

Republic of the Philippines



Department of Agrarian Reform
Elliptical Road, Diliman
Quezon City



Land Bank of the Philippines
319 Sen. Gil Puyat Avenue
Makati City

**JOINT DAR-LBP
MEMORANDUM CIRCULAR NO. 30
SERIES OF 1997**

TO : All Concerned Officials and Personnel
of the Department of Agrarian Reform and
Land Bank of the Philippines

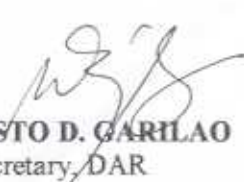
SUBJECT : Land Distribution and Information Schedule


To facilitate the collection of land amortization of properties acquired under CARP, the attached Land Distribution and Information Schedule (CARP Form No. 22) is hereby adopted for implementation by the agencies concerned.

The instructions in accomplishing the Schedule are likewise attached for the guidance of all concerned. The DAR Regional Directors and their counterpart LBP LVLCO Heads are further directed to submit to their respective Head Offices a quarterly report of all Schedules accomplished, within five (5) days from end of reference quarter by using the attached Monitoring Report (CARP Form No. 22.a).

Compliance herewith is enjoined.

Diliman, Quezon City, October 21, 1997.


ERNESTO D. CARILAO
Secretary, DAR


JESUS F. DIAZ
Acting President, LBP

LAND DISTRIBUTION AND INFORMATION SCHEDULE

General Instructions

- 1) The Department of Agrarian Reform (DAR) and the Land Bank of the Philippines (LBP) shall be responsible for accomplishing the DAR-LBP Form No. 22. This form was designed to provide information for the computation of the amortization that the FB should pay the government through LBP.
- 2) Accomplish the DAR-LBP Form No. 22 for registered CLOA titles that cover landholdings acquired by DAR and paid by LBP under the following conditions:
 - a) If only one CLOA title will be distributed for the acquired landholding, i.e., the whole-acquired land is distributed to only one farmer-beneficiary (FB); or if several CLOA titles are issued directly to the FBs of an acquired landholding. Under this condition, the Mother CLOA Information portion of the form should not be accomplished.
 - b) If the property was previously covered by a Mother CLOA that has been cancelled and replaced by individual CLOA titles issued to the FBs. Under this condition, the Mother CLOA Information portion of the form should be filled-out.
- 3) The DAR shall submit the following documents to LBP-LVO, in cases where the following conditions exist:

Condition...

What to submit...

- | | |
|--|---|
| <ol style="list-style-type: none">a) If a replacement CLOA title is issued to a new FB-Awardee due to the cancellation of a CLOA title.b) If a single CLOA titled is issued to a Cooperative, to a registered farmer's association, or to a group of farmers who agree that property will not be subdivided among them. | <p>Copy of Order re: Transfer Action</p> <p>Copy of registered CLOA and date of occupancy. Additional requirement in the case of farmer-group: Certification signed by all FB members that the property will not be subdivided and that they shall be liable jointly and severally for the land amortization due.</p> |
|--|---|
- 4) In accomplishing the forms, take note of the following:
 - a) This form has two main sections that are divided by a double vertical line. The DAR Provincial Office personnel shall fill-out the information at the left side of the vertical double line. This includes columns 1 to 11 of the table, and the information above and below the table. The LBP-LVO personnel shall accomplish all information at the right side of the double vertical line including columns 12 to 18 of the table.
 - b) Accomplish one form for each property covered by 1 TCT/OCT or TD (if untitled) that has been acquired and distributed by DAR and paid by LBP.
 - 5) Accomplish ~~four~~ four copies of the DAR-LBP form. These copies would be distributed as follows:

Copy No. 1	for the DAR Provincial Office (partially filled-out form),
Copy No. 2	for the LBP-LVO,
Copy No. 3	for the LBP Head Office,
Copy No. 4	for the DAR Provincial Office (completely filled-out form).
 - 6) Undertake the following procedures in the submission of the forms:
 - a) After receipt of registered CLOA titles from the Register of Deeds (ROD), the DARPO shall accomplish four copies of the DAR-LBP form.
 - b) The DARPO shall submit Copies No. 2 to 4 of the accomplished form to LBP-LVO. Copy No. 1 shall be used as initial control/file copy of the DARPO.
 - c) The LBP-LVO shall accomplish the remaining portion of Copies No. 2 to 4 of the form. Thereafter, LBP-LVO shall submit Copy No. 3 to LBP Head Office and Copy No. 4 to DARPO.
 - d) The DARPO shall then provide a photocopy of the completely accomplished Copy No. 4 of the form to DARRO for information, file, and reference.

