under Presidential Decree (PD) No. 27/Executive Order (EO) No. 228 that are listed under the CARPER Land Acquisition and	

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>Distribution (LAD) Database.</p> <p>1.1 Determine whether the LH is covered by registered Emancipation Patents (EP/s) based on the Emancipation Patent-Information System (EP-IS) list from DAR-Management Information System Service (MISS).</p> <p>1.2 Gather the basic documents required/needed as listed in OLT Annex "A".</p> <p>1.2.1 In case the LH is covered by registered EP/s, include in the CF the certified copy of each of registered EP/s by the Register of Deeds (ROD).</p> <p>1.2.2 In the absence of registered EP/s for the awarded lots, secure from the ROD a certification to that effect.</p> <p>2. If LH is covered by a Landowner-Tenant Production Agreement (LTPA), gather and include the same in the LTCF.</p>	<ul style="list-style-type: none"> • Annex A (Amended List of Requirements for Land Transfer Claims Pursuant to PD No. 27/EO No. 228) • ROD-certified copy of registered EP • ROD Certification that no EP/s was/were registered for the awarded lot • Provincial Agrarian Reform Program Officer (PARPO)-certified copy of the duly signed LTPA

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>3. Accomplish the Land Valuation Summary and Farmer's Undertaking (LVSFU) and undertake the following:</p> <p>3.1 Indicate in the LVSFU the following: name of the farmer beneficiaries (FBs); EP Title No/s. and Date of EP Registration, if any; Lot/Survey No.; area awarded/transferred; land category; average gross production (AGP) (cav/ha) based on Barangay Committee on Land Production/Landowner-Tenant Production Agreement (BCLP/LTPA); gross land value computed pursuant to PD No. 27/EO No. 228 formula; lease rentals paid by FB to landowner (LO) after the date of EP registration, if any; and Net Land Value which will be the basis of FB's amortization.</p> <p>3.2 Require the FBs concerned or their authorized representatives to affix their signatures corresponding to their</p>	<p>approved by the Regional Director prior to August 18, 1987</p> <ul style="list-style-type: none"> • OLT Form No. 1 (Part I) • OLT Form No. 1 (Part II)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>names in the LVSFU (Part II).</p> <p>3.3 In case of death of original FB, determine whether a registered EP was issued to him/her and undertake the following:</p> <p>3.3.1 For LH/s With Registered EP/s. The provisions of the Civil Code and the Rules of Court on succession and transfer of awarded lands shall apply.</p> <p>In case the original FB dies after the registration of the EP, observe the following:</p> <p>a. <u>With Extra-Judicial Settlement.</u></p> <ul style="list-style-type: none"> • Require the heir/s to execute a Sworn Statement that he/she/they is/are the only heir/s. <p>Based on the Sworn Statement of the heir/s, the PARPO shall issue a certification indicating that the signatory/ies to the LVSFU is/are based</p>	<ul style="list-style-type: none"> • Certified copy of Death Certificate from the Local Civil Registrar • Extra-judicial settlement of the estate of the deceased FB or Certified copy of Court Order • Sworn Statement from heir/s stated in the EJS that he/she/they is/are the only heir/s • PARPO's Certification

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>on the Sworn Statement of the heir/s.</p> <p>b. <u>Estate is not yet settled</u></p> <p>Require all the heirs/successors to sign in the LVSFU and the awarded land shall be transferred in the name of the "Heirs of the Deceased FB", if warranted.</p> <p>c. In case one (1) of the heirs is the actual tiller and with a written authority from the other heirs or with Court Order designating him/her as the administrator, and is willing to sign the LVSFU, allow the said actual tiller to sign the LVSFU. The EP shall be issued in the name of the "Heirs of the Deceased FB".</p>	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) or Actual Tiller's Deed of Undertaking (ATDU) signed by the grantee-successor • Duly notarized written authority executed by the other heirs, if any, or • MARPO's/Designated Personnel's Certification As Actual Tiller/s;
		<ul style="list-style-type: none"> • Certified copy of Court Order, if any • Field Investigation Report (use/adopt existing form/s)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>d. In case all the heirs refuse to sign the LVSFU despite written notice, recommend to the PARPO to seek for the appointment by a court of an administrator for purposes of processing and signing of the LVSFU in behalf of or representing all the heirs.</p> <p>3.3.2 For <u>LH/s Without Registered EP/s.</u></p> <p>In case the original FB dies prior to the registration/issuance of the EP, the land shall be awarded to the successor in accordance with the following:</p>	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) signed by the designated qualified FB • MARPO's/Designated Personnel's Letter/Memorandum to PARPO Recommending Request from the Court for the Appointment of an Administrator • Field Investigation Report (use/adopt existing form/s)
	<p>✓ Where there are several heirs, and in the absence of an extra-judicial settlement or waiver of rights in favor of one heir who shall be the sole owner-cultivator, require all the heirs/successors to</p>	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) or Actual Tiller's Deed of Undertaking (ATDU) if any, signed by all heir/s • Field Investigation

