

Republic of the Philippines

Department of Agrarian Reform  
Elliptical Road, Diliman  
Quezon City

Land Registration Authority  
East Avenue, Diliman  
Quezon City

JOINT DAR-LRA  
MEMORANDUM CIRCULAR NO. 20  
SERIES OF 1997

TO : All Concerned Officials and Personnel  
of the Department of Agrarian Reform and  
Land Registration Authority

SUBJECT : DAR-LRA CARP Operational Guidelines on the Registration  
of EP/CLOA and CARP Monitoring & Reporting System

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Pursuant to the Memorandum of Agreement signed between the DAR & LRA dated \_\_\_\_\_ (Attachment A), the following guidelines and procedures are hereby prescribed.

I. OPERATIONAL GUIDELINES

1. The DAR shall ensure that all CARP transactions for registration with the Registries of Deeds shall be supported with documents required under the Joint DAR-LRA Operations Manual on Land Titling, Registration and Distribution under RA 6657 (Joint DAR-LRA Memo. Cir. No. 9, S. 1996);
2. All Emancipation Patents (EPs) and Certificates of Land Ownership Awards (CLOAs) to be registered for the month should be transmitted to the ROD within the first three weeks of the same month. Those submitted on the 4th week shall form part of the workload for the ensuing month, unless the ROD agrees that, due to light workload, those EPs/CLOAs submitted on the 4th week can still be processed and included as part of the workload for the month;
3. The reckoning date of the registration of the EPs and CLOAs shall be the date of entry in the Primary Entry Book. Only such titles/documents which have fully complied with registration requirements per Joint DAR-LRA Memorandum Circular No. 9, Series of 1996, shall be entered in the Primary Entry Book. Those that lack the registration requirements and/or found to be defective shall be immediately withdrawn by the DAR Action Officer;

4. All EPs/CLOAs entered in the Primary Entry Book within the month shall be signed not later than the 5th day of the ensuing month;
5. All EPs/CLOAs submitted within the month of December shall be immediately duly acted upon. Those entered in the Primary Entry Book as of December 31 shall be signed by the Register of Deeds/Deputy Register of Deeds as soon as possible but not later than end of January of the ensuing Calendar Year. Any validation of accomplishment shall be conducted after January 31; and
6. The Joint DAR-LRA Monitoring Reports shall be accomplished on the basis of the Primary Entry Book in establishing the actual number of EPs/CLOAs registered and distributed, including their corresponding area and FBs involved.
7. The RODs shall keep a separate primary entry book for all EPs and CLOAs registered including other CARP related transactions.

## II. MONITORING AND REPORTING PROCEDURES

1. The DAR and LRA Action Officers shall jointly prepare the CARP Monitoring Reports every end of the month for the consideration and signature of the ROD/Deputy ROD and PARO. These reports shall be forwarded to the PARO not later than the 5th day of the ensuing month.
  2. The report should be submitted by the PARO to the DAR Central Office (Office of the Undersecretary for Operations through the Regional Director) and LRA Central Office (Office of the CARP Project Manager) on or before the 10th day of the ensuing month for January to November accomplishments and on or before the 31st of January of the ensuing year for December accomplishment. Only one report should be submitted for that particular month. The report should be supported with list of EP/CLOA registered through the EP/CLOA Information System.
  3. The report should contain the actual accomplishments during the month. If there is no accomplishment during the period, still the forms should be accomplished and submitted indicating zero accomplishment. No EP/CLOA should be reported as pending in the RODs for reason of failing compliance with the registration requirements. The same should immediately be returned to DAR through their Action Officers.
  4. The Regional CARPOs for Operations shall coordinate and follow-up with the PAROs the duly accomplished forms so that the validated and consolidated reports can be submitted to DAR and LRA central offices on time.
  5. The Joint CARP Monitoring Report shall be accomplished in accordance with the attached forms and instructions. (Attachment B)
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### III. SANCTIONS

Under this Circular, the PAROs, RODs and/or other officials designated to prepare the said reports shall primarily be held administratively liable as to the accuracy and timeliness of their submission. They are likewise directed to establish the database system to support the summary reports.

