



Republic of the Philippines

DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY-TELS. 997-031 TO 39

ADMINISTRATIVE ORDER NO. 02

Series of 1996

SUBJECT : REVISED RULES AND PROCEDURES GOVERNING THE ACQUISITION OF AGRICULTURAL LANDS SUBJECT OF VOLUNTARY OFFER TO SELL AND COMPULSORY ACQUISITION PURSUANT TO REPUBLIC ACT NO. 6657

I. PREFATORY STATEMENT

In compliance with the Supreme Court Resolution dated 05 July 1996 in the cases of Land Bank of the Philippines (LBP) versus Court of Appeals (CA), Pedro L. Yap, et al., (G.R. No. 118712) and Department of Agrarian Reform (DAR) versus CA, Pedro L. Yap, et al., (G.R. No. 118745), the following rules and procedures are hereby promulgated.

II. COVERAGE

These rules shall cover Voluntary Offer to Sell (VOS) and Compulsory Acquisition (CA) transactions involving lands enumerated under Section 7 of RA 6657, and those acquired under Executive Order No. 407 dated June 14, 1990, as amended.

A. Voluntary Offer to Sell (VOS)

All private agricultural lands voluntarily offered by landowners for sale to the government.

B. Compulsory Acquisition (CA)

All idle and/or abandoned agricultural lands regardless of size.

All other private agricultural lands falling under the coverage of the Compulsory Acquisition mode according to the schedule and priorities defined in Section 7 of RA 6657.

C. E.O. 407 Acquisition

All other agricultural lands transferred to the DAR pursuant to Executive Order No. 407 dated June 14, 1990, as amended.

III. POLICY

- A. All landowners (LO) whose lands are subject for coverage under RA 6657 may voluntarily offer their lands for sale to the government. However, lands for which notices of coverage have already been sent by the government and received by the landowner shall no longer be considered as voluntarily offered lands.



"Tulong-tulong sa pagsulong



- B. If the land is tenanted, the ARBs shall continue to pay lease rentals based on existing guidelines on leasehold operations until such time that the landowner signs the Deed of Transfer, or the LBP deposits the compensation proceeds in the name of the landowner, as the case may be. In case there is any standing crop on the land at the time of acquisition, the landowner shall retain his share of the harvest thereof pursuant to Section 28 of RA 6657 and other related laws.
- C. The compensation for the land shall be the amount agreed upon by the DAR, LBP and the landowner in accordance with the criteria provided for in Section 17 and 18, and other pertinent provisions of RA 6657 and existing guidelines, or the value set under summary administrative proceedings conducted by DAR pursuant to Section 16(d) of RA 6657 and the DAR Adjudication Board Revised Rules of Procedures, or as may be finally determined by a competent court.
- D. Landowners, other than banks and financial institutions, who voluntarily offer their lands for sale shall be entitled to an additional five percent (5%) cash payment pursuant to Section 19 of RA 6657.

IV. OPERATING PROCEDURES

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
A. Identification and Documentation			
<u>For VOS only</u>			
1	LO DARMO	Files Letter Offer together with the basic ownership documents in any DAR office. The DAR office which received the aforesaid documents forwards same to DAR Municipal Office where the subject property is located.	CARP Form No. 1 (Letter Offer) Certified copy of OCT/TCT Certified copy of Tax Declaration Copy of the approved survey plan of property
1.a	DARMO	Receives and reviews duly accomplished CARP Form No. 1 with the attached documents; gathers documents required as maybe applicable to a particular situation.	Refer to List of Documents Required Pursuant to RA 6657 under Different Situations (Annex "A")
1.b	DARMO	Acknowledges receipt of documents, advises LO on specific procedures and to submit additional documents, if any, to include the surrender of the owner's duplicate certificate of title to LBP as a requirement for payment; prepares corresponding claim folder (CF) of LO	

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
<u>For CA only</u>			
1	DARMO	Gathers all appropriate documents similar to those enumerated under VOS and prepares corresponding CF of LO.	Same as above
<u>For EO 407 covered lands</u>			
1	LO	Executes DOT in favor of RP and surrenders to DAR all appropriate documents.	Owner's duplicate copy of title Tax Declaration and other necessary documents to effect the transfer of ownership
1.a	DARPO	Forwards duly executed DOT and appropriate documents to ROD for registration of same and requests for the issuance of title in the name of RP.	Duly executed DOT Approved subdivision or segregation plan (ASP) with technical descriptions
1.b	ROD	Registers DOT and issues TCT in the name of RP and forwards owner's duplicate certificate of title to PARO.	
1.c	DARPO	Proceeds with the distribution of land.	
<u>For VOS, CA and EO 407</u>			
2	DARMO	Provides LBP thru PARO list of landholdings together with the certified copy of the title, tax declaration and approved survey plan or sketch plan of the property for scheduling of the ocular inspection.	The list should contain the ff: - Name of LO - Title/TD No. - Area - Location
3	DARMO	Sends Notice to BARC, DENR, DA, LBP and prospective ARBs on the schedule of the field investigation at least two weeks	CARP Form No. 2 (Notice to Conduct Field Investigation)

