



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

DAR MEMORANDUM CIRCULAR)
NO. 07 :
SERIES OF 2001

TO : BALA Director
DAR Regional Directors
Provincial Agrarian Reform Officers
Municipal Agrarian Reform Officers
CLUPPI-2 Head Secretariat
RCLUPPIs
All Concerned

SUBJECT : INVENTORY AND REGULAR MONITORING OF LAND
USE CONVERSION AND EXEMPTIONS/EXCLUSIONS

In the interest of the service and pursuant to DAR Administrative Order (AO) No. 01 (Series of 1999), monitoring of status of all land use conversions shall be lodged at the Center for Land Use Policy, Planning and Implementation (CLUPPI-1) Secretariat. Moreover, the CLUPPI-1 Secretariat shall also handle the monitoring of all applications for exemptions covered by the following guidelines: AO No. 13 (S. 1990); AO No. 9 (S. 1993); AO No. 6 (S. 1994); AO No. 3 (S. 1995); and, DAR MC 25 (S. 1997).

In this regard, all DAR Regional Directors, Provincial Agrarian Reform Officers, Municipal Agrarian Reform Officers, the CLUPPI-2 Head Secretariat and the BALA Director are hereby directed to submit to the CLUPPI-1 Secretariat the following, **within six (6) months** from issuance of this MC:

- a. Inventory of all applications for exemptions/exclusions that have been approved/disapproved since 1987 to June 2001;
- b. Inventory of all applications for conversion that have been approved/disapproved since 1987 to June 2001;
- c. List of all pending applications for conversion as of June 2001;
- d. List of all pending applications for exemptions/exclusions as of June 2001;
- e. Status of Motion for Reconsideration filed for application for conversion from 1987 to March June; and,
- f. Status of Motion for Reconsideration (MR) filed for application for exemptions/exclusions from 1987 to June 2001.

All Regional Directors and the CLUPPI-2 Head are also requested to submit on a regular basis, the status report of all applications for conversion and


exclusions by quarter with accompanying copies of Orders, **beginning the first quarter (January to March) of 2001. The first quarter reports shall be submitted to the CLUPPI-1 Secretariat immediately after issuance of this MC.** Subsequent quarterly reports shall be submitted to the CLUPPI-1 Secretariat, two weeks after every quarter.

All Regional Directors are also hereby reminded to ensure that Records Division of the DAR Central Office were provided copies of all Orders issued over application for conversion and exemptions/exclusions as well as orders/decision on the MR.

To carry out the above-mentioned inventory and monitoring, attached are sets of inventory and monitoring forms for completion and submission of the offices concerned to the CLUPPI-1 Secretariat. In order to facilitate the establishment of the database, the **diskette for inventory reports for both conversion and exemptions/exclusion shall also be submitted.**

For strict compliance.

Issued on August 08, 2001. Quezon City.


HERNANI BRAGANZA
Secretary

Attachments: ALEF Inventory Forms A-E
ALEF Quarterly Monitoring Forms A-E
LUC Inventory Forms A-C
LUC Quarterly Monitoring Forms A-C

ALEF INVENTORY FORM A

(To be filled up by the CLUPPI-2/RCLUPPI)

**DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____**

**LIST OF APPROVED APPLICATIONS FOR EXEMPTION/EXCLUSION
(1987 to June 2001)**

Applicant/Petitioner	Area (Has.)	Location of Landholdings		Basis of Exemption/ Exclusion 1/	Date Received	Date Approved
		Barangay/Municipality	Province			

1/ State the AO or MC number as basis of exemption/exclusion, e.g., AO 13, AO 9, AO 6, AO 3 or MC 25.

