



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ADMINISTRATIVE ORDER NO. **11** _____
Series of 1991

SUBJECT : RULES AND PROCEDURES GOVERNING THE ISSUANCE
OF CARP BENEFICIARY CERTIFICATES (CBC)

A. POLICY STATEMENTS

Section 24 of Republic Act No. 6657 provides that the rights and responsibilities of the beneficiary shall commence from the time the DAR makes an award of the land to him, which award shall be completed within 180 days from the time the DAR takes actual possession of the land. Ownership of the land by the beneficiary shall be evidenced by an Emancipation Patent (EP) or a Certificate of Landownership Award (CLOA), which shall contain the restrictions and conditions provided by law, and which shall be recorded in the Register of Deeds concerned and annotated on the Certificate of Title.

In several instances, however, the EP or CLOA cannot be immediately issued pending the fulfillment of certain legal and administrative requirements. Examples of these are:

- o the Supreme Court ruling in the case "Association of Small Landowners in the Philippines, Inc., et al. versus the Honorable Secretary of Agrarian Reform" (G.R. No. 78742, 14 July 1989) that title to all expropriated properties shall be transferred to the State only upon full payment of compensation to their respective landowners;
- o the conduct of subdivision surveys to define the specific parcel of land being awarded through the EP or CLOA; and
- o the consolidation of titles in foreclosure proceedings for lands acquired and distributed through Executive Order (EO) No. 407, series of 1990, as amended by EO No. 448, series of 1991.

Thus, pending the fulfillment of the said requirements, the identified beneficiaries may already be in possession of the land but still have no EP or CLOA therefor. For this reason, the DAR shall first issue a CARP Beneficiary Certificate (CBC) to provide the would-be beneficiaries an intermediate document to evidence that they have been identified and have qualified as agrarian reform beneficiaries under the CARP.

Moreover, aside from attesting to the inchoate right of the identified beneficiary to be awarded the land or portion thereof, the CBC issued shall entitle the recipient to receive support services under the CARP.

B. COVERAGE

CBCs shall be issued to farmers or farmworkers who have been properly identified and have qualified as beneficiaries of the CARP and have executed the required Application to Purchase-Farmer's Undertaking (APFU) or Land Valuation Summary-Farmer's Undertaking (LVSFU). Moreover, these qualified beneficiaries must be in actual possession of the land to be awarded to them, either because they are tenants, they are already working on the land under a system of labor administration, or the landowner does not object to the takeover by the DAR and the beneficiaries.

With respect to the land, CBCs shall be issued for:

1. all lands covered by CARP for which Notices of Acquisition (CARP Form Nos. 10 or 11, Administrative Order No. 9, series of 1990) have been issued by the Regional Director;
2. agricultural landholdings (private or public) turned over to the DAR through a Deed of Transfer or Memorandum of Agreement pursuant to EO No. 407, as amended by EO No. 448, and other laws;
3. areas for which EPs have already been generated but cannot be registered in view of LRA Circular No. 29 dated October 1, 1990, as supplemented by LRA Circular No. 29-A dated November 7, 1990, and other constraints; and
4. areas covered under Operation Land Transfer which have not been covered by a Certificate of Land Transfer (CLT) or an EP, as well as those subject to subsequent land transfer actions.

C. OPERATING PROCEDURES

On the basis of the APFU or LVSFU signed by prospective recipients as qualified under Section B of these rules:

1. The Provincial Agrarian Reform Office (PARO) shall:
 - a. Prepare the CBCs and Acknowledgment Receipts (Annexes 1 and 2) based on the copy of the duly accomplished CARP Form No. 19, Administrative Order No. 10, series of 1990;

- b. Forward the duly accomplished CBCs together with the original and duplicate Acknowledgment Receipts attached thereto to the Regional Office for the signature of the Regional Director, but retain the LDF for use in subsequent EP/CLOA generation; and
 - c. Log all generated CBCs forwarded to the Regional Director.
2. The Regional Director shall then:
- a. Review the generated CBCs and Acknowledgment Receipts for accuracy and consistency;
 - b. Sign the CBCs and return these and the Acknowledgement Receipts to the PARO; and
 - c. Log all signed CBCs.
3. Upon receipt of the signed CBCs, the PARO shall:
- a. In collaboration with concerned MARO, distribute the CBCs to the beneficiaries, requiring them to sign the original and duplicate of the Acknowledgment Receipts;
 - b. Transmit, for record purposes, the original copy of the Acknowledgment Receipts to the Regional Director, retaining the duplicates thereof;
 - c. Maintain a separate Record Book for all CBCs distributed by landholding and by municipality for proper control and monitoring purposes; and
 - d. Submit to the DAR Central Office (Attention: Management Information Service and Bureau of Land Acquisition and Distribution) periodic reports on CBCs distributed.

