

### Republic of the Philippmes DEPARTMENT of AGRARIAN REFORM

Memorandum Circular No. 04 Series of 2006

Subject

Guidelines Implementing the Agrarian Reform Beneficiaries Carding and Identification System for ARBs Covered under LAD Targets in CY 2006

### BACKGROUND AND RATIONALE

The Department of Agrarian Reform under the Arroyo administration aims to transform the landless farmers and farm-workers into a new class of responsible, progressive, assetowning rural farmer-entrepreneurs, creating millions of jobs for the rapidly growing rural labor force, trailblazing the equitable distribution of income, and contributing significantly to national economic growth.

To achieve the above-mentioned goal, one of the identified key strategies and tasks of the Department is the provision of measures to safeguard and sustain the gains already achieved under the CARP through the following activities: a) establish security measures to protect the tenurial rights and land ownership of ARBs; b) monitor CARP implementation violations and the consequent prosecution of violators; c) install an effective system for monitoring ARB status and services delivery; d) resolve second generation problems and other emerging conflicts; e) conduct ARB seminars on responsible land ownership; and f) intensify social marketing including public information, public relation and program advocacy.

The ARBs are considered as major stakeholders in agrarian reform implementation. They are not only beneficiaries but key players in the design, planning, and implementation of agrarian reform projects. The involvement of the ARBs in these key processes is critical in ensuring the sustainability of the rural development programs in the agrarian reform communities. In recognition of the ARBs' contribution to CARP implementation, DAR proposes the carding and issuance of Identification Card to each agrarian reform beneficiary.

Primarily, the identification card is a proof that the holder is a bona fide beneficiary of CARP. The identification cards shall be issued to ARBs who still own and cultivate the lands awarded to them, whether individually or collectively. Moreover, on the side of the ARBs, the ID can serve other purposes such as to facilitate ingress and egress in government offices or private institutions, bank transactions, and as a protection during military inspections especially in areas where there are peace and order problems.

For DAR, the ARB Carding and ID system would be a means to enhance and update the ARB database by determining the whereabouts and the magnitude of the ARBs who still own and cultivate the lands awarded to them.

### II. COVERAGE

All Agrarian Reform Beneficiaries (ARBs) who have received, individually or collectively, duly registered Emancipation Patents (EPs), Certificates of Land Ownership Awards (CLOAs), and titles to agricultural landed estates, homestead patents on settlement areas, and registered Leasehold Contracts in CY 2006, shall be covered for the ARB Carding and Identification System.

### III. POLICY STATEMENT

- For a more systematized procedure to operationalize the ARB Carding and ID System, the ARB landholding Code shall be generated, which is composed of fifteen digits representing the last two digits of the year the land title was issued, a RURBAN Code and a four-digit sequence number. ARB Carding at the MARO level shall adopt the alphabetic filing system.
- 2. The ARB ID shall bear two identification numbers: 1) the landholding number where the RURBAN Code system composed of nine digits representing the region, province, municipal and barangay code shall be adopted, and 2) the individual ARB identification number which shall have a six digit coding system composed of the last digit of the year the ID was issued and a four-digit sequence number per barangay based on the area code. This shall serve as the individual ARB's unique identifier number. The MIS shall be responsible in assigning the ID number of all ARBs while the landholding number shall be assigned by the DAR Provincial Office.
- 3. A beneficiary who is found to have violated the provisions of R.A. No. 6657 and other existing agrarian laws and issuances shall be delisted from the masterlist of qualified beneficiaries and the ID issued in his/her favor shall correspondingly be recalled and invalidated by the DAR. The PARO is authorized to recall and invalidate a delisted ARB's ID.
- The ARB ID shall expire five years after date of issue and shall regularly be renewed as a means of control and updating of information.
- 5. ARBs covered for the carding and ID system shall start on October 2006 and should be completed by end of December 2006. The printing and issuance of the ID for these ARBs shall be undertaken on the 1st quarter of 2007. Profiling of ARBs covered by land distribution and issued with certificate of land titles from CY 2000-2005 shall commence on the first quarter of CY 2007 and shall be based on defined target for coverage by the provincial offices.

### IV. OBJECTIVES

The ARB Carding and ID System aims to provide a mechanism for tracking the ARBs' land ownership and farming activities as well as a means of full recognition of all bona fide agrarian reform beneficiaries (ARBs).

Specifically, it shall:

- Develop and maintain a database of all actual ARBs covered by the Comprehensive Agrarian Reform Program at various levels (municipal to national);
- Provide a mechanism for monitoring the actual holders of EP/CLOA, lease contract, homestead patents and landed estates and the status of ownership of the lands distributed; and
- 3. Issue ARB ID Cards to all registered beneficiaries who have received Emancipation Patents (EP) or Certificates of Land Ownership Awards (CLOA), recipients of land titles to agricultural landed estates, homestead patents on settlement areas and registered lease contracts as proof that he or she is a bona fide beneficiary of the Comprehensive Agrarian Reform Program.

