



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

**MEMORANDUM CIRCULAR**

No. 27  
Series of 1996

**TO : ALL REGIONAL DIRECTORS  
ALL PROVINCIAL AGRARIAN REFORM OFFICERS  
ALL OTHERS CONCERNED**

**SUBJECT : Revised System and Procedures for the Issuance, Utilization and Accounting of EP/CLOA Judicial Forms and the Utilization and Control of Signing Machines**

In order to ensure effective control and accurate accounting of the judicial forms used for the generation of Emancipation Patents (EPs) and Certificates of Land Ownership Award (CLOAs) and the signing and sealing machines, the following systems and procedures are hereby promulgated.

**A. Requisition and Issuance**

1. Requisition for judicial forms shall be made with the Bureau of Land Acquisition and Distribution (BLAD) by the Regional Director (RD) or his duly-authorized representative. The RD or his representative shall submit an accomplished Requisition and Issuance Voucher (RIV) (EP/CLOA MF-1) duly signed by the Requisitioning Officer and supported by a Supply Stock Position Statement (SSPS) (EP/CLOA MF-2) indicating the volume of judicial forms remaining in the respective DAR Regional and Provincial Offices. All requisitions shall indicate the allotments programmed for each province.
2. Requisitions with the BLAD shall be made at the end of each quarter. Requests made outside said period shall be considered Special Requisitions and must therefore be justified. The DAR provincial units shall submit their requests to their respective Regional Directors one month before the end of each quarter, using the RIV and SSPS forms.
3. There shall be no inter-regional borrowing of judicial forms duly issued by BLAD.
4. All the DAR Regional and Provincial Offices shall maintain a minimum stock volume of judicial forms to be recommended by the RDs and PAROs and approved by the Director of the BLAD. Requisition shall be made as soon as the minimum stock volume is reached.



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5. The BLAD and all DAR Regional and Provincial Offices shall maintain a file of the Requisition and Issuance Vouchers prepared and approved as well as the Supply Stock Position Statements made. These shall serve as their accounting records for all judicial forms received and utilized/distributed. In addition, a perpetual Registry Book shall be maintained where all the entries/data appearing on the EP/CLOA Monitoring Forms (Nos. 1 to 7) shall be summarily reflected.

6. As much as possible, the issuance of EP/CLOA shall be on FIRST-IN FIRST-OUT (FIFO) basis.

**B. Generation of EPs/CLOAs**

1. All DAR Provincial Offices shall establish and maintain an EP/CLOA Inventory Record, (EP/CLOA MF-3), for the judicial forms received and used. As soon as the judicial forms are received, the corresponding serial numbers shall be immediately recorded in sequence in the said EP/CLOA Inventory Record.

2. The PARO shall generate the EP/CLOA on the basis of the Land Distribution Folder prepared by the MAROs.

3. Once an EP/CLOA has been generated, the pertinent information, e.g., name of farmer beneficiary, survey number, lot number, area, date generated, shall be recorded in the EP/CLOA Inventory Record opposite its corresponding serial number.

4. The names of the farmer beneficiaries and other pertinent data appearing in the duly accomplished EPs/CLOAs shall be summarily listed in a separate sheet to be called the EP/CLOA Transmittal Worksheet (EP/CLOA MF-4). The Provincial Office shall prepare five (5) copies of the Transmittal Worksheet. All Officers in the different offices concerned receiving the EPs/CLOAs shall affix their signature in the EP/CLOA Transmittal Worksheet. Each office shall, likewise, retain a copy of the said Worksheet for file purposes before the EP/CLOA is transmitted to another office.

5. Spoiled, cancelled, damaged, rejected or replaced EPs/CLOAs, whether bearing the signature of the Secretary or not, shall be kept for inspection and audit until finally stamped cancelled by the inspecting/auditing party from DARCO. Subject forms shall be returned to BLAD for proper recording and forwarded to Records Management Division for proper disposal.

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6. The PARO and the Regional Director shall affix their initials on all copies of the EP or CLOA (original, owner's duplicate certificate and co-owner's duplicate certificates in the case of collective CLOAs). Only error-free EP/CLOA shall be recommended for the signature of the Secretary.