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>sign in the LVSFU and the awarded land shall be transferred and registered collectively in the name of the "Heirs of the Deceased FB".</p> <p>✓ Where there is disagreement among the heirs, and/or absence of a designated qualified heir, recommend to the PARPO to seek for the appointment by a Court of an administrator for purposes of processing and signing of the LVS-FU in behalf of or representing all the heirs.</p>	<p>Report (use/adopt existing form/s)</p> <ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) signed by the designated qualified heir/s • MARPO's/Designated Personnel's Letter/Memorandum to PARPO Recommending Request from the Court for the Appointment of an Administrator • Field Investigation Report (use/adopt existing form/s)
	<p>✓ Where the surviving heir or heirs is/are minors, he/she/they shall be represented by the guardian in cultivating the land until the eldest minor shall qualify as beneficiary, or if he/she shall not qualify, the next eldest heir, and so on, shall have qualified.</p>	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) signed by the guardian representing the surviving minor • Field Investigation Report (use/adopt existing form/s)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>✓ Where there is/are no deserving/qualified heir/s as the successor of the deceased original FB in the subject LH, the same shall be re-allocated to other qualified FBs, pursuant to existing guidelines on re-allocation.</p> <p>3.4 In case the farmland is being cultivated by another FB:</p> <p>3.4.1 Without EP, undertake the necessary transfer action procedures pursuant to existing guidelines.</p> <p>3.4.2 With EP, the PARPO shall submit to the LBP, together with the certified true copy of the EP, a certification that:</p>	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) signed by the new qualified FB • Field Investigation Report (use/adopt existing form/s) • Regional Director's Order, re: Transfer Action • Field Investigation Report (use/adopt existing form/s)
	<ul style="list-style-type: none"> • the EP holder is the original FB identified but awarded lot is being cultivated by another FB; • the EP is undergoing cancellation proceedings; and 	<ul style="list-style-type: none"> • OLT Form No. 1 (LVSFU Parts I and II) signed by new qualified FB • Certified true copy of the EP • PARPO's Certification

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<ul style="list-style-type: none"> • the new qualified awardee/allocatee shall sign the LVSFU. <p>4. Prepare the Claim Folder Transmittal Memorandum for submission to the DARPO.</p>	<ul style="list-style-type: none"> • Field Investigation Report (use/adopt existing form/s) • OLT Form No. 2 (CF Transmittal Memorandum - DARMO to DARPO)
2. DARPO	<p>1. Upon receipt of the completed LTCF from the DARMO, simultaneously undertake the following:</p> <p>1.1 Evaluate the LTCF as to accuracy and consistency of the data and required documents.</p> <p>1.2 Approve and affix signature in the LVSFU for inclusion in the LTCF.</p> <p>1.3 Prepare and sign the DAR Order to Adjust Land Value and Pay the LO for inclusion in the LTCF.</p> <p>2. Transmit the LTCF to the Land Bank of the Philippines (LBP) through a Transmittal Memorandum</p>	<ul style="list-style-type: none"> • LTCF • OLT Form No. 1 (LVSFU Parts I and II) • OLT Form No. 3 (DAR Order to Adjust Land Value and Pay the LO) • OLT Form No. 4 (Transmittal Memorandum - DARPO to LBP)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
3. LBP	<p>1. Upon receipt of the LTCF from the DARPO together with the Order to Adjust Value and Pay LO, undertake the following:</p> <p>1.1 Evaluate the CF for sufficiency, accuracy and consistency.</p> <p>1.2 Compute the adjusted land value based on Section 5 of AO No. 6, Series of 2015.</p> <p>1.3 Upon approval of the land value by the approving officers concerned, book and deposit the land proceeds in cash and in bonds, and issue a Certification of Deposit (COD)/Confirmation of Booking for the aforesaid amount to the LO concerned or his/her heirs in accordance with Section 9 of AO No. 6, Series of 2015 and forward the same to the DARPO ;</p> <p>Issue one (1) COD and open one (1) special deposit account (SDA) in the name of the LO/heirs per land valuation worksheet;</p> <p>1.4 Forward the COD to the DARPO; and</p>	<ul style="list-style-type: none"> • LTCF • CARPER LAD Form No. 55 (Certification of Deposit)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	1.5 Inform the LO/heirs of the land valuation and the list of pre-payment requirements.	<ul style="list-style-type: none"> • LBP's Letter Informing LO of the Land Value and Documentary Requirements for the Release of Compensation Proceeds
4. DARPO	Upon receipt of the COD, immediately prepare and issue the Notice of Valuation (NOV) with the attached copy of COD, and transmit the same to the MARPO/Designated Personnel directing him/her to serve the NOV to the LO, his/her Heirs or successors in interest, together with a copy of the LO's Reply Form to accept or reject the valuation in writing.	<ul style="list-style-type: none"> • OLT Form No. 5 (Notice of Valuation) • OLT Form No. 6 (LO's Reply to Notice)
5. DARMO/DARPO- Designated Personnel	1. Upon receipt of the signed NOV from the DARPO, serve the NOV together with the attached LO's Reply Form in the manner prescribed under Sections 10 and 11 of DAR AO No. 06, Series of 2015.	<ul style="list-style-type: none"> • OLT Form No. 5 (Notice of Valuation) • OLT Form No. 6 (LO's Reply to Notice)
	2. Publish the NOV in accordance with Section 13 of AO No. 06, Series of 2015, if NOV is not successfully served.	<ul style="list-style-type: none"> • PARPO's Letter Request to the Bureau of Land Tenure Improvement (BLTI) requesting for the Publication of NOV

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
		<ul style="list-style-type: none"> • OLT Form No. 5 (Notice of Valuation)
6. DARPO	<ol style="list-style-type: none"> 1. In case the LH is not covered by registered EP/s, simultaneous with the service of the NOV with attached copy of COD to the LO concerned, generate the EP/s in the name of the qualified FB/s; 2. Inscribe in the EP the mortgage lien in favor of government (LBP) to be signed by the PARPO. 3. Forward the duly signed EPs to the ROD together with the Transmittal Memorandum for the ROD to register the EPs generated by DAR and cause its annotation on the LO's title. 	<ul style="list-style-type: none"> • Judicial Form No. 109-F (TCT-EP) and/or Judicial Form No. 109-E (OCT-EP) whichever is applicable • CARPER LAD Form No. 64 (Transmittal Memorandum to ROD, Re: EP for Registration)
7. ROD	Subsequent to the registration of EPs, release the Original Duplicate Copy (ODC) to LBP pursuant to Section 107 of AO No. 7, Series of 2011, as amended.	<ul style="list-style-type: none"> • ODC of EP
8. LBP Agrarian Operations Center (AOC)	Receive the original ODC of EP and provide two (2) certified true copies of each EP closely simulating the appearance, color and paper of the same to DARPO. The original ODC of EP shall be released to the FBs upon full payment of their land amortizations and for the	<ul style="list-style-type: none"> • ODC of EP • Two (2) sets of certified true copies of the ODC-EP, closely simulating the appearance, color and paper of the original copy of ODC-EP