### V. REGIONAL TARGET FOR COVERAGE OF ARBs

A total 70,418 ARBs shall be profiled and provided with identification cards representing the actual ARBs covered for CY 2006. Based on the available data from the Planning Office, the regional target for coverage of ARBs for profiling and issuance of ID is as follows:

REGIONS		No. of ARBs	REGIONS		No. of ARBs
CAR	+	1859	VII	+:	2255
	-	1410	VIII		5437
H	*:	2635	IX	73	1870
	21	4000	X	-	3006
IV-A	-	2011	XI*	-	7433
IV-B*	-	8779	XII	-	6943
V		5766	CARAGA	-	1276
VI		8905	ARMM		6833

Includes 2000-2005 ARBs

### VI. OFFICIAL DESIGN OF THE ARB CARDING AND IDENTIFICATION CARD

### A. ARB Index Card/Profile

The ARB Index Card shall capture the basic personal circumstances and landholdings data/information including land amortization and support services availed of by the ARB such as the following:

- I. ARB Personal Information
  - Complete name of the ARB
  - Address
  - Sex
  - Date of birth
  - Civil status
  - Religion
  - Ethnic Grouping
  - Blood type
  - TIN (if applicable)
  - · Highest educational attainment

- Names of Dependents/other household members (to include their birthdates, ages, educational attainment and employment status)
- Sources of income (On-Farm, Off-Farm and Non-Farm)
- Membership in organizations
- Trainings/seminars attended
- Credit assistance availed
- · Other support services availed of
- 2. Land Tenure Status Details of EP. CLOA and LH contracts
  - EP/CLOA/LH serial number/s and title/contract number/s
  - Date of Issuance and registration per title
  - Size of landholding/land area in hectares per title which is in actual possession of the ARB
  - Current crops planted per landholding
  - IF collective CLOA, type of AVA (Leaseback, Growership, etc.)
- 3. Status of Landholding per Title/landholding
  - Type of cultivation (by ARB, other persons)
  - Period of cultivation by other person/s
  - · Date of transfer action, if any
  - Land management/supervision
  - Status of land amortization per title
  - If mortgaged, name of person/institution land was mortgaged to and date of mortgage
- 4. Status of Land Amortization
  - Amount of Annual Amortization based on Land Amortization Schedule (LAS) per Land Title
  - Cumulative Amount of Annual Payments Made per Land Title

### B. ARB Identification Card

The ARB Identification Card shall be made of poly-vinyl-chloride (PVC) plastic material durable enough to withstand years of wear and tear. It shall be equipped with a bar code to make it tamper-resistant and e-ready for future arrangements with automated teller machine (ATM) facilities of banking institutions, such as Land Bank of the Philippines. The ID card shall contain the following vital information:

### 1. At the front face of the ID -

a.	dig	its o	the	_	the lo	andh	oldin	g wo	as issu				-	ating ode (			
				П									1				
	1	2		3	4	5	6	7	8	9	10	11		12	13	14	15
	J <sub>zt</sub> C	and 2	nd c	ligits			ne la		o dig	its of	the	year	the I	andh	oldin	g wa	IS
				digits					ode								
	5th	and	6th c	digits	13	- P	rovin	cial (	Code	1							

7th to 8th digits 9th to 11th digits Municipal Code
 Barangay Code

12th to 15th digits

- Sequence Number

Example:

The ARB Landholding Code of Rufino M. Molino, Sr. whose landholding was distributed in 1992 and located in Barangay Inabaan Norte, Rosario, La Union, Region I is 92-010514018-0001

 ARB ID number composed of six digits incorporating the year the ARB was issued with ID, plus a four-digit ARB sequence number per barangay:

1st and 2nd digits

- the last 2 digits of the year the ARB was

issued his/her ID

3rd to 6th digits

- ARB Sequence number

Example:

The ID number of an ARB issued with ID in 2002 is 02 -0001

- c. Name of the ARB: Given Name/s, Middle Name and Surname
- Address where the ARB currently resides. The ARB address shall include the house/lot number, name of street, barangay, municipality and province
- e. Signature or thumbmark of the ARB
- f. ARB Landholding Code composed of fifteen digits incorporating the last two digits of the year the landholding was issued, the RURBAN Code (Region to Barangay) and the sequence number:

### 2. At the back face -

- Date ID was issued by DAR which refers to the date (mm/dd/yy) ID was issued to the ARB
- b. Date of Birth
- c. Blood Type
- d. Taxpayer Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR), if applicable
- e. Name of contact person, in case of emergency
- Notation which contain important information or reminders on when to use it and where to return it, in case of loss
- g. Signature of the Signing Authority which shall be the Secretary of the Department
- h. Bar Code. The assigned ARB ID number is converted into the barcode system wherein black and white striped marks represent the individual ARB's assigned ID number. The barcode, when decoded electronically validates the information inputted in the ARB's ID card.