7. All duly-accomplished EPs/CLOAs with their corresponding Transmittal Worksheets shall be submitted with a covering transmittal (EP/CLOA mf-5) to the BLAD Director or to the Regional Director where the signing machine is stationed.

8. The PARO shall assign a Verifying Officer who shall cross-check the information indicated in the EP/CLOA with that in the EP/CLOA Inventory Record. The Verifying Officer shall affix his initial before the PARO signs the transmittal memorandum.

### **C. Signing and Sealing of EPs/CLOAs**

1. The Signing Machine Operator shall maintain a Signing and Sealing Record Book (EP/CLOA MF-6) in which the control numbers appearing on the machine are listed in sequence. The serial number of the EP/CLOA and the date of signing shall be recorded opposite the machine control number.

2. Where the signing machine undergoes testing as a consequence of mechanical trouble, breakdown, repair or the like, the control number registered as appearing shall first be recorded before the said testing is undertaken. The signature sampling must be done on a clean sheet of paper and the signature specimen shall be numbered consecutively with the corresponding machine control reading to be indicated opposite the samples of signatures. The specimen shall be kept for inspection and audit.

3. Where the machine is used for the signing of documents other than EPs/CLOAs (as duly authorized), the machine operator shall maintain a file copy of all the said documents inscribed for the Secretary's signature and reflect on said papers the control number registered on the machine.

4. The duly signed EPs and CLOAs shall be received by the RD representative who shall affix his/her signature at the Signing and Sealing Record Book (EP/CLOA MF-6).

### **D. Registration of EP/CLOA**

1. The duly-signed and sealed EPs/CLOAs shall be forwarded to the Provincial Register of Deeds (ROD) where its Receiving Officer shall affix his/her signature as well as the date of receipt at the EP/CLOA Transmittal Worksheet.

2. Once registered the PARO shall indicate the date of registration of the EP/CLOA in the transmittal Worksheet.

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3. Every PARO office shall maintain a Registry Book which shall contain all the data required in the EP/CLOA Inventory Records Form No. 3 which shall indicate the OCT/TCT Number, together with the date of registration of the EP/CLOA.

**E. Distribution of EP/CLOA**

1. The duly-registered EP/CLOA shall be forwarded to the MARO who shall, upon receipt, affix his/her signature at the EP/CLOA Transmittal Worksheet being maintained by the DAR Provincial Office.

2. The MARO shall prepare and maintain an EP/CLOA Distribution Logbook (EP/CLOA MF-7) wherein all duly-registered EPs/CLOAs received and distributed shall be recorded.

3. The MARO shall require each farmer-beneficiary receiving the EP/CLOA to affix his/her signature at the EP/CLOA Distribution Logbook.

F. The BLAD shall monitor the status of disposition of judicial forms and the generation and signing of EPs and CLOAs. It shall submit a report on the matter to the Office of the Secretary every end of the quarter.

G. The Internal Audit Service, on the other hand, shall conduct a periodic audit on the disposition, recording and accounting of the judicial forms, utilization of signing machines and sealing as well as the generated EPs and CLOAs. It shall likewise submit an audit report to the Office of the Secretary at the end of each calendar year.

H. Any violations of the rules and regulations promulgated hereunder shall be subject to administrative and criminal liability.

I. Effectivity

This Memorandum Order shall take effect immediately. All previous Orders inconsistent herewith are hereby revoked.

Diliman, Quezon City, ~~October~~ *November* 6, 1996.

