**CARPER LAD Form No. 48**

(Revised CARP-LAD Form No. 48)

Republic of the Philippines

**DEPARTMENT OF AGRARIAN REFORM**

**LAND BANK OF THE PHILIPPINES**

Region No.\_\_\_\_\_\_\_\_\_\_\_\_

Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKLIST OF REQUIRED DOCUMENTS FOR THE DAR-LBP PRE-PROCESSING UNIT**

1. **Required Documents Enclosed in the Claim Folder (CF)**

| **DAR** | |  | | | **LBP** | |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A. Titled Property** | | | |  |
|  |  | | | |  |
|  | Conduct of Preliminary Ocular Inspection of LHs for Coverage Under CARP (CARPER LAD Form No. 1) | | | |  |
|  |  | | | |  |
|  | Duly Notarized Landowner’s Letter Offer (CARPER LAD Form No.18) | | | |  |
|  |  | | | |  |
|  | Duly accomplished and signedLandowner Information Sheet (CARPER LAD Form No. 19) | | | |  |
|  |  | | | |  |
|  | Acceptance Letter of VOS(CARPER LAD Form No.20) | | | |  |
|  |  | | | |  |
|  | ROD certified copy of OCT/TCT No. \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
|  |  | | | |  |
|  | Photocopy of ODC, if available | | | |  |
|  |  | | | |  |
|  | Assessor’s Certified copy of Tax Declaration in the name of the registered owner | | | |  |
|  |  | | | |  |
|  | Copy of Approved Survey Plan or certified by DENR-LMS | | | |  |
|  |  | | | |  |
|  | CF Documentation Memorandum (CARPER LAD Form No. 11) | | | |  |
|  |  | | | |  |
|  | Certification of Posting Compliance for NOC or Letter Offer and AcceptanceLetter (CARPER LAD Form No. 17) | | | |  |
|  |  | | | |  |
|  | LO’s BIR filed Audited Financial Statement supported by accounting records or MARO’s | | | |  |
|  | Certification on LO’s Failure to Submit BIR-filed Audited Financial Statement (CARPER LAD Form No. 42) | | | |  |
|  |  | | | |  |
|  | Notice of Coverage (CARPER LAD Form No. 3) and, if applicable, Directive to MARO to | | | |  |
|  | Proceed with the Coverage of Agricultural Lands with NOCs (CARPER LAD Form No. 10) | | | |  |
|  |  | | | |  |
|  | Copy of Request to Conduct FI forLBP, BARC/ Barangay Council DENR and/or LGU-MAO, if necessary (CARPER LAD Form No.44) | | | |  |
|  |  | | | |  |
|  | Copy of Notice on Conduct of Field Investigationto LO and ARBs | | | |  |
|  | (CARPER LAD Form No. 45) | | | |  |
|  |  | | | |  |
|  | Field Investigation Report (CARPER LAD Form No. 46) | | | |  |
|  |  | | | |  |
|  | Approved Segregation plan or if not yet available Advance Segregation plan | | | |  |
|  |  | | | |  |
|  | Approved Subdivision survey plan or if not yet available Advance Subdivision plan | | | |  |
|  |  | | | |  |
|  | Perimeter Land Use Map, if LH is multi-crop | | | |  |
|  |  | | | |  |
|  | Application to Purchase and Farmer’s Undertaking {APF} (CARPER LAD Form No. 37) | | | |  |
|  |  | | | |  |
|  | Land Distribution Information Schedule (CARPER LAD Form No. 47) | | | |  |
|  |  | | | |  |
|  | LGU-MAO Certification re: land is economically feasible and sound to divide or suitability | | | |  |
|  | of the subject landholding to agriculture, if necessary | | | |  |
|  |  | | | |  |
|  | DENR Certification re: slope of the land covered under CARP, if necessary | | | |  |
|  |  | | | |  |
|  | Others | | : |  |  |  | |
|  |  | | |  |  |  | |
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| --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  |  |  |
|  | **B. Untitled Property** | | | |  |
|  |  | | | |  |
|  | Conduct of Preliminary Ocular Inspection of LHs for Coverage Under CARP (CARPER LAD Form No. 1) | | | |  |
|  | Duly Notarized Landowner’s Letter Offer (CARPER LAD Form No. 18) | | | |  |
|  | Duly accomplished and signed Land Owner Information Sheet {LOIS) (CARPER LAD Form No. 19) | | | |  |
|  | Acceptance Letter for VOS (CARPER LAD Form No. 20) | | | |  |
|  | DENR Certification that the tract of land covered by the survey within an area classified as alienable and disposable pursuant to DAR-DENR-LBP Joint M.C. No. 12 Series of 1994 as reconciled with R.A. No. 7196 | | | |  |
|  |  | | | |  |
|  | Assessor’s Certified copy of latest Tax Declaration from the Assessor’s filein the name of | | | |  |
|  | the claimant with verified correct Lot Nos. and area per Approved Survey Plan | | | |  |
|  |  | | | |  |
|  | Certified copy of Approved Survey Plan or Cadastral Map and GeographicalPosition and | | | |  |