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	cancellation of the mortgage/lien by the ROD.	
9. DARPO	Upon receipt of the two (2) sets of certified true-copies of the ODC-EP, transmit the same to the DARMO. Xerox copies of the same shall be kept for future reference.	<ul style="list-style-type: none"> • Two (2) sets of certified true copies of the ODC-EP closely simulating the appearance, color and paper of the original copy of ODC-EP • Photo copy of ODC - EP (for file)
10. DARMO	<ol style="list-style-type: none"> 1. Distribute one copy each of the certified true copy of the ODC-EP to the FB and the Municipal/City Assessor for preparation of individual FB's Tax Declaration. 2. Maintain a record book of all EPs issued within the municipality/city and received by FBs and the Municipal/City Assessor (LGU). 	<ul style="list-style-type: none"> • Simulated copy of the certified copy of ODC of EP
11. DARPO	<ol style="list-style-type: none"> 1. Upon receipt of the LO's reply to the NOV or information from the MARPO/Designated Personnel on LO's action: <ol style="list-style-type: none"> 1.1 If accepted, forward the letter of acceptance to the LBP. 1.2 If rejected or no reply or upon the expiration of the thirty-day period for LO to 	<ul style="list-style-type: none"> • OLT-Form No. 5 (Notice of Valuation) • OLT Form No. 6 (LO's Reply to Notice) • OLT Form No. 7 (PARPO's Advice to Adjudicator/Board)

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>reply, advise the DAR Adjudicator/Board to conduct summary administrative proceedings, furnishing them the necessary documents (i.e., Notice to the LO, LVSFU/LTPA, etc.), copy furnished the LBP.</p> <p>2. Ensure that the LBP is provided with a copy of the Advice to the DAR Adjudicator/Board.</p>	<ul style="list-style-type: none"> • Other necessary documents (i.e., Notice to the LO, LVSFU/LTPA, etc.) • OLT Form No. 7 (PARPO's Advice to DAR Adjudicator/Board)
12. DAR ADJUDICATOR/ BOARD	<p>1. Conduct summary administrative proceedings on the rejection of valuation by the LO or failure to reply to the NOV within the prescribed thirty (30) day period.</p> <p>2. Upon motion of the parties concerned, or <i>motu proprio</i>, the DAR Adjudicator/Board may revalue or direct the LBP to conduct revaluation in accordance with Section 14 of AO No. 6, Series of 2015.</p> <p>3. Render decision promptly and accordingly inform the parties concerned in accordance with 2009 DARAB Rules and Procedures.</p>	<ul style="list-style-type: none"> • OLT Form No. 5 (Notice Of Land Valuation) • OLT Form No. 6 (LO's Reply to Notice) • Order to Revalue

OFFICE AGENCY/PERSON RESPONSIBLE	ACTIVITY	DOCUMENTS/ FORMS REQUIRED
	<p>4. After a prompt revaluation by the LBP, the concerned parties and the DAR Adjudicator/Board shall be informed of the result of the revaluation. In case the LO disagrees with the revalued amount, the DAR Adjudicator/Board shall render a decision based on the merits of the case.</p> <p>5. Inform the parties of the decision. If no Motion for Reconsideration (MR) is filed before the DAR Adjudicator/Board within fifteen (15) days from receipt of the decision, the same becomes final and executory in accordance with the 2009 DARAB Rules of Procedures.</p>	

This Memorandum Circular shall take effect immediately.

Diliman, Quezon City, APR 29, 2016

VIRGILIO R. DE LOS REYES
Secretary

Department of Agrarian Reform
Office of the Secretary



ISU-16-03220

Attached:

- OLT Annex A (Amended List of Requirements for Land Transfer Claims Pursuant to PD No. 27/EO No. 228)
- OLT Form Nos. 1-7

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

AMENDED LIST OF REQUIREMENTS FOR LAND TRANSFER CLAIMS
PURSUANT TO PRESIDENTIAL DECREE (PD) NO. 27
AND EXECUTIVE ORDER (EO) NO. 228¹

I. AMENDED LIST OF REQUIREMENTS FOR LAND TRANSFER CLAIMS PURSUANT
TO PD No. 27 AND EO No. 228

1. FOR TITLED PROPERTIES

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>A. CERTIFICATE OF TITLE</p> <ul style="list-style-type: none"> Register of Deeds (ROD)-Certified copy or electronic copy of the landowner's (LO) Title <p>In case the ROD's copy is lost or destroyed, the ROD should issue certification that ROD's copy of the LO's title is lost, missing or cannot be found. The DAR shall file Petition for Reconstitution. A copy of the filed Petition for Reconstitution shall be attached to the land transfer claim folder (LTCF).</p>	<p>DAR/ROD</p>
<p>B. EMANCIPATION PATENT (EP)</p> <ol style="list-style-type: none"> ROD-Certified true copy of EP or a certification from ROD that no EP was registered In case registered EP is annotated in the ROD's copy: Latest ROD-certified copy of the LO's title where the registered EPs are annotated (not more than one year as of date of LTCF transmittal to LBP) In case registered EP is not annotated, the Provincial 	<p>ROD</p> <p>DAR/ROD</p> <p>DAR/ROD</p>