Annex A presents the sample prototype of the ARB ID card.

The DAR Central Office (DARCO) through the Bureau of Agrarian Reform Beneficiaries Development (BARBD) shall provide the official ARB Index Card design/template and ID form. Its reproduction and distribution of the prescribed ARB Index Cards shall be the responsibility of the DAR regional offices based on the number of ARBs for coverage in their respective area of coverage. They shall then distribute it to their respective provincial offices.

The printing and production of computer-generated plastic ID cards shall be the responsibility of MIS-DARCO.

### VII. PROCEDURE

### A. ARB Carding and Issuance of ID -

There shall be two distinct processes in the generation of ARB profile and card:

### For ARBs still for coverage

- a. For ARBs still for coverage this year, the process is anchored on the Land Acquisition and Distribution process. At the MARO level, the ARB Carding and ID Form No. 01 (attached as Annex B) shall be filled-up. The basic landholding information and personal information of the ARB contained in the claim folder for processing at the Provincial Level may be used as reference in filling up the ARB Carding and ID Form No. 01.
- b. Additional information to capture the ARB's personal circumstances as well as relevant information on his/her landholding and its productivity shall be generated through direct interview and validation with ARBs by the MARO with assistance of the BARC or a reliable ARB organization in the area.
- c. The ARB profile shall likewise include the ARB's picture and thumbmark. With assistance from the DARPO-designated official photographer, the ARBs shall have their picture taken. For proper identification of the ARB, his/her full name shall be indicated in the picture.
- d. Each ARB shall have individual profile to be maintained at the municipal office. The data captured in ARB Carding and ID Form No. 01 shall be transferred in the ARB Carding and ID System Form No. 02 (attached as Annex C). These documents shall be endorsed to the Provincial Data Processing Center (PDPC) for review on data accuracy and for encoding in the database. In cases where there is a discrepancy in the data contained in the forms, they shall coordinate this with the concerned MARO to make the necessary corrections.
- e. After the generation of CLOA, whether individual or collective, the DARPO assigns the ARB Landholding Code which is composed of fifteen digits representing the last two digits of the year the land title was issued, RURBAN Code, and four-digit sequence number.

- The ARB database containing the ARB profiles with scanned ID pictures and signature or thumb mark shall be electronically forwarded to the MIS-DARCO through the Regional Data Processing Center (RDPC).
- g. Upon receipt of the database transmitted by RDPC, MIS reviews the data entry and correctness of information captured in the database and assigns the individual ARB's Identification number which shall adopt the six digit coding system composed of the last two digits of the year the ID was issued and a four-digit sequence number, prior to processing and printing of ARB ID cards.
- h. MIS shall forward the printed ID cards to DARPO to cross check the data entry in the printed IDs. If found in order, the DARPO shall immediately transmit the same to the DARMO. The DARMO shall distribute the ARB ID cards with the assistance of the BARCs or farmers organization in the area and shall have these duly received by the ARBs concerned. The IDs shall be distributed simultaneously with the EP/CLOAs, and Leasehold Contract to the ARBs.
- On a semestral basis, the DARMO together with the BARCs shall conduct inspections of the landholdings of ARBs under their coverage and determine whether the ARBs still own and cultivate the lands awarded to them and have not committed any of the violations and offenses stipulated under MC 19, series of 1996.

Annex D presents the Process Flow for the New ARBs to be profiled and issued with ID.

### For ARBs already distributed with EP/CLOA or Leasehold Contract in CY 2006:

- a. The DARPO-PDPC shall generate the ARB Validation Form (ARB Carding and ID Form No. 3 Annex E) based on the EP/CLOA Information System. Likewise, the DARPO-PDPC shall prepare the list of ARBs who shall be profiled and validated per quarter.
- b. The list of ARBs together with the ARB Validation Forms generated by the DARPO shall be transmitted to the respective MAROs. The MARO shall convene an ARB validation team composed of the MARO/DF, BARC and PO representatives. The team shall be responsible in the conduct of information campaign and validation activities per barangay.
- c. ARB validation shall be undertaken by the team using the prescribed ARB Validation Form generated by the DARPO-PDPC. The Team shall validate the data provided in the Validation Form as follows: a) personal information of the ARB such as the name, address, birth date, age, civil status, sex, highest educational attainment, number and name of dependents; b) details of land tenure (EP/CLOA/LH EP/CLOA/LH Contracts) such as land title number, type of AVA, if collective or co-ownership CLOA, number of ARBs, registration date, and area per title, in actual physical possession and current crops planted; and c) status of landholding whether ARB cultivates, supervises/manages the awarded land or has been mortgaged.