D. CANCELLATION OR NULLIFICATION OF ISSUED CBCs

CBCs issued by the Regional Director may be cancelled, nullified, or withdrawn upon:

1. Subsequent verification that the recipient is disqualified to be a beneficiary of the CARP;
2. Proper determination that the land subject of the CBC is not transferrable under the CARP; and

3. Receipt of written notice from the identified beneficiary that he is no longer interested in becoming a beneficiary or he is waiving his right to the land award, which will forever bar the identified beneficiary from becoming an awardee of the CARP.

The prohibited acts under existing laws that would warrant the disqualification of the beneficiary or his forfeiture of his rights to the land shall apply in these rules in a suppletory character.


The Regional Director shall issue the proper Orders of Cancellation which shall be serially numbered. A report thereof shall be included in the monthly report of the Regional Office to the Secretary (Attention : MIS and BLAD).

In all cases, recipients of CBCs shall be required to surrender to the Regional Director the certificates subject of Orders of Cancellation.

E. EFFECTIVITY

This Administrative Order shall take effect ten (10) days after publication in two (2) newspapers of general circulation pursuant to Section 49 of RA 6657. This Order supersedes DAR Memorandum Circular No. 5, series of 1990, and modifies or revokes all other issuances which are inconsistent with it.

Diliman, Quezon City, October 02, 1991.


BENJAMIN T. LEONG
Secretary

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRARIAN REFORM
Regional Office No. _____

Dear:

Pursuant to Administrative Order No. _____, Series of 1990 and on the basis of the Application to Purchase and Farmers undertaking which you have signed, you are hereby notified that you have been identified as the qualified beneficiary of a portion of a parcel of land containing an area of _____ (ha.) more or less, and located at _____ (Barangay)

_____ (Municipality) _____ (Province)
The said portion is part of the subject parcel of land more particularly bounded and described, thus:

_____ with TCT/OLT No. _____ Tax Declaration No. _____ issued at _____, dated _____. That by authority of the provisions of Republic Act No. 6657, this instrument hereby grants you all the rights and privileges and obliges you all the duties and responsibilities appurtenant to the portion awarded in your favor.

(Name and Signature)
Municipal Agrarian Reform Officer

Prepare in Four Copies:

- | | | |
|-------|---------------|---------------|
| /_/_/ | Original | : Beneficiary |
| /_/_/ | Duplicate | : PARO |
| /_/_/ | Triplicate | : RARO |
| /_/_/ | Quadruplicate | : MARO |

Wanted A

CBC NO. 0003501-1



REPUBLIC OF THE PHILIPPINES
Republika ng Pilipinas
DEPARTMENT OF AGRARIAN REFORM
Kagawaran ng Repormang Pansakahan

CARP Beneficiary Certificate
Kalibayan ng Benepisyaryo ng CARP

KNOW YE ALL MEN BY THESE PRESENTS:
Alamin ng lahat ng Makababasa Nito: *

PURSUANT TO SFCTION 22, RA 6657, OTHERWISE KNOWN AS THE COMPREHENSIVE
Bilang pag-alinsunod sa seksyon 22, Batas Republika 6657, na tinatawag na Balas sa Komprehensibong
AGRARIAN REFORM LAW OF 1988, AND ADMINISTRATIVE ORDER NO. 10, SERIES OF 1990,
Repormang Pansakahan ng 1988, at sa Kautusang Pampangasiwaan Big. 10, serye ng 1990,
AND ON THE BASIS OF THE APPLICATION TO PURCHASE AND FARMER'S UNDERTAKING,
at batay sa Aplikasyon sa Pagbili at Kapangakuan ng Magsasaka,

IT IS HEREBY CERTIFIED THAT _____ HAS BEEN IDENTIFIED
pinatutunayan sa pamamagitan nito na si _____ ay kinikilala
AND HAS QUALIFIED AS A BENEFICIARY UNDER THE COMPREHENSIVE AGRARIAN
at karapat-dapat na maging benepisyaryo ng Programa sa Komprehensibong
REFORM PROGRAM (CARP).
Repormang Pansakahan (CARP).