Specific Instructions

To be filled-out by DAR Personnel

Data Elements	Description
Original Property Information	
Name of Landowner	Refers to the owner of the land as reflected in the title (for titled properties) or tax declaration (for untitled properties). In case of individual ownership, reflect the complete name of the landowner. Use the format <i>{last name, first name, and middle name or initials}</i> . In case of corporate ownership, reflect the complete name of the company or corporation. Please do not abbreviate.
Location of Property	Write the address where the property is located. Use the format <i>{barangay, municipality, province}</i> .
Title No.	The number assigned by ROD to the title covering the original property.
Survey No.	The survey number assigned by DENR to the property.
Lot No.	The lot number assigned to the property by DENR.
TD No.	The tax declaration number of the property as assigned by the Municipal Assessor's Office.
Area per Title/TD (ha.)	The area of the land as reflected in the title. If land is untitled, reflect the area shown in the tax declaration. Express the area in hectares.
Total Area Acquired (ha.)	The area of the land acquired by DAR for distribution and paid by LBP. Express the area in hectares.
RP Title No.	The title number assigned by ROD when the land was transferred to the Government of the Philippines.
Date Registered	The date when the RP title was registered. Express the date in the <i>{mm/dd/yyyy}</i> format.
Mother CLOA Information	
	<i>The data elements under this heading shall only be accomplished if the CLOA titles covered by the report were previously covered by a mother CLOA title.</i>
Title No.	The title number assigned to the mother CLOA.
Date Registered	The date when the mother CLOA was registered by ROD. Express the date in the <i>{mm/dd/yyyy}</i> format.
Individual Lots Information	
	<i>In case the individual lots reflected in the form are previously covered by a mother CLOA title, the total area of all individual CLOA titles covering the individual lots should tally with the total acquired area reflected in the upper portion of the form.</i>
	<i>In case a portion of the land shall be commonly owned by the individual CLOA holders, a separate collective CLOA shall be issued for said portion. The sum of the areas covered by the individual CLOA titles, and the separate collective CLOA(s) should tally with the total acquired area reflected in the upper portion of the form.</i>
Subdivision Survey Number	The survey number of the plan that covers the lots that are reflected in the table as a result of the subdivision survey. This information shall be reflected only once.

Name of Beneficiary	<p>The name of the farmer-beneficiary in the format <i>{last name, first name, middle name or initials}</i>.</p> <p>In case of "commonly owned" lots, reflect "<i>Commonly Owned Property</i>". There is no need to reflect the name(s) of the FBs.</p>
Name of Spouse	<p>The name of the husband or wife of the farmer-beneficiary. Use the format <i>{last name, first name, middle name or initials}</i>.</p> <p>In case of commonly owned lots, there is no need to reflect the name(s) of spouse of the FBs.</p>
Address of Beneficiary	<p>The location where the beneficiary is residing. Use the format <i>{Barangay, Municipality, Province}</i>.</p> <p>In case of commonly owned lots, there is no need to reflect the addresses of the FBs.</p>
Lot No.	<p>The lot number of the subdivided lot/parcel covered by the CLOA title that will be distributed to the farmer-beneficiary.</p>
CLOA Information	
Serial No.	<p>The serial number of the judicial form used covering the lot/parcel to be given to the farmer-beneficiary.</p>
Title No.	<p>The title number of the registered individual CLOA assigned by the ROD.</p>
Reg'n Date	<p>The date when the CLOA was registered with the ROD. Express the date in <i>{mm/dd/yyyy}</i> format.</p>
Occupancy Date	<p>The date when the FB has actually occupied the lot/parcel that is covered by the CLOA title. Express the date in <i>{mm/dd/yyyy}</i> format.</p> <p><i>Please note that the occupancy date information shall be gathered for the computation of the amortization schedule only. If occupancy of the land occurred before the date of CLOA registration, then the basis for the amortization schedule would be the date of CLOA registration. If the occupancy date occurred after the date of CLOA registration, then the occupancy date would be the basis for the amortization schedule.</i></p>
Area (sqm)	<p>The area of the lot/parcel covered by the registered CLOA title. Express the area in square meters.</p>
Land Use	<p><i>The DAR and LBP shall jointly capture the information under land use. These offices may use a separate worksheet before finalizing the data to be reflected in these columns.</i></p> <p><i>In case of differences, DAR and LBP should jointly discuss and agree on the information to be reflected.</i></p>
Crop	<p>The crop planted to the lot/parcel (covered by the CLOA) as reflected in the FIR that was used as a basis in the computation of land valuation.</p> <p>The form has three rows to accommodate more than one crop planted to a lot for a given time period.</p>
Area (sqm)	<p>The area of the portion of the land where the corresponding crop reflected is planted. Express the area in square meters.</p> <p>The total area under this column should be equal to the reflected figure under 'Total Area Acquired (ha)'.</p>