Validation form shall be applicable for individual, co-ownership or collective land distribution schemes.

d. Based on the validation, ARBs who still own and till the awarded lands shall then accomplish ARB Carding and ID Form No. 01 and have their respective ID picture taken by the designated DARPO official photographer. Information captured in the prescribed form shall then be transferred in the ARB's individual ledger maintained at the DAR municipal office while the ARB profile forms shall be forwarded to the Provincial Data Processing Center (PDPC) together with ARB Carding and ID Form No. 02 and Certifications from the appropriate BARC and PO Chairpersons.

If it was found out that the landholding is no longer being tilled by the actual owner, corresponding transfer action or cancellation shall be done before the new tillers are considered as ID recipients. Validation results shall likewise be forwarded to PDPC for database updating.

- e. The DARPO-PDPC, upon receipt of the ARB Validation Form shall encode/update the ARB database using ARB Carding and ID Form No. 01, including the scanned ID pictures and signatures or thumbmarks in the ARB database. DARPO shall assign the ARB Landholding Code following the procedure described in Item VI. B, a-b of this circular.
- f. The ARB Carding and ID Form No. 01, complete with scanned ID pictures and signatures or thumbmarks shall be forwarded electronically to MIS-DARCO, through the RDPC for the processing of the plastic IDs.
- g. Upon receipt of the database transmitted by RDPC, MIS reviews the data entry and correctness of information captured in the database and assigns the individual ARB ID number using the prescribed six-digit ARB ID number, prior to the processing and printing of ARB ID cards. The MIS-DARCO shall only process the ID cards of all ARBs with complete requirements.
- MIS shall forward the printed ID cards to DARPO to cross check the data entry in the printed IDs. If found in order, it shall immediately transmit the same to the DARMO for distribution to ARBs.
- k. On a semestral basis, the DARMO together with the BARCs shall conduct inspections of the landholdings of ARBs under their coverage and determine whether the ARBs still own and cultivate the lands awarded to them and have not committed any of the violations and offenses stipulated under MC 19, series of 1996.

Annex F presents the Process Flow for Existing ARBs to be profiled and issued with ID.

### B. ARB ID Recall and Invalidation

 Beneficiaries whose status was eventually declared invalid by DARAB shall be delisted from the DAR masterlist of qualified beneficiaries and the ARB ID issued shall be recalled and invalidated by DAR. The Provincial Agrarian Reform Officer is authorized to recall and cancel the ARB ID.

- The recall and invalidation of the ARB ID shall be done simultaneously with the cancellation of EPs or CLOAs, homestead patents, as well as the cancellation of leasehold contracts by the DAR Adjudication Board based on Administrative Order No. 02, Series of 1994.
- The list of invalidated ARB Identification Cards shall be posted at the MARO office and other barangay centers on a quarterly basis.
- The Data Processing Centers at the provincial to the national level shall maintain a list of delisted ARBs with their corresponding ARB ID numbers.
- All surrendered and invalidated ARB ID cards shall be submitted to MIS-DARCO for proper inventory and safety measure.

### C. ARB ID Renewal

- Three months before expiration of the ARB ID. DARPO-PDPC shall generate the ARB ID Renewal Form (ARB Carding and ID Form No. 4 attached as Annex G) as basis for determining the ARBs qualified for renewal of their ARB ID. The MARO shall conduct information dissemination regarding the ARB ID renewal.
- Qualified beneficiaries whose ID have expired shall apply for renewal at the MARO level by filling-up the renewal form which include the updates on personal information.
- The procedure of generating the new ARB ID shall follow the procedure for generation and distribution of ID card for existing ARBs.

### VIII. PROJECT ORIENTATION

To jumpstart the installation of the system, BARBD together with the Field Operations Group and Management Information Service shall conduct a National Project Orientation to enable DAR implementors at various levels (primarily the MAROs/DFs, BARC and POs, DAR officers at the regional and provincial offices) to level-off on the objectives and process/mechanics of implementation of the project.

This activity shall be conducted in two levels: 1) Management Level, to be participated in by the Regional Directors, CARPOs for Planning, Operation and Support services; and 2) Implementors' Level, to be attended by the key players such as the MAROs, DFs, BARC and PO leaders/representatives.

### IX. REPORTING AND MONITORING

The Data Processing Centers (DPC) at the provincial and the regional levels, and the MIS-DARCO shall maintain an ARB database at their respective levels.

The PARO through the DARRO shall submit a regular status report, using ARB Carding and ID Form No. 05 (attached as Annex H) on a quarterly basis, to the Office of the Undersecretary for Field Operations Group, copy furnished MIS-DARCO.

Spot monitoring on the status of implementation of this guideline shall be undertaken by FOG in coordination with BARBD and MIS. This shall be done at the ARB level in selected provinces on a quarterly basis.