CLUPPI-2 Head Secretariat/Regional Director

ALEF INVENTORY FORM B

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

LIST OF DISAPPROVED APPLICATIONS FOR EXEMPTION/EXCLUSION
(1987 to June 2001)

Applicant/Petitioner	Area (has.)	Location		Basis of Exemption/ Exclusion	Date Received	Date Disapproved	Status of MR, if any
		Barangay/Municipality	Province				
				1/			2/

1/ State the AO or MC number as basis of application for exemption/exclusion, e.g., AO 9, AO 6, AO 13, AO 9, AO 6, AO 3 or MC 25.
2/ State whether MR is approved, disapproved, for evaluation, for OC1 or for deliberation. State date of approval or disapproval, if applicable.

CLUPPI-2 Head Secretariat/Regional Director

ALEF INVENTORY FORM C

(To be filled up by the **BALA/CLUPPI-2/ RCLUPPI**)

DEPARTMENT OF AGRARIAN REFORM
BALA/CLUPPI-2/RCLUPPI: _____

STATUS OF PENDING APPLICATIONS FOR EXEMPTION/EXCLUSION
(As of June 2001)

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Filed	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemptions/exclusion, e.g., AO 13, AO 9, AO 6, AO 3 or MC 25.

BALA Director/CLUPPI-2 Head Secretariat/Regional Director

ALEF INVENTORY FORM D

(To be filled up by the Provincial Agrarian Reform Office)

**DEPARTMENT OF AGRARIAN REFORM
PROVINCE OF _____**

**STATUS OF PENDING APPLICATIONS FOR EXEMPTIONS/EXCLUSIONS
(As of June 2001)**

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Received	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemptions/exclusion, e.g., AO 13, AO 9, AO 6, AO3 or MC 25.

Provincial Agrarian Reform Officer

ALEF INVENTORY FORM E

(To be filled up by the Municipal Agrarian Reform Office)

**DEPARTMENT OF AGRARIAN REFORM
MUNICIPALITY OF _____**

**STATUS OF PENDING APPLICATIONS FOR EXEMPTION/EXCLUSION
(As of June 2001)**

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Filed	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemption/exclusion, e.g., AO 13, AO 9, AO6, AO 3 or MC 25.

Municipal Agrarian Reform Officer

ALEF QUARTERLY MONITORING FORM A

(To be filled up by the CLUPPI-2/RCLUPPI)

**DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____**

**LIST OF APPROVED APPLICATIONS FOR EXEMPTION/EXCLUSION
For the _____ Quarter, 2001**

Applicant/Petitioner	Area (Has.)	Location of Landholdings		Basis of Exemption/ Exclusion 1/	Date Received	Date Approved
		Barangay/Municipality	Province			

1/ State the AO or MC number as basis of exemption/exclusion. e.g., AO 13, AO 9, AO 6, AO 3 or MC 25.

CLUPPI-2 Head Secretariat/Regional Director

ALEF QUARTERLY MONITORING FORM B

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

LIST OF DISAPPROVED APPLICATIONS FOR EXEMPTION/EXCLUSION
For the _____ Quarter, 2001

Applicant/Petitioner	Area (has.)	Location		Basis of Exemption/ Exclusion	Date Received	Date Disapproved	Status of MR, if any
		Barangay/Municipality	Province				
				1/			2/

1/ State the AO or MC number as basis of application for exemption/exclusion, e.g. AO 13, AO 9, AO 6, AO 3 or MC 25.
2/ State whether MR is approved, disapproved, for evaluation, for OCI or for deliberation. State date of approval or disapproval, if applicable.

CLUPPI-2 Head Secretariat/Regional Director

ALEF QUARTERLY MONITORING FORM C

(To be filled up by the BALA/CLUPPI-2/ RCLUPPI)

**DEPARTMENT OF AGRARIAN REFORM
BALA/CLUPPI-2/RCLUPPI: _____**

**STATUS OF PENDING APPLICATIONS FOR EXEMPTION/EXCLUSION
For the _____ Quarter, 2001**

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Filed	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemptions/exclusion, e.g. AO 13, AO 9, AO 6, AO 3 or MC 25.