¹ THIS SUPERSEDES DAR-LBP JMC NO. 16, SERIES OF 2009

	<p>Agrarian Reform Program Officer (PARPO) shall cause the annotation of the EP on the ROD's copy of the LO's title after the issuance of Certification of Deposit (COD) by the Land Bank of the Philippines (LBP)</p> <p>In the absence of registered EP/s, secure ROD Certification stating that there is/are no registered EP/s for the awarded lot/s.</p>	DAR/ROD
C.	<p>Certified blueprint copy of Final Survey/Approved Survey Plan (ASP) with narrative technical description of all transferred and un-transferred lots of the subject property</p> <p><i>[The narrative Technical Description (TD) of the EP should tally with the ASP]</i></p>	DAR/DENR
D.	<p>PARPO-certified copy of Approved Land Production Report by the Barangay Committee on Land Production (BCLP) or Landowner-Tenant Production Agreement & Farmer's Undertaking (LTPAFU), duly signed by the Regional Director prior to August 18, 1987</p>	DAR
E.	<p>Land Valuation Summary & Farmer's Undertaking (LVSFU)</p>	DAR
F.	<p>Certified copy of Tax Declaration with location adjustment factor (LAF). In the absence of LAF, Assessor's certification that there is no available LAF in the area</p>	DAR
H.	<p>DARPO's Order to Adjust Land Value and Pay the LO (OLT Form No. 3)</p>	DAR
I.	<p>Landowner's Acknowledgement or Validation of Lease Rental Paid to DAR/Landowner after the date of EP registration</p>	DAR/Landowner
J.	<p>PARPO's-certified copy of Order of Placement for landholdings tenanted after October 21, 1972, or prior to August 18, 1987, if applicable</p>	DAR
K.	<p>PARPO's Claim Folder Transmittal Memorandum to LBP (OLT Form No. 4)</p>	

2. FOR TRANSFER ACTION CASES

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>A. Land Valuation Summary & Farmer's Undertaking (OLT Form No.1) of the new farmer beneficiary (FB) with DAR Certification as to the relationship of the former FB to the new allocatee and/or Actual Tiller's Deed of Undertaking (ATDU) executed by the new allocatee</p> <ul style="list-style-type: none"> Regional Director Order Affirming the Transfer Action 	<p>DAR</p> <p>DAR</p>

3. FOR UNTITLED PRIVATELY-CLAIMED AGRICULTURAL LANDS (UPALs)

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>A. DAR Certification re: UPALs Covered under OLT pursuant to Joint DAR-DENR Administrative Order (JAO) No. 3, Series of 2014 (CARPER LAD Form No. 2-A);</p> <p>DENR-CENRO Certification that no title has been issued by any government agency or Court over the land (CARPER LAD Form No. 2-B)</p>	<p>DAR</p> <p>DENR</p>
<p>B. Approved Survey Plan (ASP). If ASP is not available, Sketch Plan and Technical Description duly approved by DENR</p>	<p>DAR</p>
<p>C. Certified copy of the present Tax Declaration with Location Adjustment Factor (LAF) from the Assessor's file in the name of the claimant with correct lot numbers, if indicated and area per approved survey plan. In the absence of LAF, Assessor's certification that there is no available LAF</p>	<p>DAR/LGU</p>

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
D. Land Registration Authority (LRA) Certification that the property is not within any decreed or titled property/Certification on the Present Status of the Property	DAR/LRA

4. COMMON PRE-PAYMENT REQUIREMENTS

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
A. Landowner's Copy of Title Presentation or surrender of Original Owner's Duplicate Copy (ODC) of title In case of loss of original ODC of title, Affidavit of Loss by Landowner duly annotated in the ROD's copy of the LO's title	LO LO/ROD
B. ROD's certified copy of LO's title free from all liens and encumbrances where all EPs are annotated	ROD
C. Affidavit of Consolidation of Titles by the Mortgagee Banks (if LH is foreclosed)	Mortgagee Bank
D. Execution, notarization and submission of the Deed of Assignment, Warranties and Undertaking (form to be furnished by the LBP)	LBP/LO
E. Certified copy of Tax Declaration and Real Estate Tax Clearance (if fully paid) or Statement of Realty Tax Delinquency (if not yet fully paid)	DAR/LO
1. Basic and SEF a) 1972 and prior years (those tenanted prior to 1972) b) From date of Order of Placement and prior years (those tenanted after 1972) 2. Certification containing title number and lot number (so that it can be traced to the property)	

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
Must be signed by the Municipal/City/Provincial Treasurer where the property is located	
F. Other additional documents that may be required by LBP in accordance with existing rules and regulations	

5. WHENEVER APPLICABLE ADDITIONAL DOCUMENTARY REQUIREMENTS FOR THE RELEASE OF PAYMENT ON DIFFERENT SITUATIONS

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>1. LANDOWNER IS DECEASED</p> <p>a) For Extra-Judicial Settlement of Estate (EJS)</p> <p>a.1 EJS duly signed by all the heirs of the deceased landowner duly stamped "RECEIVED" by entry clerk in the ROD;</p> <p>a.2 Heir/s' Bond in favor of LBP in behalf of the government effective for two (2) years from the date of the registration of the EJS with the ROD.</p> <p>b) For Judicial Settlement of Estate</p> <p>b.1 Special proceedings not yet terminated</p> <p>b.1.1 Authentic/Authenticating copy of letters testamentary/letters of administrations issued by competent court in favor of a particular person who will act as Executor/Administrator of the estate of the deceased</p> <p>b.1.2 Authentic/Authenticating copy of Oath of Office of the Executor/Administrator</p>	<p>Heirs of the LO</p> <p>Heirs of the LO</p> <p>Executor/Administrator</p> <p>Executor/Administrator</p>