### X. REPEALING CLAUSE AND EFFECTIVITY

This Circular supplements the processes and procedures stipulated in AO No. 05, series of 1996, AO No. 04, series of 1998 and MC 3, series of 1997 to fully implement the issuance of identification cards to ARBs with EP, CLOA, Leasehold Contract and Homestead Patents. This Memorandum Circular supersedes previous issuances or provisions inconsistent herewith.

This Memorandum Circular shall take effect immediately.

Diliman, Quezon City, September 20, 2006.

NASSER C. PANGANDAMAN

Secretary

### Sample Prototype of the ARB ID Card.



< Front face of the ID

Back face of the ID >

DATE SSLEED
June 05, 2005
JUNE 05, 2005
NAME OF SPEAKE
ROCKING CORROR Molina
IN CASE OF EMBELOW PLEASE CONTACT
ROCKING Corror Molina
IN CASE OF EMBELOW PLEASE CONTACT
THE FINANCE NO
ROCKING Corror Molina
I The ED Cord is non-reservible to only and with contacting horses with greateneds
and non-government materials.
Limit of the area that the reported state decay
I be one of loss trade to required the result of the Contacting
Department of Agrandon Reports

NASSER C. PANGANDAMAN
Secretary

### ARB Carding and ID Form No. 01 ARB Profile

	Name:			
	Given Name	Middle Name		Surname
Address:				
	No., Street, Barangay, Municipality, Province	vince		
Sex:	Date of Birth:		Place of Birth:	
Civil Status;	Blood Type:		TIN (if applicable)	
Name of Spouse:				
	Given Name	Middle Name		Surname
Membership in Organizations:	ations:			
Name of Organization		Position/s held		Inclusive Dates

Land Area (ha)	Date Accomplished
Date Issued	Thumbmark
Landholding/s Information <sup>†</sup> EP/CLOA/LH Serial Number (SN) and Title Number	Printed Name and Signature (on the box provided)

For ARBs awarded land titles for the 1st time, this portion of the profile shall not be filled-up

## No. 02

Province:

Municipality:

ARB Carding and ID Form !	Masterlist of ARBs	

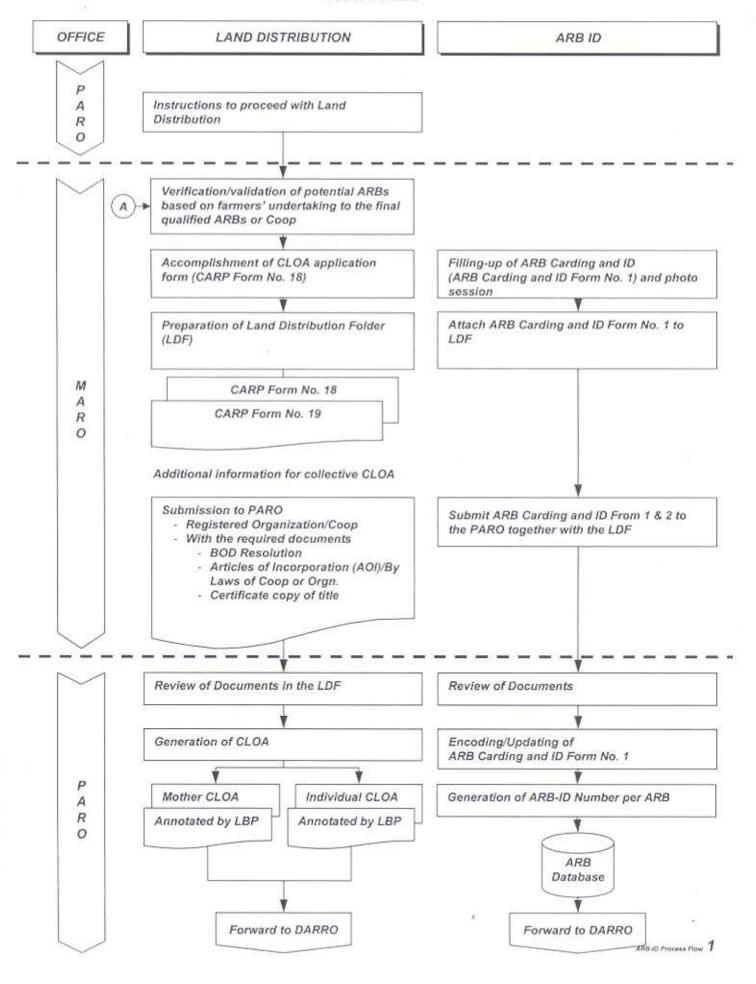
				1.5	
Date photo was taken					
1 were accomplished					
Address					
Name of ARB					

