



Republika ng Pilipinas  
**KAGAWARÁN NG REPORMANG PANSÁKAHAN**  
(DEPARTMENT OF AGRARIAN REFORM)  
Tanggapan ng Kalihim  
Diliman, Lungsod ng Quezon  
D-505

RB 4/20/72  
In reply, please address:

THE SECRETARY  
Department of Agrarian Reform  
P.O. Box No. 2993  
Manila

DEPARTMENT

MEMORANDUM CIRCULAR NO. 2 RB

TO : All Superintendents/Branch Managers

SUBJECT: Processing of Applications over Land

1. A meeting was held in my office April 14, 1972 with the following present: Mr. Jesus Berte, Mr. Olegario Ignacio, Mr. Gaudencio Besa, Mr. Tomas Bandong, Supt. Jose Blames, Mr. Silverio Ingreso, Mr. Eliseo Bautista, Mr. Marcos Guerrero, Mr. Dominador Manadero, Mr. Julian Santos, Mr. Timoteo Buenaflor, Mr. Artenio Tan and Mrs. Jovelina Serdan.

2. To ease any backlog, agreed upon were the following:


- a. The Titles and Contracts Division shall henceforth first fill the forms of Agreement to Sell or Deed of Sale and then transmit the same for signature by the beneficiary and notarization;
- b. The requirement of verification by the Superintendent/Branch Manager of the Assessor's certification as to land-holdings shall be dispensed with if the corresponding seal is affixed thereon and the official receipt evidencing payment therefor is attached or noted on the face of the certification, or in cases where the certification is secured by the Superintendent himself or by representatives of this Department;
- c. The Records Management Division shall locate from its files and route accordingly all pending papers which may be acted upon by the various units in the Central Office and advise the said units to send tracers to the field units whenever warranted;



- d. Every Superintendent/Branch Manager having charge of administered land, subdivided, shall submit monthly, to Mr. Jesus Berte, Special Performance Officer, a list of papers pending action in the Central Office. Said Superintendent/Branch Manager shall post conspicuously in his office a control map whereon is indicated the status of each lot - whether covered by Order of Award, Agreement to Sell, Deed of Sale, or title; and
- e. The Special Performance Officer shall install a system of follow-up.

The undersigned hereby approves the steps taken and enjoins compliance.

April 18, 1972.



CONRADO F. ESTRELLA  
Secretary

Copy furnished:

All concerned