  
**ERNESTO D. GARILAO**  
Secretary

## REQUISITION AND ISSUE VOUCHER FOR JUDICIAL FORMS

Region : _____		DATE OF REQUISITION		Date of Issuance : _____		Quarter-Period : _____	
PROVINCE	KIND AND TYPE OF FORMS EP/CLOA - TCT/OCT	BALANCE TO DATE	REQUISITION	I S S U A N C E			REMARKS
				VOLUME	S.N. #	FROM	T O

<p>CERTIFIED : Forms requisitioned are necessary and will be used solely for the generation of EPs/CLOAs.</p> <p style="text-align: center;">Name, Designation &amp; Signature of Requisitioning Officer/ PARD/RARD</p>	<p>RECEIVED BY :</p> <p style="text-align: center;">Name, Designation &amp; Signature</p> <hr/> <p>DATE RECEIVED :</p> <hr/> <p>Filled by:</p> <hr/> <p>Packed by:</p> <hr/> <p>Shipped to:</p> <hr/> <p>Bill of Lading No. _____ Date _____</p> <hr/> <p>Property Officer/Clerk</p>
<p style="text-align: center;">Name, Designation &amp; Signature of Approving Officer</p>	

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# EPICLOA TRANSMITTAL WORK SHEET

Region :  
 Province :  
 Municipality :  
 Barangay :

Line No.	NAME OF FB	JUDICIAL FORM SERIAL NUMBER	RECEIVED BY / DATE					PARO (FOR DISTRI-BUTION) (7)	MARD (FOR AWARDDING) (8)
			RO (FOR INITIAL) (4)	BLAD/RARO (FOR SIGNING AND SEALING) (5)	ROD (FOR REGIS-TRATION) (6)				
(1)	(2)	(3)							
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Distribution of copies  
 Original  
 one copy - BLAD  
 one copy - RARO  
 one copy - PARO  
 one copy - MARD

Date prepared:

Date Verified:

Printed Name & Signature

Printed Name & Signature





Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 997-031 TO 39

EP/CLOA Monitoring Form No. 5

Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM

MEMORANDUM

F O R : The Honorable Secretary  
Department of Agrarian Reform  
Diliman Quezon City

ATTENTION : The BLAD Director, or  
The Regional Director  
DAR Region

SUBJECT : REQUEST FOR SIGNING AND SEALING OF DULY ACCOMPLISHED  
EPs and CLOAs

We are forwarding herewith the duly accomplished CLOAs/EPs together with the corresponding Recording Sheets summarized hereunder for signing and sealing. These EPs/CLOAs were thoroughly verified and checked by this Office and recommended for approval and signature by the Secretary of Agrarian Reform, to wit:

<u>MUNICIPALITY</u>	<u>NO. OF CLOA/EP</u>	<u>NO. OF ARB</u>	<u>AREA (sq.m.)</u>	<u>PROGRAM CLASS</u>
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This is to certify that the requirements provided for under PD 27, EO 228 and RA 6657, pertinent rules and regulations particularly LRA Circular No. 54, series of 1993, were complied with.

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

DATE : \_\_\_\_\_



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**ENTRY / DATA TO BE REFLECTED IN THE  
PERPETUAL REGISTRY BOOK OF JUDICIAL FORMS**

**I. REQUISITIONS & ISSUANCE :**

- A. REQUISITIONING REGION/PROVINCE \_\_\_\_\_
- B. DATE OF REQUISITION \_\_\_\_\_
- C. DATE OF ISSUANCE \_\_\_\_\_
- D. QUARTER PERIOD COVERED \_\_\_\_\_
- E. KIND & TYPE OF FORM (EP/CLOA -  
TCT/OCT) \_\_\_\_\_
- F. VOLUME OF FORMS ISSUED \_\_\_\_\_
- G. SERIAL NO. (From - To) \_\_\_\_\_

**II. STOCK POSITION STATEMENT :**

- A. ISSUED TO REGION/PROVINCE \_\_\_\_\_
- B. QUARTER PERIOD COVERED \_\_\_\_\_
- C. KIND & TYPE OF FORM \_\_\_\_\_
- D. BEGINNING BALANCE \_\_\_\_\_
- E. DATE OF ISSUE \_\_\_\_\_
- F. NO. OF FORMS ISSUED \_\_\_\_\_
- G. NO. OF SPOILAGE \_\_\_\_\_
- H. ENDING BALANCE \_\_\_\_\_
- I. MINIMUM STOCK VOLUME \_\_\_\_\_