



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

**MEMORANDUM CIRCULAR**

No. 16  
Series of 1993

TO : The Director, BLAD,  
All Regional Directors (RDs),  
Provincial Agrarian Reform Officers (PAROs),  
Municipal Agrarian Reform Officers (MAROs), and  
All Other Concerned Officials  
Department of Agrarian Reform

SUBJECT : Instituting a Monitoring and Control System in the Use of EP/CLOA Forms (Judicial Forms) and in the Signing of Emancipation Patents (EPs) and Certificates of Landownership Award (CLOAs) in each Region or Province

Previous instructions have been issued to institute a control mechanism whereby only "error-free" EPs/CLOAs shall be prepared and recommended for approval/signature by the Secretary of Agrarian Reform. It should be stressed to all concerned that the quality of our land distribution output is just as important as the quantity to avoid any subsequent problem or conflict.

While there has been a considerable increase in the quantity of EPs and CLOAs generated in the field, a few disturbing reports are still received from time to time at the Central Office about erroneous land title issuance resulting in spoilage of considerable quantities of EP/CLOA Judicial Forms. Sometimes the forms could not be completely accounted for. May we remind once again that EP/CLOA Judicial Forms are accountable forms and, therefore, subject to a periodic accounting by the accountable official and to audit by the management.

The following procedures are hereby adopted and the corresponding instructions are hereby promulgated for the guidance of and compliance by all concerned:

A. Requisition and Issuance of Accountable EP/CLOA Judicial Forms:

1. Only Regional Directors or PAROs can requisition and receive personally or by any authorized representative EP/CLOA Judicial forms from the BLAD, the office responsible for the requisition of such forms.
2. Accountability over EP/CLOA Judicial Forms is shifted to the Regional Director or the PARO concerned upon receipt of the same from the BLAD.

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3. The BLAD shall maintain a recording system of the Judicial Forms released to the RD or PARO concerned from time to time including the serial numbers of such forms, date released, name of recipient, province, etc.
4. The Regional or Provincial personnel in charge of the Judicial Forms shall maintain record of the volume with the corresponding serial numbers of all the forms received from DARCO as well as those issued to their respective personnel at the regional or provincial level.
5. Judicial Forms should be kept under lock and key in secured places in the office premises.
6. The BLAD shall keep track of the rate of consumption of the various Judicial Forms by the entire Department and ensure that the order for the printing of the forms and their delivery are properly synchronized so that forms are always available.

B. Generation of EPs/CLOAs For Distribution to ARBs

1. EPs/CLOAs shall be generated in accordance with the existing guidelines and procedures pertinent thereto.
2. The generated EPs/CLOAs together with the corresponding Worksheet/Recording Sheet shall be thoroughly verified and checked before recommending the EPs/CLOAs for approval and signature by the Secretary of Agrarian Reform.
3. The Regional Director and the PARO 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.
4. All duly accomplished EPs/CLOAs together with the corresponding Recording Sheets shall be transmitted through a covering memorandum addressed to either the BLAD Director, DAR Central Office, or to the Regional Director concerned where the signing machine is stationed (see attached form).

C. Keeping and Maintenance of Registry Book

1. The BLAD Director or Regional Director concerned who is the official custodian of the signing machine shall keep and maintain a permanent EP/CLOA Registry Book to record and enter all the basic information on EPs/CLOAs processed and signed using the machine in his custody

such as the Serial Number of the Form, the EP/CLOA Number, the location (province), date signed by the DAR Secretary, etc.

2. The PARO shall also keep and maintain in his own province a permanent EP/CLOA Registry Book to record and enter the basic information mentioned in the preceding paragraph, including the corresponding title number assigned and date of registration by the ROD concerned.
3. The MARO shall maintain a log book of all land titles (EPs/CLOAs) issued within the municipality and prepare index cards for individual ARBs to be filed and maintained in alphabetical order.
4. The MARO shall see to it that the ARBs or authorized representatives of the Farmer's Cooperative/Association properly acknowledge receipt of their owner's duplicate certificate of title (EP/CLOA).

D. Signing and Sealing of EP/CLOA

1. Only duly accomplished EPs/CLOAs together with the corresponding Worksheet/Recording Sheet and the transmittal memorandum shall be received by the authorized operator of the signing machine.
2. The signing machine operator shall see to it that the EPs/CLOAs bear the initials of the RD and PARO concerned.
3. The signing machine operator shall carefully record the control number appearing on the machine before the start of the signing process and shall maintain a record book where he enters and indicates the corresponding serial number of the EP/CLOA signed and the corresponding machine control number. He shall similarly record the control number appearing on the machine after the last EP/CLOA is signed. He shall also indicate on the EP Worksheet or CLOA Recording Sheet the date the EP/CLOA was signed by the Secretary.
4. The duly signed EPs/CLOAs together with a copy of the EP Worksheet or CLOA Recording Sheet shall be returned to the office of origin with a transmittal memorandum.

