

Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM  
Diliman, Quezon City

RB 12/15/72

DEPARTMENT MEMORANDUM-CIRCULAR NO. 11  
Series of 1972

RB

SUBJECT: Screening and Selection of Beneficiaries and Allocation of Lots, Processing and Issuance of Orders of Award, Agreements to Sell, Deeds of Sale, Transfer of Rights, Mortgages and Patents.

Pending the issuance of the new guidelines and procedures governing certain operations on land distribution and in line with the decentralization of functions, the following activities:

1. Screening and selection of beneficiaries and allocation of lots in the landed estates;
2. Processing of applications to purchase lots and preparation of orders of awards;
3. Processing and preparation of agreements to sell, deeds of sale and other documents of conveyance;
4. Processing and preparation of permits to transfer and approval of transfer of rights;
5. Processing and preparation of permits to mortgage and approval of mortgages;
6. Processing of applications for homestead, sales or free patents covering lots in the settlement projects;
7. All matters or transactions relative to the above-stated activities.

shall be the responsibility of the Regional Office together with the District Office and Agrarian Reform Teams.

In connection herewith, the following instructions are issued:

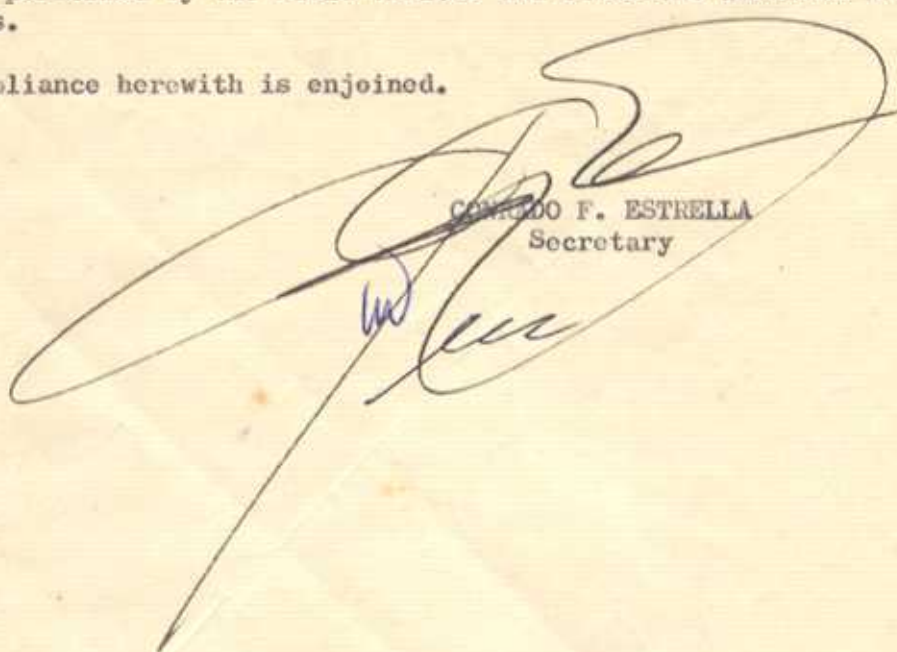
1. Special Order creating a Screening and Allocation Team for the landed estates shall be prepared by the Regional Office for the signature of the Department Secretary;
2. Orders of Award, Agreements to Sell, Deeds of Sale, Permits and Approval of Transfers of Rights shall be prepared by the Regional Office for the signature of the Department Secretary, except Agreements to Sell and Deeds of Sale covering lots in landed estates acquired under R. A. 3844, as amended, which shall be signed by the Chairman of the Land Bank;
3. Permits and Approval of Mortgage shall be prepared by the Regional Office for the signature of the Department Undersecretary, except those covering lots in landed estates acquired under R. A. 3844, as amended, which shall be signed by the Chairman of the Land Bank;
4. Order Giving Entry Number and approval of applications for Homestead Patent, Order of Issuance of Patent and the Homestead Patent shall be prepared by the Land Distribution Division for the signature of the Department Secretary.

In the performance of these functions, all divisions and field offices shall be guided by the pertinent law, regulations, orders, circulars and memoranda.



To facilitate the turn-over of records to the Regional Office to include, among others, the records of beneficiaries, records of collection and accounts, screening and allocation reports, master lists, survey plans and forms, the offices or divisions concerned shall consolidate all these which shall be turned over to the Regional Offices through their authorized representatives within fifteen (15) days from receipt of this memorandum-circular. Henceforth, and until further orders, the activities mentioned herein shall be performed by the field offices and divisions involved in these operations.

Strict compliance herewith is enjoined.



CONRADO F. ESTRELLA  
Secretary

JVA/cme