



Republika ng Pilipinas
KAGAWARAN NG REFORMANG PANSAKAHAN
(Department of Agrarian Reform)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
Pilipinas

In reply, please address:
THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila

DEPARTMENT ADMINISTRATIVE ORDER NO. 3^{'87.}
Series of 1987 10/26/87.

SUBJECT : IMPLEMENTING GUIDELINES FOR THE COMPULSORY
REGISTRATION OF LANDOWNERS, LESSEES AND
FARM MANAGERS

Section 4, Chapter 1, of Executive Order 229 on the Comprehensive Agrarian Reform Program (CARP) provided for the compulsory registration of landowners, lessees and farm managers of agricultural lands. This Order provides the implementing guides for the said registration.

1. Objectives of the Registration:

The registration aims as follows:

- a. Support the immediate information needs of the CARP
- b. Generate the necessary baseline data that will be used to regulate and monitor ownership;
- c. Used as basis in control of agricultural lands according to the retention limits and priorities to be established by congress.

2. Coverage

The registration shall cover all natural and juridical persons or their authorized representatives, including government entities owning, leasing or managing agricultural lands regardless of area/size and commodity produced.

3. Who are Required to File

- 1) This Sworn Statement shall be prepared in quadruplicate and filed by all persons, natural and juridical, including government entities, owning, co-owning, leasing, and/or managing agricultural lands in the Philippines. The land owner, lessee, manager or duly authorized representative shall be the affiant in the Sworn Statement.

Explanatory notes:

- a. Agricultural lands are lands devoted principally to the raising of crops such as rice, sugarcane, tobacco, coconuts, etc., or to pasturing, dairying, in-land fishery, salt-making and other agricultural uses.

8

- b. A landholder is a person who either owns, co-owns, leases or manages land.
 - c. A land owner is a person who holds land by virtue of a land title or who declares the land in his tax declaration, either singly or jointly with other co-owners, including business partners, corporations and government entities, and agrarian reform settlers with land titles. In the case of cultural communities on agricultural lands in civil reservations, the government agency responsible for the reservation or the head of the tribe should file the Sworn Statement in behalf of the community. Excluded from filing are land owners who are recipients of Emancipation Patents (EPs) and Certificates of Land Transfers (CLTs) under P.D. 27.
 - d. A lessee is a person who holds public or private agricultural lands under a lease subject to the provisions of the civil code, and who employs farmers to work on the land instead of working on the land himself. Excluded from filing are lessees of public agricultural lands.
 - e. A manager is a person hired to take technical and administrative responsibility of operating a farm under a valid farm management contract entered into by him with the land owner(s).
- 2) For jointly or collectively owned agricultural land, the Sworn Statement shall be filed by only one co-owner, in behalf of all the co-owners. This particular Sworn Statement must bear the names of all the co-owners and their respective shares in the said collectively owned land. However, all co-owners (including the co-owner filing in behalf of the others) who own other agricultural lands must file Sworn Statements for all their other agricultural landholdings separately.
 - 3) For foreclosed lands, the Sworn Statement shall be filed by the buyer or mortgagee in favor of whom a deed of sale has been executed. Otherwise, the Sworn Statement shall be filed by the land owner (i.e., the mortgagor).
 - 4) For each sequestered land under its trusteeship, the Presidential Commission on Good Government (PCGG) shall file a Sworn Statement. However, landowners whose lands are under sequestration by the PCGG and not determined by any court to be part of the ill-gotten wealth shall also file Sworn Statements.
 - 5) If the land owner, co-owner, lessee or manager is unable to file his Sworn Statement, it may be filed by his duly authorized representative. For corporations and government entities, the Sworn Statement may be prepared and filed by any officer duly authorized. The authorization

8

(Special Power of Attorney) of the representative should be in four (4) copies which shall be attached to each copy of the Sworn Statement.

- 6) The land owner, lessee or manager, and the authorized representative shall assume responsibility for the Sworn Statement and shall be liable for all penalties for filing a false or fraudulent Sworn Statement. In the case of lands jointly or collectively owned, the co-owner who filed the Sworn Statement together with the other co-owners and the authorized representative, where there is one, shall assume responsibility for the Sworn Statement and shall be liable for all penalties due.
4. Information Required. Registrants will be required to prepare a Sworn Statement on Agricultural Landholdings using a prescribed CARP form stating the aggregate size of the agricultural landholdings owned, leased and/or managed by them all over the country. For each contiguous landholdings the following information will be required among others:
 - 4.1. Description of land owned including location, size, lot number, cadastral/pls/survey plan number, title number; if leased or managed, the number and period of lease or management contract and name of landowner;
 - 4.2. Estimated gross income from the land (to be computed as the average of the immediate past three years' income);
 - 4.3. Crop/s planted in the property and area covered by each crop and use of the land as of June 1, 1987;
 - 4.4. Estimated annual gross production of the land (average of three years);
 - 4.5. Last declared market value of land and improvements as determined by the City/Provincial Assessor;
 - 4.6. Current and fair market value of land and improvements as determined by the owner for purposes of coverage under the CARP;
 - 4.7. Terms of mortgages, leases or management contracts subsisting as of June 1, 1987;
 - 4.8. Names of all tenants and regular farmworkers.
 5. Where and When To File

The duly administered Sworn Statement shall be filed at the Office of the Assessor in the city or municipality where the landholdings described in the Sworn Statement

are located. The filing period is from November 12, 1987, to February 3, 1988. All registrants with big landholdings are urged to file early. The following deadlines are recommended:

<u>Size of aggregate landholding</u>	<u>Deadline</u>
Above 24 hectares	on or before December 6, 1987
24 hectares & below but above 7	on or before January 6, 1988
7 hectares & below	on or before February 3, 1988.