|  | Plane Coordination of Points duly certified by the Chief Survey Division of DENR | | | |  |
|  |  | | | |  |
|  | Instruments of acquisition covering the subject property, such as Deeds of Sale, donation, | | | |  |
|  | transfer, etc. in favor of claimant and those of predecessors in interest | | | |  |
|  |  | | | |  |
|  | Certification of the Assessor concerned showing the Tax Declaration issued the declarant/s, the area covered | | | |  |
|  | and the basis for the issuances and cancellations thereof up to the Tax Declaration issued in the name of the claimant as well as any existing liens on the current and previous Tax Declaration, where applicable | | | |  |
|  |  | | | |  |
|  | Certification from the Clerk of Court concerned whether or not the property/ies identified in | | | |  |
|  | the Approved Survey Plan is/are covered by land registration proceedings or any civil case, and if the same has been used as a bond in other court actions. | | | |  |
|  |  | | | |  |
|  | Certification from the Assessor’s office concerned that per their records, the property/ies | | | |  |
|  | as appearing in the Approved Survey Plan is/are free from all liens and encumbrances | | | |  |
|  |  | | | |  |
|  | LRA certification that the property is not within any decreed or titled property | | | |  |
|  |  | | | |  |
|  | CF Documentation Memorandum (CARPER LAD Form No. 11) | | | |  |
|  |  | | | |  |
|  | Certification of Posting Compliance for NOC or Letter Offer and Acceptance Letter | | | |  |
|  | (CARPER LAD Form No. 17) | | | |  |
|  |  | | | |  |
|  | LO’s BIR filed Audited Financial Statement supported by accounting records or MARO’s | | | |  |
|  | Certification on LO’sFailure to Submit BIR-filed Audited Financial Statement (CARPER LAD Form No. 42) | | | |  |
|  |  | | | |  |
|  | Notice of Coverage (CARPER LAD Form No. 3) and, if applicable, Directive to MARO to | | | |  |
|  | Proceed with the Coverage of Agricultural Lands with NOCs (CARPER LAD Form No. 10) | | | |  |
|  |  | | | |  |
|  | Copy of Request to Conduct FI forLBP, BARC/ Barangay Council, DENR and/or LGU-MAO, if necessary  (CARPER LAD Form No. 44) | | | |  |
|  |  | | | |  |
|  | Copy of Notice on Conduct of Field Investigationto LO and ARBs | | | |  |
|  | (CARPER LAD Form No. 45) | | | |  |
|  | Field Investigation Report (CARPER LAD Form No. 46) | | | |  |
|  |  | | | |  |
|  | Approved Segregation plan or if not yet available Advance Segregation plan | | | |  |
|  |  | | | |  |
|  | Approved Subdivision survey plan or if not yet available Advance Subdivision plan | | | |  |
|  |  | | | |  |
|  | Perimeter Land Use Map, if LH is multi-crop | | | |  |
|  |  | | | |  |
|  | Application to Purchase and Farmer’s Undertaking {APFU} (CARPER LAD Form No. 37) | | | |  |
|  |  | | | |  |
|  | Land Distribution Information Schedule {LDIS} (CARPER LAD Form No. 47) | | | |  |
|  |  | | | |  |
|  | LGU-MAO Certification re: land is economically feasible and sound to divide or suitability | | | |  |
|  | of the subject landholding to agriculture, if necessary | | | |  |
|  |  | | | |  |
|  | DENR Certification re: slope of the land covered under CARP, if necessary | | | |  |
|  |  | | | |  |
|  | Others | : |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |

1. **Recommendation**

The claim folder of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ embraced by OCT/TCT No. \_\_\_\_\_\_\_\_\_\_\_ TD No. \_\_\_\_\_\_\_\_\_\_\_ Lot No. \_\_\_\_\_\_\_\_\_\_\_ and Approved Survey No. \_\_\_\_\_\_\_\_\_\_\_\_\_ with an area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (has.) more or less, and located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been reviewed/evaluated and found the same to contain sufficient and valid supporting documents pursuant to Republic Act (R.A.) No. 6657, as amended, Administrative Order (A.O.) No. 7, Series of 2011 and other implementing rules and regulations. The Claim Folder is hereby recommended for transmittal to LBP – Agrarian Operations Center (AOC)/LBP Head Office for valuation and payment of just compensation to the concerned landowner.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **DARPO Representative**  (Signature over Printed Name) |  | **LBP Representative**  (Signature over Printed Name) |
| Date |  | Date |

Copy Distribution:

Original - CF

Duplicate - DARMO

Triplicate - DARPO