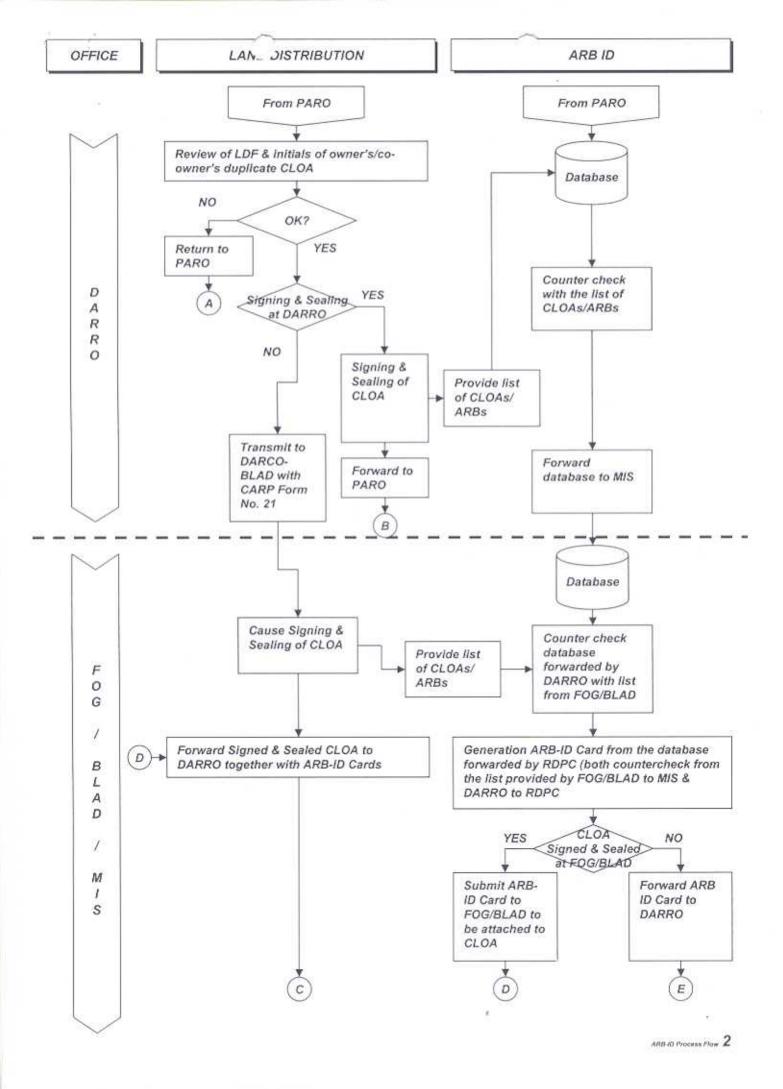
Date:

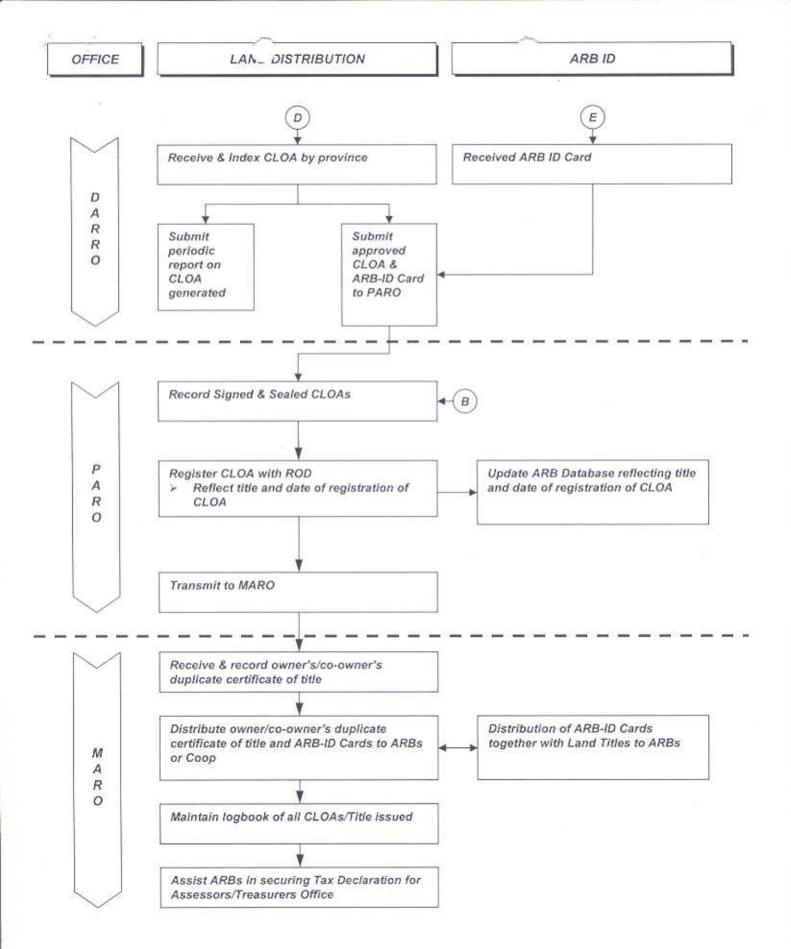
MARO

Certified by:

### ARB-ID Process Flow New ARBs







# ARB Carding and ID Form No. 03 ARB Validation Form

										Employment	
				Surname			Civil Status:		Female:		Educational Atlanment Earn
Province:	ľ			Middle Name		псе	Sex:		Male:	F	Relationship
						igay, Municipality, Province	Age:		Total:		Age
Barangay:	Municipality:	ARB Personal Profile	Name:	Given Name	Address:	No., Street, Barangay,	Birthdate:	Highest Educational Attainment:	Dependents:		Name or Dependences

This portion is to be generated by the MIS or the RDPC based on EPICLOA IS

Land Tenure Status

=

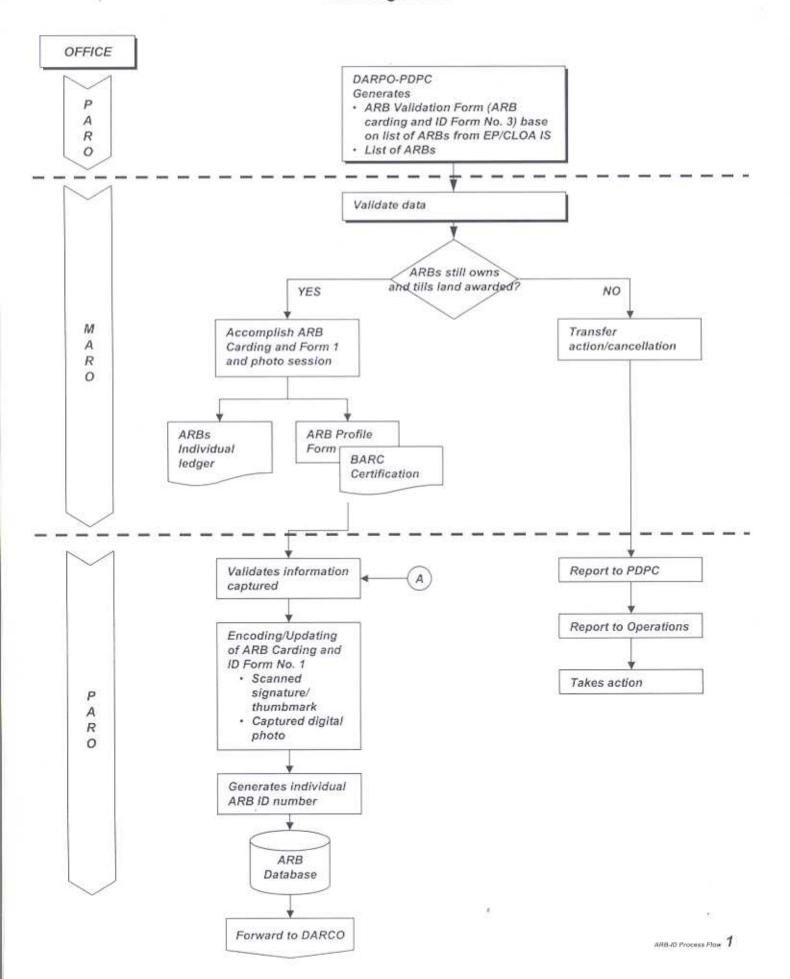
A. Details of Emancipation Patent (EP) / Certificate of Land Ownership Award (CLOA) / Leasehold Contracts