Certified Correct (by DAR):

Print Name & Signature

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

DARPO-{Province Name }

The name of the province that is covered by the report.

Remarks

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

To be filled-out by LBP Personnel:

Data Element

Description

Reference Claim No.

The number assigned by LBP to the acquisition claim folder.

AGP / Crop (P)

Per Ha.

The annual yield/produce of the crop per hectare (as established jointly by DAR and LBP) which is reflected in the CPF or CVPF.

Aggregate

The total peso value of the annual yield/produce determined by using the formula:

Column 11 x Column 12 x 0.0001.

Approved Value / Crop (P)

Per Ha.

The amount approved for payment for the specific crop per hectare.

Total

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

Column 11 x Column 14 x 0.0001.

Improvements

Type

The description of the improvements such as warehouse, farm buildings, processing plant, driers, tractors, threshers, hauling equipment, etc.

Appraised Value

The amount/value of the property as determined by Land Bank.

ERUL

Estimated remaining useful life of the property expressed in years.

Certified Correct (by LBP)

Print Name & Signature

The printed name and signature of the Head of the LBP-LVO. The person who prepared and the person who reviewed the report should affix their initials.

{Region Number}

The region number where the LVO is located.

Remarks

Any additional information that may be necessary in the preparation of the amortization schedule.

Province: _____

(To be accomplished by DAR Provincial Office)

Activity	Category	Original Property Information		CLOA Information	
		No. of Original Properties	Area Acquired (ha.)	No. of CLOA Titles	Total Area (ha.)
Accomplishment as of previous quarter	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Submitted to and received by LBP-LVO	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Cumulative accomplishment as of current quarter	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Remarks:					

(To be accomplished by LBP-LVO)

Activity	Category	Original Property Information		CLOA Information	
		No. of Original Properties	Area Acquired (ha.)	No. of CLOA Titles	Total Area (ha.)
Accomplishment as of previous quarter	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Completed copy submitted to and received by DARPO	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Cumulative accomplishment as of current quarter	Individual CLOA titles issued directly to FBs				
	Individual CLOA titles previously covered by Mother CLOA				
Remarks:					

(To be accomplished by DARPO)

(To be accomplished by LBP-LVO)

Prepared by: _____	Prepared by: _____
Printed Name & Signature	Printed Name & Signature
Noted by (PARO): _____	Noted by (LBP-LVO Head): _____
Printed Name & Signature	Printed Name & Signature
Date: ___/___/___	Date: ___/___/___

Instructions:

1. The DARPO shall prepare 5 copies of this form; distribution of the final report shall be as follows:

Copy No. 1	DARPO
Copy No. 2	LBP-LVO
Copy No. 3	DARRO
Copy No. 4	LBP Head Office
Copy No. 5	DARCO-BLAD
2. The DARPO shall submit to LBP-LVO the LDIS Accomplishment Report form within 5 days from end of reference quarter.
3. The LBP-LVO shall accomplish the lower portion of the form and shall forward the completed copies to the aforementioned offices within 5 days from receipt of the partially accomplished LDIS Accomplishment Report from DARPO.
4. The DARPO and LBP-LVO should reconcile the figures before transmitting the completed copies to the different Offices.