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>b.1.3 Authentic/Authenticated copy of Court Authority for the Executor/Administrator to transfer subject property pursuant to P.D. No. 27/E.O. No. 228, to sign land transfer documents, to receive payments in cash and bonds, to encash checks, trade bonds, etc</p> <p>b.2 Special Proceedings already terminated</p> <p>b.2.1 Authentic/Authenticated copy of the Project of Partition executed by the heirs</p> <p>b.2.2 Certified true copy of the Order of the Court approving the Project of Partition</p> <p>b.2.3 Certification from the Clerk of Court that said Order is already final and executor</p> <p>b.2.4 Registration with ROD of Project of Partition or Annotation of the same on the subject title</p> <p>b.2.5 Copy of Will of the deceased, in case of testate settlement of estate</p>	<p>Executor/Administrator</p> <p>Heirs of the LO</p> <p>Heirs of the LO</p> <p>Heirs of the LO</p> <p>Heirs of the LO</p> <p>Heirs of the LO</p>
<p>2. LANDOWNER IS MINOR/INCOMPETENT (claim is more than Php50,000.00)</p> <p>a) Letters of Guardianship from a competent court;</p> <p>b) Oath of Office of Judicial Guardian</p> <p>c) Court Authority for the Guardian to dispose subject property, sign documents, receive payments, etc.</p> <p>d) Specimen Signature Card of the Guardian</p>	<p>Judicial Guardian</p> <p>Judicial Guardian</p> <p>Judicial Guardian</p>

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
<p>3. LANDOWNER IS A CORPORATION OR PARTNERSHIP</p> <p>a) Articles of Corporation and By-Laws of the Corporation or Partnership with Certificate of Registration/Articles of Partnership Agreement</p> <p>b) Updated General Information Sheet of the Corporation duly stamped "RECEIVED" by the Securities and Exchange Commission (SEC).</p> <p>c) Notarized Secretary's Certificate containing Board Resolution which authorizes company's representative to dispose of the subject property, to sign related documents, to receive payment in cash and in bonds, to trade bonds, etc.</p> <p>d) Specimen Signature Cards of the President, Corporate Secretary, and authorized representative duly authenticated by LBP</p>	<p>Landowner</p> <p>Landowner</p> <p>Landowner</p> <p>Landowner</p>
<p>4. TITLE IS MORTGAGED</p> <p>a) Updated Statement of Account from Creditor/Mortgagee Bank with computation of daily interest and penalty, with the amount of Cash and Agrarian Reform (AR) Bonds they are willing to accept in order to release property from mortgage</p> <p>b) Undertaking from the Mortgagee bank that it shall release the ODC of title free from mortgage within 30 days from receipt of payments from LBP</p> <p>c) Registration of Release of Mortgage and annotation on the LO's title and EP title, if applicable</p>	<p>Mortgagee Bank, LBP, Landowner</p> <p>Mortgagee Bank, LBP, Landowner</p> <p>Mortgagee Bank, LBP, Landowner</p>
<p>5. TITLE IS FORECLOSED</p> <p>a) Landowner as Payee-Deed of Redemption from mortgagee duly registered and annotated on the Title</p>	<p>Landowner</p>

REQUIREMENTS	AGENCY/PERSON RESPONSIBLE
b) Mortgagee/Buyer as Payee — Sheriff's Certificate of Sale or Affidavit of Consolidation registered with ROD	Mortgagee/Buyer

6. REQUIREMENTS FOR LANDS ALREADY FINALLY SURVEYED BUT PREVIOUSLY DOCUMENTED UNDER PARCELLARY MAP SHEET (PMS), WHERE CLAIM FOLDERS (CFs) WERE TRANSMITTED TO THE AGRARIAN SERVICES (ASG), LAND BANK OF THE PHILIPPINES

REQUIREMENTS	AGENCY/OFFICE RESPONSIBLE
1 Two (2) certified blue print copies of Approved Survey Plan (ASP)	DAR
2 Two (2) certified copies of Technical Descriptions, in narrative form, of all un-transferred lots appearing in the Approved Survey Plan (ASP)	DAR
3 Duly accomplished Land Valuation Summary and Farmer's Undertaking (LVSFU) for the following cases: 3.1 new/additional lot; 3.2 new FB/transferee; 3.3 FBs whose area has increased by more than 10% of the area of the farmlot in the previously submitted PMS	DAR/FB
4 Masterlist of FBs per Approved Survey Plan (ASP) with the corresponding lot equivalent per PMS or duly accomplished Claim Folder Verification Report (CFVR)	DAR
5 ROD-certified copy of registered EP or ROD certification that the awarded lot is not covered by registered EP	ROD
6 Other documents whenever applicable:	

	6.1 Order of Placement for farmlots tenanted after October 21, 1972;	DAR
	6.2 List of FBs who opted for Direct Payment Scheme (DPS); and	DAR
	6.3 In case of transfer of tenancy:	DAR
	6.3.1 Certification as to the relationship of new allocatee to former FB; and	
	6.3.2 Regional Order affirming transfer action if already resolved	DAR
7	OLT Claim Profile	
	7.1 Transmittal letter to LBP	DAR
	7.2 Schedule 1 to 5	

End of Amended List of Requirements for Land Transfer Claims
Pursuant to P.D. No. 27 and E.O. No. 228

SUMMARY OF OLT FORMS

Title/Description	Form No.
Land Valuation Summary and Farmer's Undertaking (LVS-FU) (Part I and II)	1
Claim Folder Transmittal (DARMO to DARPO)	2
Order to Adjust Land Value and Pay the Landowner	3
Claim Folder Transmittal (DARPO to LBP)	4
Notice of Valuation	5
Landowner's Reply to Notice of Valuation	6
Advice to the Adjudicator/Board for Summary Administrative Proceedings	7

Note: Accomplish by individual title/tax declaration per barangay.