### IV. EFFECTIVITY

This Circular takes effect immediately. Any circular, order and/or issuance inconsistent herewith is hereby modified and superseded accordingly.

Diliman, Quezon City, MAY 21, 1997.

  
ERNESTO D. GARILAO  
Secretary  
Department of Agrarian Reform

  
REYNALDO Y. MAULIT  
Administrator  
Land Registration Authority

#### Attachments:

- A - DAR-LRA Memorandum of Agreement
- B - Joint CARP Monitoring Report

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**Republic of the Philippines**

**Department of Agrarian Reform**  
Elliptical Road, Diliman  
Quezon City

**Land Registration Authority**  
East Avenue, Diliman  
Quezon City

**MEMORANDUM OF AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This Memorandum of Agreement made and entered into by and between:

The **DEPARTMENT OF AGRARIAN REFORM (DAR)**, a government agency with principal office at Elliptical Road, Diliman, Quezon City, represented by **SECRETARY ERNESTO D. GARILAO**, hereinafter referred to as **DAR**;

- and -

The **LAND REGISTRATION AUTHORITY (LRA)**, a government instrumentality with principal office at East Avenue, Diliman, Quezon City, represented by **ADMINISTRATOR REYNALDO Y. MAULIT**, hereinafter referred to as **LRA**.

**WITNESSETH**

**WHEREAS**, there is an urgent need to further accelerate land acquisition and distribution to meet Land Tenure Improvement (LTI) targets in the implementation of the Comprehensive Agrarian Reform Program (CARP);

**WHEREAS**, there is a need to ensure the attainment of an accelerated Land Acquisition and Distribution (LAD) target and to generate complete, accurate, and timely reports and information on EP/CLOA registration and other CARP related transactions;

**WHEREAS**, there is a need to ensure coordination and continuity of transactions and to pinpoint responsibility between DAR and LRA.

**NOW, THEREFORE**, for and in consideration of the above premises, DAR and LRA hereby agreed to the following:

1. The DAR and LRA shall each designate an Action Officer at the Central, Regional and Provincial levels. It shall be the responsibility of the Action Officers to ensure that the agreements hereof are properly and effectively enforced;

2. The DAR and LRA Action Officers at the Provincial level shall ensure that all CARP transactions for registration with the Register of Deeds/Deputy Registers of Deeds shall be supported with documents required under the Joint DAR-LRA Operations Manual on Land Titling, Registration and Distribution under RA 6657 (Joint DAR-LRA Memo. Cir. No. 9, S. 1996). Hence, the DAR and LRA Action Officers shall immediately review/verify the completeness and accuracy of the entries in the EPs/CLOAs and their supporting documents.

Only such titles/documents which have fully complied with registration requirements shall be entered in the Primary Entry Book. Those that lack the registration requirements and/or are found to be defective shall be immediately withdrawn by the DAR Action Officer;

3. All Emancipation Patents (EPs) and Certificates of Land Ownership Awards(CLOAs) to be registered for the month should be transmitted to the ROD within the first three weeks of the same month. Those submitted on the 4th week shall form part of the workload for the ensuing month, unless the ROD agrees that, due to light workload, those EPs/CLOAs submitted on the 4th week can still be processed and included as part of the workload for the month.

**The DAR and LRA agreed that the reckoning date of registration shall be the date of entry in the Primary Entry Book.**

4. The ROD shall ensure that the EPs/CLOAs entered in the Primary Entry Book within the month shall be signed not later than the 5th day of the ensuing month.
5. All EPs/CLOAs submitted within the month of December shall be immediately duly acted upon. Those entered in the Primary Entry Book as of December 31 shall be signed by the ROD/Deputy ROD as soon as possible but not later than end of January of the ensuing Calendar Year. Any validation of accomplishment shall be conducted after January 31;
6. The Joint DAR-LRA Monitoring Report shall be accomplished on the basis of the Primary Entry Book in establishing the actual number of EPs/CLOAs registered and distributed, including their corresponding area and FBs involved. The ROD, PARO and/or other officials designated to prepare the subject reports shall primarily be held administratively accountable as to the accuracy and timeliness of their submission;
7. The DAR and LRA shall jointly prepare a work schedule in order to synchronize operational activities and targets;
8. The DAR Regional Director and/or PARO shall provide additional manpower/equipment to the office of ROD during the peak periods, as maybe agreed upon by the PARO and ROD;