6. Penalties

For persons who fail to register within the prescribed period, the valuation of their property for land owner compensation purposes shall be based on the City/Provincial Assessor's value. For persons who file fraudulent information in the Sworn Statement, they shall be liable for perjury.

7. Information Campaign. A nationwide information campaign on the registration will be conducted in coordination with the general campaign on the CARP.

The citizenry, in general, and farmers' organizations and other non-governmental organizations in particular, will be encouraged to participate in the campaign, particularly in creating social pressures on those who, intentionally or otherwise, do not register or declare false information. Listing of landowners, lessees and managers and their landholdings will be posted by the Department of Agrarian Reform (DAR) in public places for validation by the general public. These listings shall be updated at weekly intervals, and shall remain posted until thirty (30) days after the end of the registration period. Adverse claims shall be reported to the DAR for appropriate action. To coordinate and supervise the implementation of the campaign, DAR shall set up a special Task Force on registration information at the regional, provincial and municipal level for the duration of the campaign.

8. Data Handling Processing. A data processing team, shall be responsible for data processing of registration records.

Editing of registration records would be done at registration point (city/Municipality). Data entry and verification would be conducted at DAR-based provincial processing centers using microcomputers, with records stored on diskettes and/or tapes. These records on computer media would be brought/sent to a central processing center in Manila for integration, sorting, statistical analysis and report generation.

Provincial and municipal-based listings of registrants would be generated every week within the registration period for posting in public places. Final registration reports shall be completed within two months after the last day of the registration period.

8

Implementing Structure. (Attached Organization Chart)

National, regional and provincial registration committees composed of representatives from the Department of Agriculture, Environment and Natural Resources, Finance, Local Government, Education Culture and Sports, National Land Titles and Deeds Registration Administration and the Department of Agrarian Reform as the lead agency shall be set-up thru a memorandum of agreement to coordinate all activities related to the registration. The assessors in each city/municipality assisted by a DAR personnel shall compose the registration teams. A task force on information campaign and a data processing team shall also be set-up at different levels.

1. The National Registration Committee (NRC) comprising the signatories to the Memorandum of Agreement on Compulsory registration or their representatives shall act as the over all registration coordinators and be responsible for the following:
 - 1.1. Issue directives to their respective officials to:
 - a) Assist DAR in the orderly conduct, of the registration;
 - b) Mobilize their field personnel and facilities in the information dissemination of the compulsory registration; and,
 - c) Instruct their personnel to participate in orientation meetings on compulsory registration to be conducted by the training teams.
2. Executive Committee. The Executive Committee shall be headed by the Undersecretary for Operations to be assisted by five Asst. Secretaries, and five technical specialists who shall be responsible for the following:
 - 2.1. Formulate and issue implementing guidelines on land registration;
 - 2.2. Shall organize and cause the organization of task groups at the national and field level units.
 - 2.3. Make sure that the National Task Groups on
 - 1) Information Campaign, 2) Administrative and Financial Service, 3) Trainers, 4) Monitoring and 5) Data Processing perform the following functions:
 - 2.3.1. Arrange for the timely provision of funds and needed administrative services;
 - 2.3.2. Finalize and arrange for the printing and timely distribution of registration forms

8

to the provincial registration committees.

- 2.3.3. Orient and train the regional administrators, trainers, information task groups and DAR staff on registration requirements and procedures.
 - 2.3.4. Monitor the progress and status of the registration operations all over the country.
 - 2.3.5. Coordinate with designated processing sector to ensure generation of desired statistical reports.
3. The Regional Registration Committee (RRC) comprising the Regional Heads of the aforementioned agencies or their authorized representatives as members is to be and shall be responsible for the following:
- 3.1. Administer and supervise the conduct of the registration within the region;
 - 3.2. Organize regional task forces for various activities in registration operation at the region and cause its organization at the provincial and municipal levels;
 - 3.3. Ensure that the regional task force perform the following responsibilities:
 - 3.3.1. Plan and execute a region wide information campaign on compulsory registration;
 - 3.3.2. Reinforce provincial training teams to cope with the scheduled training of those involved in the registration;
 - 3.3.3. Conduct orientation on registration of DAR and other agency officials in the region;
 - 3.3.4. Arrange and supervise the conduct of training of the provincial data processing staff;
 - 3.3.5. Recruit casual employees who shall assist in the registration;
 - 3.3.6. Ensure timely delivery of forms and supplies to Provincial Registration Committees; and,
 - 3.3.7. Monitor progress of registration operation in the region.
4. The Provincial Registration Committees (PRC). The PRC shall be constituted by the Provincial heads of the same agencies or their authorized representatives who shall be organized

by the District Officers or Provincial Agrarian Reform Officers (PARO) in the area. The PRC shall be responsible for the following:

- 4.1. Administers and ensure the smooth and orderly conduct of the registration in the province;
 - 4.2. Organize the provincial task force for information campaign, administrative service training, monitoring teams and data processing.
 - 4.3. Designate an Area Registration Officers for every two registration teams who shall provide needed assistance to the registration team.
 - 4.4. Make sure the task groups perform the following:
 - 4.4.1. Timely delivery of forms and other administrative needs to the registration centers (City/Municipal Assessor's Office) within the province;
 - 4.4.2. Assist DAP in the selection and recruitment of Data processors;
 - 4.4.3. Orient and train officials to be involve in compulsory registration;
 - 4.4.4. Assist in making arrangements for the training of data processes;
 - 4.4.5. Ensure the accurate and timely posting of landowners/lessees/managers' listing in appropriate places;
 - 4.4.6. Ensure the accurate and timely processing of registration data at the provincial data processing centers;
 - 4.4.7. Monitor compliance to the registration and take appropriate action on any possible registration related problems; and,
 - 4.4.8. Cause province wide coverage of information campaign on registration.
5. Municipal/City Registration Committee (MRC). A MRC shall be organized by the Team Leader (TL) or Municipal Agrarian Reform Officer (MARO) in every municipality/city with the municipal mayor, and assessor as members. The MRC shall be responsible as follows:
- 5.1. Ensure the smooth and orderly conduct of the registration.

- 5.2. Set up the registration center in the municipal/city assessors office or any appropriate place in the town city proper.
- 5.3. Monitor registration operation in the area.
6. The Municipal Registration Teams (MRT) shall be composed of the Municipal City/Assessor who shall be assisted by one DAR registration officer to be based at the registration centers (Assessor's Office). The team shall be responsible for the following:
 - 6.1. Ensure that the registrants' needs are well attended to;
 - 6.2. Receive/check registration form and record pertinent information on registrants in a logbook;
 - 6.3. Receive and refer to Area Registration Officer registration problems and complaints;
 - 6.4. Prepare and post weekly list of registrants with information on size and location of land for validation by the public and submit copy to the PRC;
 - 6.5. Generate weekly manualized summary of sworn statement data;
 - 6.6. Make accessible to the public when necessary all information generated by the registration;
 - 6.7. Batch and transmit processing copy to the Provincial data processing center; and,
 - 6.8. Perform other functions as may be directed by the NRC/RRC/PRC.
7. Area Registration Officer (ARO). Every two to three municipal registration teams shall be supervised and assisted by an Area Registration Officer to be designated by the District Officers/Provincial Agrarian Reform Officer or the Team Leader/MARO.
 - 7.1. The ARO shall ensure that the registration administrative needs of the MRT are referred immediately to appropriate groups or units.
 - 7.2. Coordinate with appropriate units/agency on specific operational needs of MRT to ensure immediate provision of required support.
 - 7.3. Assist the MRT in its operational task whenever necessary to ensure smooth operation as stated above;

- 7.4. Make sure that proper recording logging coding tabulation and posting of data are religiously complied with by the MRT.
- 7.5. See forms are properly batched and transmitted to Provincial Data Processing Center
- 7.6. Perform other duties that may be necessary for the efficient and effective registration operation.

8. DAR Provincial Data Processing Center

- 8.1. Records in logbook the number of documents received, from each municipality and other relevant information;
- 8.2. Prepare documents for data entry (i.e., input into form necessary codes);
- 8.3. Input data in diskettes;
- 8.4. Generate proof lists for manual editing;
- 8.5. Edit/validate data until clean file;
- 8.6. Process/sort data by landowner by municipality;
- 8.7. Generate the following master list:
 - 8.7.1. Alphabetical list of landowners registered within the provinces;
 - 8.7.2. List of landowner by barangay, by municipality, by province by land size.
- 8.8. Prepare diskette copies of data files/reports and transmit said files to the Central Data Processing Center;
- 8.9. Post computerized list of landowners in strategic places of provincial halls; and,
- 8.10. Send copies of the computerized list of landowners registered within the province to municipalities within the province for posting in municipality/ barangay halls and for updating of files.

9. Central Data Processing Center

- 9.1. Merge all data files from all provinces;
- 9.2. Edit/validate data;
- 9.3. Sort data by landowner, by province;

8

- 9.4. Generate required reports;
- 9.5. Transmit reports to identified users; and,
- 9.6. Send provincial DAR Offices reports/copies of diskette file upon completion of data processing.

10. Provincial Assessor's Office/DAR Provincial Office.

- 10.1. Record reports/data received in logbook;
- 10.2. Update data files;
- 10.3. Sort by landowner;
- 10.4. Generate a new listing by landowner;
- 10.5. Post new list in provincial halls; and,
- 10.6. Transmit copies of list to respective municipalities for posting.

This order is issued for the guidance and immediate compliance by all concerned.


PHILIP ELLA JUICO
Secretary