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Municipality of _____
Province of _____

Region No. _____

LAND VALUATION SUMMARY AND FARMER'S UNDERTAKING (LVSFU)

A. Name of Landowner: _____
B. Postal Address: _____
C. Location of Property: _____
(Barangay/Municipality/Province)

D. OCT/TCT/TD No. _____ F. Total Area (Ha.) _____
E. Approved Survey No. _____ G. Government Support Price: PhP 35/cavan palay
PhP 31/cavan com

(1) L I N E NO.	LOT NO. (2)	EP TITLE (3)		(4) NAME OF FARMER-BENEFICIARY	(5) AREA TRANSFERRED/ AWARDED (HAS.)	(6) LAND CATEGORY	(7) AGP(Cav.)/HA (BCLP)	(8) GROSS LAND VALUE (PhP)	(9) LEASE RENTAL PAYMENTS MADE BY FB TO LO, IF ANY*	(10) NET LAND VALUE (PhP) (Col 8-Col 9)
		Number	Date Registered							

(use additional sheet, if necessary)

Copy Distribution

- Original - OLT-CF/LBP
- Duplicate - DARMO
- Triplicate - DARPO
- Quadruplicate - FBs

H. Certification

This is to certify that the above-named FBs are the bonafide tenants/re-allocatess of subject property and all the data and information appearing therein are true and correct. Above property is covered by P.D. No. 27 and tenanted as of October 21, 1972, or after October 1972 with OP and it is primarily devoted to rice and/or corn production formerly owned by _____ with an area of _____ hectares transferred to the above-named FBs.

Signature over Printed Name of MARPO/Designated Personnel _____ Date _____

I. RECOMMENDING APPROVAL:

Signature over Printed Name of CARPO _____ Date _____
for Operations

J. APPROVED:

Signature over Printed Name of PARPO II _____ Date _____

*After October 21, 1972

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Province of _____

Municipality of _____

Region No. _____

FARMERS' UNDERTAKING TO PAY LAND BANK OF THE PHILIPPINES (LBP)

Pursuant to the provisions of Presidential Decree (P.D.) No. 27, Executive Order (E.O.) No. 228, Republic Act (R.A.) No. 9700, and DAR implementing rules and regulations, I/we, the undersigned farmer-beneficiary/ies of the property owned by Mr./Ms. _____, embraced by OCT/TCT/TD No. _____ with Lot No. _____ and Final Survey/Approved Survey No. _____ and with an area of _____ hectares (more or less), and located at _____ do hereby undertake to pay to the Land Bank of the Philippines (LBP), the yearly amortization of the farmlots/homelots in accordance with E.O. No. 228 in twenty (20) equal annual installments at six percent (6%) interest per annum plus the penalties and surcharges that the LBP may impose for late payments; provided, that a two percent (2%) interest rebate shall be given to us by LBP for every amortization paid on time.

I/we also obligate myself/ourselves to pay the realty taxes due thereon starting from the receipt of a certified true copy of the duly registered EP and comply with all the rules and regulations relative to the Comprehensive Agrarian Reform Program (CARP).

Likewise, I/we hereby recognize a lien by way of mortgage in favor of LBP over the farmlot/homelot herein which may be foreclosed upon my/our failure to pay three (3) annual amortizations.

In consideration of the foregoing, I/we hereby affix my/our signature/s and/or thumb mark/s in this instrument.

Name of Farmer-Beneficiary (FB) (Last Name, First Name, Middle Initial)	Address (Permanent Residence or Postal Address)	FB's signature and/or thumb mark

Name of Farmer-Beneficiary (FB) (Last Name, First Name, Middle Initial)	Address (Permanent Residence or Postal Address)	FB's signature and/or thumb mark

(Use additional sheet, if necessary)

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this ____ day of _____, 20 ____ by _____ with valid identification No. _____ issued by _____ at _____ on _____, 20 ____.

ADMINISTERED BY:

Signature Over Printed Name of PARPO

WITNESS:

Signature Over Printed Name of
Municipal Agrarian Reform Program Officer/Designated Personnel

Date

Copy Distribution:
 Original - OLT-CF/LBP AOC
 Duplicate - DARMO
 Triplicate - DARPO
 Quadruplicate - FBs

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Municipality of _____
 Province of _____
 Region No. _____

CLAIM FOLDER TRANSMITTAL
 (DARMO TO DARPO)

FOR : **THE PROVINCIAL AGRARIAN REFORM PROGRAM OFFICER**
 Department of Agrarian Reform

SUBJECT : **CLAIM FOLDER OF** _____

The attached Claim Folder (CF) pertinent to the land transfer claim of _____ (name of Landowner/Estate) located at _____ is hereby transmitted to your office for appropriate action with the following enclosures (please check appropriate box):

I. Basic documents for Titled Property/ies

- 1. Electronic copy/photocopy of OCT/TCT No./s _____ duly certified by the Register of Deeds concerned.
- 2. Copy of Petition for Reconstitution, if applicable (in case ROD's copy is lost or destroyed)
- 3. Latest ROD-certified copy of the LO's title where the registered EPs are annotated (not more than one year as of date of CF transmittal to LBP), in case the EP is annotated in the ROD's copy
- 4. Certified blueprint copy of Final Survey Approved Survey Plan with Narrative Technical Description of all Transferred and Un-transferred Lots
- 5. Certified Copy of Latest Tax Declaration of the property with location adjustment factor (LAF)