9. Both DAR and LRA shall provide data/information and/or jointly undertake verification/examination and validation of documents relative to the registered EPs/CLOAs;
10. Both DAR and LRA shall jointly conduct periodic meetings/dialogues to orient and update DAR and LRA employees concerned on CARP policies and registration procedures or requirements and immediately address issues and concerns;
11. The LRA Administrator **hereby authorizes** the Deputy Registers of Deeds to sign EPs/CLOAs concurrently with the Register of Deeds; and
12. The RODs shall keep a separate primary entry book for all EPs and CLOAs registered including other CARP related transactions.

**EFFECTIVITY CLAUSE**

This Memorandum of Agreement shall take effect upon receipt hereof.

IN WITNESS THEREOF, the parties herein have, by their duly authorized representatives, affixed their signatures this 21<sup>ST</sup> day of MAY 1997 at Quezon City, Philippines.

**DEPARTMENT OF AGRARIAN REFORM**

By:



ERNESTO D. GARILAO  
Secretary

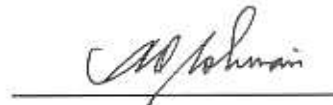
**LAND REGISTRATION AUTHORITY**

By:



REYNALDO Y. MAULIT  
Administrator

Signed in the presence of:



REPUBLIC OF THE PHILIPPINES)  
Quezon City ) S.S.

**ACKNOWLEDGMENT**

BEFORE ME, on this \_\_\_\_\_ at Quezon City,  
personally appeared:

Name	Res. Cert. No.	Date/Place
ERNESTO D. GARILAO	5305199 E	March 4, 1997, Quezon City
REYNALDO Y. MAULIT	5213976 E	February 6, 1997, Quezon City

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged that the same is their free act and voluntary deed and the true act and deed of the corporations they represent.

This deed, consisting of four (4) pages, including this page whereon the acknowledgment is written has been signed by the parties and their witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

NOTARY PUBLIC 

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 1997.



OFFICE OF THE REGISTER OF DEEDS  
 City/Municipality of \_\_\_\_\_  
 Province of \_\_\_\_\_

## DAR-LRA CARP MONITORING REPORT

(Revised 1997)

### A. Summary of New EP/CLOA Transactions

For the Month of \_\_\_\_\_

	PARTICULARS	EMANCIPATION PATENT		CERTIFICATE OF LAND OWNERSHIP AWARD		REMARKS		
		NO.	FBs	AREA (Ha.)	NO.		FBs	AREA (Ha.)
I	Pending EP/CLOA as of End of Last Month							
II	EP/CLOA Received by ROD							
III	EP/CLOA Registered (Entered in the Primary Entry Book)							
	A. Signed by ROD							
	B. Released to DAR							
IV	EP/CLOA Returned to DAR for Correction/Proper Action							
V	Ending Balance of EP/CLOA							
	( I + II - III - IV )							



### B. Summary of EP/CLOA Subsequent Transactions 1/

For the Month of \_\_\_\_\_

	PARTICULARS	EMANCIPATION PATENT			CERTIFICATE OF LAND OWNERSHIP AWARD			REMARKS
		NO.	FBs	AREA (Ha.)	NO.	FBs	AREA (Ha.)	
I	Pending EP/CLOA as of End of Last Month							
II	EP/CLOA Received by ROD							
III	EP/CLOA Registered (Entered in the Primary Entry Book)							
	A. Signed by ROD							
	1. Transfer Action (due to death, abandonment, refusal to accept EP/CLOA, old age, etc.)							
	2. Individual CLOAs subdivided from Mother CLOAs (collective)							
	3. Erroneous entry of data on EP/CLOA such as Names, Area, Lot No. Location, etc.							
	4. Unlawful act and Omission or Breach of Contract							
	5. Others (Specify)							
	a.							
	b.							
	B. Released to DAR							
IV	EP/CLOA Returned to DAR for Correction/Proper Action							
V	Ending Balance of EP/CLOA							
	( I + II - III - IV )							

1/ Subsequent EPs/CLOAs are replacements of previously registered EP/CLOA.