THIS INSTRUMENT FURTHER CERTIFIES THAT A PORTION OF A PARCEL OF LAND
Pinatutunayan pa ng kasulatang ito na ang isang sukat ng lupa na
NOT EXCEEDING THE AWARD CEILING OF THREE HECTARES PRESCRIBED UNDER
hindi hihigit sa takdang kaloob na tatlong ektarya na itinatakda sa

SECTION 25, RA 6657, LOCATED AT _____
seksyon 25, Batas Republika 6657, matatagpuan sa _____ (Barangay)
(Barangay)

_____ (Municipality) _____ (Province)
(Bayan) (Lalawigan)

DESCRIBED UNDER _____, REGISTERED IN THE NAME OF _____
linutukoy sa _____, nakarehistro sa pangalan ni _____

SHALL BE AWARDED AND REGISTERED IN THE NAME OF HEREIN BENEFICIARY AFTER
ay ipagkaloob at irehistro sa pangalan ng benepisyaryong binabanggit dito pagkaraang
THE TRANSFER OF TITLE FROM THE LANDOWNER TO THE REPUBLIC OF THE
maisalin ang titulo ng may-ari ng lupa sa Republika ng Pilipinas,
PHILIPPINES, REPRESENTED BY THE DAR.
na kinakatawan ng DAR.

GIVEN AT _____ ON THIS _____ DAY OF _____
ipinagkaloob sa _____ ngayong ika _____ araw ng _____

NINETEEN HUNDRED AND _____
labinsiyam na raan at _____

BENJAMIN T. LEONG
Secretary of Agrarian Reform
Kalihim ng Repormang Pansakahan

By: _____
Sa pamamagitan ni: Regional Director
Direktor Panrehiyon

Annex "B"

ORIGINAL COPY
(DAR Regional Office)

DUPLICATE COPY
(DAR Provincial Office)

CBC NO. 0003501-1			
TITLE NO.			
DATE CBC ISSUED			
BARANGAY			
MUNICIPALITY			
PROVINCE			
SIGNATURE/THUMBMARK OF BENEFICIARY:			
DATE CBC RECEIVED	MONTH	DAY	YEAR

CBC NO. 0003501-1			
TITLE NO.			
DATE CBC ISSUED			
BARANGAY			
MUNICIPALITY			
PROVINCE			
SIGNATURE/THUMBMARK OF BENEFICIARY:			
DATE CBC RECEIVED	MONTH	DAY	YEAR

Republic of the Philippines
Department of Agrarian Reform

RARO ADM. ORDER NO. _____

IN RE --- CANCELLATION /NULLIFICATION OF CBC ISSUED
IN FAVOR OF _____

ORDER

Pursuant to the request of the Municipal Agrarian Reform Officer of _____ dated _____, the CARP Beneficiary Certificate (CBC) bearing CBC No. _____ is hereby cancelled/nullified due to any of the following grounds:

- _____ It appears that upon further verification, the farmer recipient is disqualified to be a beneficiary of the CARP
- _____ That the land subject of CBC is not transferrable under the CARP
- _____ That the prospective recipient has submitted a written notice that he is no longer interested in becoming a beneficiary
- _____ That the FB is waiving his right to the land award in favor of the government
- _____ FB has abandoned the landholding
- _____ Others (specify)

On the basis of the foregoing, the Provincial Agrarian Reform Officer has concurred with the recommendation for the cancellation of the aforementioned CBC.

WHEREFORE, premises considered, CBC No. _____ dated _____ covering the land owned by _____ and situated at _____ is hereby cancelled.

SO ORDERED.

_____, 199____.

Regional Director

Copy Distribution:

Original - File, Region
Duplicate - Party Concerned
Triplicate - PARO
Quadruplicate - MARO
Quintuplicate - MIS/BLAD