E. Periodic Monitoring and Inspection of the Signing Machines in Each Area (Luzon, Visayas, Mindanao)

1. The Land Tenure Documentation Division (LTDoc.) of the Bureau of Land Acquisition and Distribution (BLAD) is hereby designated as the group that will monitor the

total number of EPs/CLOAs signed in each of the areas where the signing machines are stationed as well as conduct the periodic audit of the personnel accountable for the EP/CLOA Judicial Forms. The BLAD Director shall organize the group into Teams that will conduct the audit and monitoring job at least once every two months during the first semester of the year or oftener during the last two quarters of the calendar/fiscal year.

2. The BLAD Monitoring Teams shall take note of the number recorded on the machine at the time of inspection and compare it with the machine reading at the time of the immediately preceding inspection to determine the total number of titles that were signed for the period. The Team will then check if the total figure tallies with the total titles signed in each region for each area. It shall be the Team's responsibility to validate these figures in the region concerned by ascertaining the number of judicial forms actually utilized for the period under review.
3. Discrepancies between the figures given by the machine station and the figures based on the number of EP/CLOA judicial forms actually used shall be explained by the PARO or accountable official concerned.
4. Spoiled EP/CLOA forms shall not be disposed of or destroyed but shall be kept for inspection and audit by the BLAD Monitoring Teams to support discrepancies of figures reported. Such spoiled forms shall only be destroyed or disposed of after inspection and audit and in the manner provided by existing government procedures on the disposition of spoiled accountable forms.
5. The BLAD Monitoring Team shall require the PARO or official concerned, in cases of discrepancy, to explain in writing the discrepancies between the number of forms as signed in the machine station and the number of judicial forms consumed for the period under review.
6. EPs/CLOAs which are held pending compliance with some requirements must be monitored and proper action must be taken thereon as soon as possible. The PARO shall prepare a monthly report on the status of these EPs/CLOAs containing information such as the EPs/CLOAs number, the reason why they are pending; the office responsible for taking required action; and the length of time that the document has been pending. All Offices responsible for taking the required action should be furnished a copy of said report.

F. Reporting of DARRO and DARPO on Accountable EP/CLOA Forms

1. The Regional Office shall prepare and submit to DARCO-BLAD a quarterly report on EP/CLOA Form Disposition indicating the following: Total No. of EP/CLOA received from DARCO; Total No. of EP/CLOA generated; Total No. of EP/CLOA registered; Total No. of EP/CLOA distributed and No. of forms spoiled/cancelled and the Total No. of unused forms.
2. The Regional personnel in charge of the signing machine shall prepare and submit to BLAD a quarterly report on the total number of EPs/CLOAs signed and sealed by Region/Province.
3. The activities of the BLAD Monitoring Teams shall include physical count or inventory of unused forms to ensure that every single form issued by BLAD to an accountable official is duly accounted for.


G. Reporting of BLAD Monitoring Teams

The BLAD Monitoring Teams shall submit a report to the Secretary thru the BLAD Director immediately after monitoring or auditing each region or area. The report shall include any discrepancies noted in the quarterly reports of the DARRO and DARPO and also those that have come to the Monitoring Teams' attention during the monitoring and auditing session in the region concerned. The report shall be accompanied with copies of the communications requiring a written explanation from the DAR official concerned together with the written explanation by the said official.

H. Effectivity

This Circular shall be fully operationalized next year. During the transition stage, all are still required to submit the usual forms for purposes of monitoring and submission of EPs/CLOAs.

Diliman, Quezon City, October 15, 1993.

  
ERNESTO D. GARILAO  
Secretary *ENC*

Attached: as stated

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Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM

Address

MEMORANDUM

FOR : The Honorable Secretary  
Department of Agrarian Reform Officer  
Diliman, Quezon City

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

SUBJECT : DULY ACCOMPLISHED EMANCIPATION PATENTS (EPs) AND  
CERTIFICATES OF LAND OWNERSHIP AWARD (CLOAs)

We are forwarding herewith duly accomplished EPs and/or CLOAs together with the corresponding EP Worksheet and/or CLOA Recording Sheet summarized hereunder which were thoroughly verified and checked by this Office and recommended for approval and signature by the Secretary of Agrarian Reform, to wit:

MUN./PROV.	NO. OF CLOA	NO. OF ARE	AREA (HA)	PROG. CLASS *
Sub-Total	_____	_____	_____	_____
MUN./PROV.	NO. OF EP	NO. ARE	AREA (HA)	OLT
Sub-Total	_____	_____	_____	_____
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Total	=====	=====	=====	=====

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.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Regional Director or  
Authorized Representative

Attached: As stated

\* - Please indicate whether VOS, CA, GFI, VLT, Resettlement or Landed Estate.