FOR REGISTER OF DEEDS ONLY

**ADDED INDICATORS**

NUMBER OF CERTIFICATIONS ISSUED \_\_\_\_\_

NUMBER OF CERTIFIED TRUE COPIES ISSUED \_\_\_\_\_

OTHER CARP-RELATED TRANSACTIONS (Specify)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

RP TITLE ISSUED PURSUANT TO R.A. 6657: \_\_\_\_\_

NUMBER OF REQUESTS RECEIVED \_\_\_\_\_

NUMBER OF RP TITLES ISSUED \_\_\_\_\_

EP/CLOA REPLACED BY TORRENS TITLE/S \_\_\_\_\_

EP/CLOA CANCELLED DUE TO RETENTION/EXEMPTION \_\_\_\_\_

REVIEWED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
DESIGNATION

CERTIFIED CORRECT:

\_\_\_\_\_  
Provincial Agrarian Reform Officer

\_\_\_\_\_  
Date

QUANTITY \_\_\_\_\_

ISSUED TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AREA (Ha.)

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
DESIGNATION

\_\_\_\_\_  
Register of Deeds

\_\_\_\_\_  
Date

## DAR-LRA CARP MONITORING REPORT

The DAR-LRA CARP Monitoring Report is a three-page report to be jointly prepared properly and completely in quadruplicate and signed in each page by both PARO and ROD concerned. **Form A (page 1)** captures only information on new EP/CLOA transactions while **Form B (page 2)** captures information on subsequent EP/CLOA transactions. **Page 3** captures information on other related transactions at ROD regarding CARP.

### INSTRUCTIONS

1. Indicate the no. of EP or CLOA and the corresponding no. of FB covered by the EP/CLOA and the corresponding area in hectares opposite each item under the particular column. Put remarks when necessary to explain further the data entered.
2. Explanation by Item.
  - I. Pending EP/CLOA as of End of Last Month - This includes all EPs and CLOAs pending for registration as of Day 1 of the month covered by the report. This figure should tally with the ending balance of the previous month's report, if any.
  - II. EP/CLOA Received by ROD - This includes all EPs and CLOAs forwarded by the PARO and at the same time received by the ROD.
  - III. EP/CLOA Registered - This includes all EPs and CLOAs entered in the Primary Entry Book during the month. Some of it may have been pending during the previous month (s) but registered only during the reporting month. Indicate the number of EPs/CLOAs and the corresponding area and no. of FBs actually signed by the ROD and released to DAR during the period. Only those which have fully complied with registration requirements per joint DAR-LRA Memorandum Circular No. 9, Series of 1996 shall be entered in the Primary Entry Book.
  - IV. EP/CLOA Returned to DAR for Correction and Proper Action - This includes all EPs/CLOAs received during the reporting month and the previous month(s) but at the same time returned to DAR for correction or proper action.
  - V. Ending Balance of EP/CLOA - This includes all EPs and CLOAs pending for registration. It is computed by adding **Item I** (Pending as of End of Last Month) and **Item II** (Received by ROD) minus **Item III** (Registered/Entered in the Primary Entry Book) minus **Item IV** (EP/CLOA Returned to DAR for Correction/Proper Action). This data will become the entry of Item I (EP/CLOA Pending as of End of Last Month) in the next reporting month.

**Example:** I - 30; II - 100; III - 80; IV - 5

**Thus:**  $V = 30 + 100 - 80 - 5$   
 $V = 45$