BALA Director/CLUPPI-2 Head Secretariat/Regional Director

ALEF QUARTERLY MONITORING FORM D

(To be filled up by the Provincial Agrarian Reform Office)

**DEPARTMENT OF AGRARIAN REFORM
PROVINCE OF _____**

**STATUS OF PENDING APPLICATIONS FOR EXEMPTIONS/EXCLUSIONS
For the _____ Quarter, 2001**

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Received	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemptions/exclusion, e.g., AO 13, AO 9, AO 6, AO3 or MC 25.

Provincial Agrarian Reform Officer

ALEF QUARTERLY MONITORING FORM E

(To be filled up by the Municipal Agrarian Reform Office)

DEPARTMENT OF AGRARIAN REFORM
MUNICIPALITY OF _____

STATUS OF PENDING APPLICATIONS FOR EXEMPTION/EXCLUSION
For the _____ Quarter, 2001

Applicant/ Petitioner	Area (Has.)	Location		Basis of Exemption/ Exclusion*	Date Filed	Status of Application
		Barangay/Municipality	Province			

* State the AO or MC number as basis of exemption/exclusion. e.g. AO 13, AO 9, AO6, AO 3 or MC 25.

LUC INVENTORY FORM A

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

LIST OF APPROVED APPLICATIONS FOR CONVERSION
(1987 to June 2001)

Applicant/Petitioner	Area (has.)	Location of Landholdings		Proposed Use	Date Received	Date Approved
		Barangay/Municipality	Province			

CLUPPI-2 Head Secretariat/Regional Director

LUC INVENTORY FORM B

(To be filled up by the CLUPPI-2/RCLUPPI)

**DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____**

**LIST OF DISAPPROVED APPLICATIONS FOR CONVERSION
(1987 to June 2001)**

Applicant/ Petitioner	Area (has.)	Location of Landholdings		Proposed Use	Date Received	Date Approved	Status of MR, if any I/
		Barangay/Municipality	Province				

I/ State whether MR is approved, disapproved, for evaluation, for OCI or for deliberation. State date of approval, disapproval, if applicable.

CLUPPI-2 Head Secretariat/Regional Director

LUC INVENTORY FORM C

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

STATUS OF PENDING APPLICATIONS FOR CONVERSION
(As of June 2001)

Applicant/ Petitioner	Area (Has.)	Location of Landholdings		Proposed Use	Date Received	Status of Application
		Barangay/Municipality	Province			

CLUPPI-2 Head Secretariat/Regional Director

LUC QUARTERLY MONITORING FORM A

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

LIST OF APPROVED APPLICATIONS FOR CONVERSION
For the _____ Quarter, 2001

Applicant/Petitioner	Area (has.)	Location of Landholdings		Proposed Use	Date Received	Date Approved
		Barangay/Municipality	Province			

CLUPPI-2 Head Secretariat/Regional Director

LUC QUARTERLY MONITORING FORM B

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**DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____**

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For the _____ Quarter, 2001**

Applicant/ Petitioner	Area (has.)	Location of Landholdings		Proposed Use	Date Received	Date Approved	Status of MR, if any 1/
		Barangay/Municipality	Province				

1/ State whether MR is approved, disapproved, for evaluation, for OCI or for deliberation. State date of approval, disapproval, if applicable.

CLUPPI-2 Head Secretariat/Regional Director

LUC QUARTERLY MONITORING FORM C

(To be filled up by the CLUPPI-2/RCLUPPI)

DEPARTMENT OF AGRARIAN REFORM
CLUPPI-2/RCLUPPI: _____

STATUS OF PENDING APPLICATIONS FOR CONVERSION
For the _____ Quarter, 2001

Applicant/ Petitioner	Area (Has.)	Location of Landholdings		Proposed Use	Date Received	Status of Application
		Barangay/Municipality	Province			

CLUPPI-2 Head Secretariat/Regional Director