II Basic Documents for Untitled Property/ies

- 6. DAR Certification, re: UPALs Covered under OLT (CARPER LAD Form No. 2-A) pursuant to DAR -DENR JAO No. 3, Series of 2014
- 7. DENR-CENRO/PENRO Certification that no title has been issued by any government and Court Over the land (CARPER LAD Form No. 2-B) pursuant to DAR-DENR JAO No. 3, Series of 2015
- 8. Approved Survey Plan (ASP). If ASP is not available, Sketch Plan and Technical Description duly certified by the DENR
- 9. Certified copy of the present Tax Declaration (TD), with Location Adjustment Factor (LAF) from the Assessor's File in the name of the claimant with correct lot numbers, if indicated and area per approved survey plan. In the absence of LAF, Assessor's certification that there is no available LAF
- 10. Land Registration Authority (LRA) Certification that the property is not within any decreed or titled property/Certification on the present status of the property.

III. Documents Applicable for Both Titled and Untitled Properties

- 11. PARPO-certified copy of Approved Barangay Committee on Land Production

12. Land Valuation Summary & Farmer's Undertaking (LVSFU) or LTPA-FU duly-signed by the Regional Director prior to August 18, 1987

13. PARPO's Order to Value and Pay LO

IV. Other Documents, if Applicable

14. LO's Acknowledgement or Validation of Lease Rental Paid to DAR/Landowner after October 21, 1972, by FB (if any)

15. PARPO's copy Order of Placement for Landholdings Tenanted After Oct. 21, 1972 or prior to August 18, 1987 (if applicable)

16. Special Power of Attorney (SPA) executed by FB

17. SPA from among the heirs of the deceased LO

18. Certification and Designation of Actual Tiller

19. Death Certificate of the deceased ARB from the Local Civil Registrar

20. Regional Director's Order, Affirming the Transfer Action

21. DAR Certification as to the relationship of the former FB to the New Allocatee and/or Actual Tiller's Deed of Undertaking (ATDU).

IV. Others (Please Specify):

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

Date

Copy distribution:
Original : OLT-CF
Duplicate : DARPO
Triplicate : DARMO

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

ORDER TO ADJUST LAND VALUE
AND PAY THE LANDOWNER

Claim No. _____

(Location of Property)

IN RE: LAND TRANSFER CLAIM FOR
FINANCING BY THE LAND BANK
OF THE PHILLIPPINES (LBP)

(Landowner/s)

(Address)

X-----X

ORDER

This refers to the land transfer claim of the above named landowner/s for the land compensation/payment of land acquired by the government under P.D. No. 27/E.O. No. 228 through the Land Bank of the Philippines (LBP).

In support of the claim, the required documents are enclosed in the claim folder (CF) and for transmittal to the LBP Agrarian Operations Center/Head Office (AOC/HO).

Based on the documents enclosed in the CF, the landholding subject of the claim is private agricultural land, registered in the name/s of _____, covered Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT)/Tax Declaration No/s. _____, Lot No.

_____, Final Survey/Approved Survey No. _____ with a total area of _____ hectares, located _____ at _____

_____ . The area transferred and subject to compensation claim is _____ hectare/s only.

The tenant-farmers of the aforementioned landholding are listed in the Land Valuation Summary and Farmer's Undertaking (LVSFU) with their signatures or thumbmarks. (OLT Form No. 1, Parts I and II).

The Average Gross Production (AGP) per lot immediately preceding October 21, 1972, or _____ (date) when the Order of Placement was issued, in the case of tenancy after October 21, 1972, as well as the total amount of lease rentals paid by the farmer-beneficiaries directly to landowner/s after the date of EP registration duly verified by the MARPO/PARPO concerned are likewise reflected in the said LVSFU.

The original value of the landholding was computed in the amount of _____ pursuant to the PD 27/EO 228 formula, i.e., $LV = 2.5 \times AGP \times GSP$ using the GSP for a 50-kilo cavan of corn and palay as of October 21, 1972, or the date of the Order of Placements issued prior to August 18, 1987. The aforesaid amount shall be the amount to be amortized by the tenant-farmers to the LBP in accordance with Section 7 of A.O. No. 6, series of 2015.

From the foregoing, this office holds that the documents so far submitted, substantially complied with the requirements for compensation of the land acquired as heretofore discussed.

WHEREFORE, premises considered, Order is hereby issued for the LBP to:

1. Adjust the land valuation and LO compensation in accordance with Section 5 of A.O. No. 6, Series of 2015;
2. Book and deposit the adjusted land valuation/LO compensation in the name of the LO, in cash and in bonds, as of date of EP registration or CF receipt, and issue the corresponding Certification of Deposit (COD) pursuant to Section 9 of A.O. No. 6, series of 2015; and
3. Furnish the LO with a copy of the COD and the list of requirements for payment.

SO ORDERED.

Province of _____, _____, 20____.

**Signature Over Printed Name of
Provincial Agrarian Reform Program Officer II**

Copy Distribution:
Original - LBP-AOC/HO
Duplicate - OLT-CF
Triplicate - DARPO

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

CLAIM FOLDER TRANSMITTAL
(DARPO TO LBP)

Date

FOR : The LBP-Agrarian Operations Center (AOC)/Head Office
Region _____
FROM : The Provincial Agrarian Reform Program Officer (PARPO) II
SUBJECT : Transmittal of Claim Folder (CF)

We are forwarding herewith the claim folder (CF) of _____, together with the supporting documents listed below (Pls. Specify documents contained in the CF):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

(Use additional sheets if necessary)

of the above-named landowner covered under Presidential Decree (P.D.) No. 27/Executive Order (E.O.) No. 228.