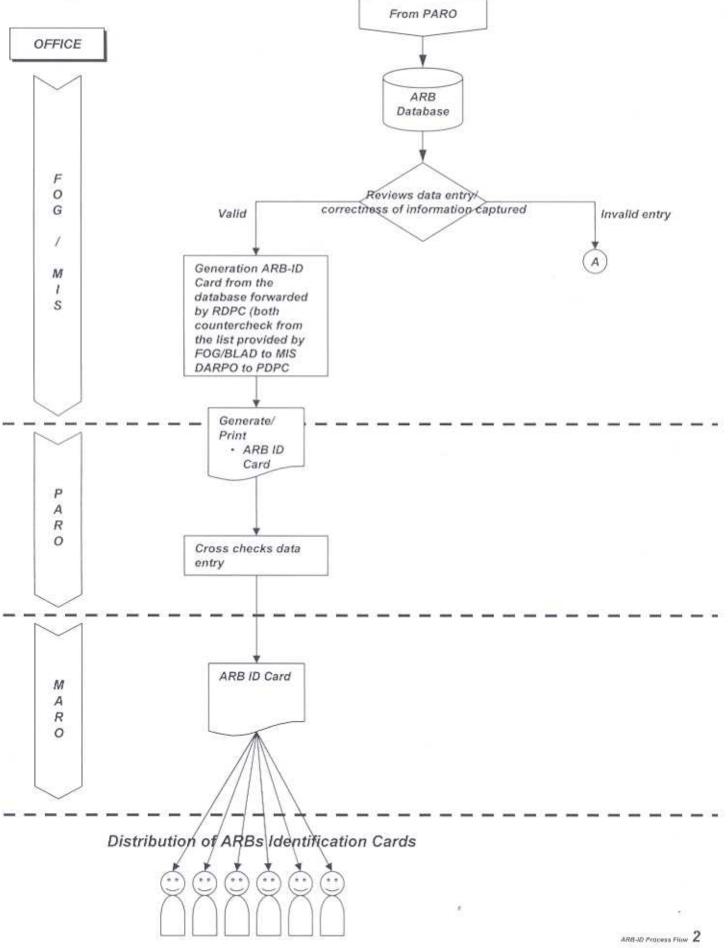
		If collective	CLOA	Ď	Date		Area (sq.m.)	
EP/CLOA/LH No.	EP/CLOA/LH Title/Contract No.	ract Indicate type of AVA (e.g. No. of A Leaseback, Growership, etc.)	No. of ARBs	Received	Registered	Per Title	In actual physical possession	Current Crops planted
			•					

B. Status of Landholding

Labor Utilized  Name of person/ Date institution mortgage mortgaged to
Name of person/ institution land was mortgaged to

### ARB-ID Process Flow Existing ARBs





## ARB Carding and ID Form No. 04 ARB ID Renewal Form

Given Name Middle Name Surname  No., Street, Barangay, Municipality, Province  Date of Birth:  Blood Type:  Given Name Middle Name Surname  TIN (if applicable):  Position/s held Inclusive Dates			ARB ID No.:
Surm:  No., Street, Barangay, Municipality, Province  Date of Birth:  Blood Type:  Middle Name  Surm:  Position/s held	į		
No., Street, Barangay, Municipality, Province  Date of Birth:  Blood Type:  Middle Name  Sum:  Place of Birth:  Sum:  Position/s held	Given Name	Middle Name	Surname
Blood Type:  Blood Type:  Middle Name  Surm:  Place of Birth:  Surm:  Place of Birth:  Surm:	No., Street, Barangay, Munic	ipality, Province	
Given Name Middle Name Sum:  Sations:  Position/s held	Date	of Birth:	Place of Birth:
Given Name Middle Name Surm: zations:	Bloo	d Type:	TIN (If applicable):
Given Name Middle Name Surm: zations:	Name of Spouse:		
Position/s held	Given Name Membership in Organizations:	Middle Name	Surname
	Name of Organization	Position/s held	Inclusi

Landholding Status =

Certificate of Land Ownership Award

			~ b B
	Findings/ Remarks	(10)	the finding/s shall contain status per landholding based on the result of validation:  (A, B, C, D, E)
	Actual Cultivation	(6)	
Area (sq.m)	Actual Possessio n	(8)	
	Per Title	(7)	
fe	Received	(9)	
Date	Registered	(5)	
	No. of FBs	(4)	
	Туре	(3)	
	Title No.	(2)	
	CLOA No.	(1)	

If CLOA is collectively owned, indicate the type of AVA (such as leaseback, growership, quedan, etc.); the ARBs enter into (if Applicable), managed by coop The number of ARBs shall be indicated if EP/CLOA/Title is collective or co-ownership.

Coding on the result of Findings/Remarks:

A. The area no longer cultivated by the ARB

B. The landholding is cultivated by other person & should indicate the actual name of the farmer tilling the land with the date he/she has been tilling the land C. Whether said landholding already with transfer action

C. Whether said landholding already with transfer action

D. Whether the landholding is mortgage (indicate the name of the person/institution the land was mortgaged to. < 0.00 mi

### ARB Carding and ID System Form No. 05 MONITORING FORM<sup>1</sup> Quarter, CY 200 For the

Region/Province:

Total No. of ARBs2:

No. of ARBs Issued With IDs Remarks	New Existing	Noted by:
o be Issued IDs	Existing*	
Target ARBs to be Issued With IDs	New³	
Drovinces/Municipalities		Prepared by:

MARO

PARO/RD

This form shall be used for both regional and provincial reports. The regional report shall reflect the provincial report while the provincial report shall reflect the municipalities being reported in the retail number of ARBs as of December 2001.

Refers to the ARBs for coverage in CY 2002 Onwards.

Refers to the ARBs for coverage in CY 2002 Onwards.

\* Refers to ARBs previously issued EPs/CLOAs/LH Contracts prior to CY 2002.