The said landholding is described as follows:

OCT/TCT : _____ Final Approved Survey No. : _____
TD No. : _____ Total area per Title : _____
Lot No. : _____ Area Transferred (has.) : _____
Location of Property : _____

Signature Over Printed Name of
Provincial Agrarian Reform Program Officer (PARPO) II

(PLEASE DO NOT DETACH THIS PORTION)

WE ACKNOWLEDGE RECEIPT OF THE ABOVE CLAIM FOLDER FOR PROCESSING TOGETHER WITH THE CORRESPONDING DOCUMENTS.

Date

Signature Over Printed Name of
LBP Representative

Copy Distribution:
Original - LBP-AOC
Duplicate - OLT-CF
Triplicate - DARPO
Quadruplicate - DARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Municipality of _____
Province of _____
Region _____

NOTICE OF VALUATION

Name of Landowner/Heir/Authorized Representative

(Address)

Dear _____:

Please take notice that the subject agricultural landholding registered in the name of _____, as described below:

OCT/TCT No.	_____
Tax Declaration (TD) No./	_____
Lot No.	_____
Final Survey/Approved Survey No..	_____
Total Area Per Title/Survey Plan (Has.)	_____
Total Area transferred (Has.)	_____
Location of Property	_____

was placed under the coverage of Operation Land Transfer (OLT) pursuant to P.D. No. 27/ E.O. No. 228 and in accordance with pertinent Implementing Rules And Regulations (IRR) issued by the DAR.

The valuation of your landholding based on the Certification of Deposit (COD) issued by the Land Bank of the Philippines (LBP) as attached, amounted to a total of _____ (PhP _____).

Please signify your acceptance or rejection to this valuation within thirty (30) days after receipt of this notice by accomplishing the attached reply form (OLT Form No.6) and return the same to the DARPO, the postal address indicated hereof for submission to the LBP.

If this amount is acceptable to you, we shall advise the Land Bank of the Philippines (LBP) with address at _____, to release/pay the said amount net of certain deduction/s, if any.

However, in case of rejection or non-reply within the thirty (30) day period, your land transfer claim will be referred to the Adjudicator/Board for summary administrative proceedings in accordance with the DARB Rules of Procedure.

You may coordinate/visit the DAR Provincial Office (DARPO) located at _____, for any query on the details of your claim.

Thank you.

Very truly yours,

Signature Over Printed Name of
Provincial Agrarian Reform Program Officer II

Date

ACKNOWLEDGEMENT

Date Served : _____

Received by : _____
Signature Over Printed Name of Addressee/
Authorized Representative

Witnessed by: _____
Signature Over Printed Name

Copy Distribution:
Original - Landowner
Duplicate - OLT- CF
Triplicate - DARPO
Quadruplicate - DARMO

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

LANDOWNER'S REPLY TO NOTICE OF VALUATION

Date

THE SECRETARY
Department of Agrarian Reform
Diliman, Quezon City

THRU: _____
Provincial Agrarian Reform Program Officer II

Sir/Madam:

This is in reply to your Notice of Valuation (OLT Form No. 5) dated _____
regarding my/our property covered under P.D. No. 27/E.O. No. 228 particularly described as follows:

OCT/TCT No.	_____
TD No.	_____
Lot No.	_____
Final Survey/Approved Survey No.	_____
Area Per Title/Tax Dec. (has.)	_____
Area Transferred	_____
Location (Municipality, Barangay)	_____
Value for the Land Covered under PD 27/EO 228 (Php):	_____

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

Accept the value offered for my/our property.

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

I hereby disclose that I fully understand the consequences of my chosen option.

Very truly yours,

(Signature Over Printed Name of
Landowner/Authorized representative)

Copy Distribution:
Original - DARPO
Duplicate - Landowner
Triplicate - LBP File

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

ADVICE TO THE ADJUDICATOR/BOARD
FOR SUMMARY ADMINISTRATIVE PROCEEDINGS
(For Rejected/Non-Reply of LO on Notice of Land Valuation)

Date

MEMORANDUM

FOR : _____
Adjudicator/DARAB

FROM : _____
Provincial Agrarian Reform Program Officer II

SUBJECT : Conduct of Summary Administrative Proceedings for
Rejected/Non-Reply of LO on Notice of Land Valuation

This pertains to the claim of _____ covered under P.D.
No. 27/E.O. No. 228 involving the landholding/s described as follows:

OCT/TCT No. : _____
TD No. : _____
Lot No. : _____
Final Survey/Approved Survey No. : _____
Area per OCT/TCT/TD : _____
Area Acquired (has.) : _____
Location of property (barangay, municipality) : _____

Please conduct the necessary summary administrative proceedings relative to the valuation of the subject landholding pursuant to pertinent rules and regulations on the matter in view of the landowner's:

(Pls. check appropriate box)

Rejection of the initial land valuation determined by the LBP in accordance with DAR A.O. No. 7, Series of 2011, pursuant to Section 17, of R.A. No. 6657, as amended by R.A. No. 9700.

Failure or non-reply of the LO to the Notice of Land Valuation within the thirty (30)-day prescribed period

Attached for your reference are the following:

1. Notice of Land Valuation (OLT Form No. 5);
2. LO's Reply to Notice (OLT Form No. 6);
3. Copy of the LVSFU (OLT Form No. 1);
4. Copy of the approved BCLP/LTPA data;
5. Copy of MOV (CARPER LAD Form No. 50);
6. Others, if any.

For the Adjudicator's/Board's appropriate action.

**Signature over Printed Name of
Provincial Agrarian Reform Program Officer II**

Copy Distribution:

Original	-	Adjudicator/Board
Duplicate	-	Landowner
Triplicate	-	LBP
Quadruplicate	-	DARPO