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
		in advance. Invites the LO to join the field investigation, to select his retention area and to submit his Statement of Production and Income. If LO cannot be contacted, notice shall be published in a newspaper of national circulation.	CARP Form No. 2.a (Invitation Letter to LO for the Field Investigation)
4	DARMO	Conducts joint field investigation of the property with LBP, DENR, DA, LO, BARC and prospective ARBs.	
5	DARMO	Prepares FIR and Land Use Map jointly with LBP and BARC.	CARP Form No. 3 (Field Investigation Report)
6	DARMO	Screens/selects qualified ARBs and causes the signing of the APFUs.	CARP Form No. 4 (Application to Purchase and Farmer's Undertaking)
7	DARMO	Sends LO the Notice of Coverage together with a copy of the FIR by personal delivery with proof of service or by registered mail with return card.	CARP Form No. 5 (Notice of Coverage)
8	DARMO	Posts a copy of the Notice of Coverage for seven (7) working days in the bulletin board of the barangay and municipal halls where the property is located and issues Certification of Posting Compliance.	CARP Form No. 6 (Certification of Posting Compliance)
9	DARMO	Forwards claim folder to PARO.	CARP Form No. 7 (CF Transmittal Memorandum)

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
		B. Review and Completion of Data/Documents	
10	DARPO	Receives claim folder and forwards to the DAR-LBP Pre-Processing Unit (PPU) for review/evaluation of documents. Gathers lacking documents, if any.	
		C. Land Survey	
11	DARPO	Expedites survey activities and ensures that segregation/subdivision survey returns are completed and approved by the DENR-LMS pursuant to existing guidelines.	Approved subdivision or segregation plan (ASP) with survey technical descriptions
12	DAR-LBP-PPU	Forwards CF to LBP-LVLCO together with the ASP, if applicable.	CARP Form No. 8 (Memorandum Request to Value the Land)
		D. Land Valuation and Compensation	
13	LBP-LVLCO	Receives and evaluates the CF for completeness, consistency and document sufficiency. Gathers additional valuation documents.	
14	LBP-LVLCO	Determines land valuation based on valuation inputs Note: CFs where the land valuation amounts to more than P3 million shall be forwarded to LBP-HO.	Claims Valuation and Processing Form (CVPF)
15	LBP-LVLCO	Prepares and sends Memo of Valuation, Claim Folder Profile and Valuation Summary (MOV-CFPVS) to PARO.	CARP Form No. 9 (Memorandum of Valuation and Claim Folder Profile and Valuation Summary)

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
16	DARPO	Receives LBP's MOV-CFPVS and ascertains the completeness of the data and information therein.	
17	DARPO	Sends Notice of Land Valuation and Acquisition to LO by personal delivery with proof of service or by registered mail with return card, attaching copy of MOV-CFPVS and inviting LO's attention to the submission of documents required for payment of claim.	CARP Form No. 10 (Notice of Land Valuation and Acquisition)
18	DARPO	Posts a copy of the Notice of Land Valuation and Acquisition (NLVA) for at least seven (7) working days on the bulletin board of the provincial capitol, municipal and barangay halls where the property is located and issues a Certification of Posting Compliance.	CARP Form No. 11 (Certification of Posting Compliance)
19	LO	Replies to Notice of Land Valuation and Acquisition and submits documents required for payment of compensation claim. If LO accepts, proceed to D.1. If LO rejects or fails to reply, proceed to D.2. D.1 Where LO accepts the Land Valuation	CARP Form No. 10.a (LO's Reply to NLVA)
20	DARPO	Upon receipt of LO's Letter of Acceptance, sends Memorandum to LBP to prepare the Deed of Transfer and to Pay the LO.	CARP Form No. 12 (Request to Pay)

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
21	LBP-LVLCO LBP-HO	Prepares DOT for LO to execute and deposits the compensation proceeds in the name of LO in cash and in bonds. The entire deposit may be withdrawn by the LO; however, the actual release of same shall only be effected upon LO's submission of all documentary requirements.	CARP Form No. 13 (Deed of Transfer)
22	LO	Executes DOT and submits payment requirements to LBP within seven (7) working days.	CARP Form No. 13 (Deed of Transfer)
		Should the LO fail to submit the required documents within seven (7) working days from LBP receipt of the DAR Request to Pay, notifies DAR of such failure by LO and also issues to DAR the Certification of Deposit.	CARP Form No. 16 (Notice of LO's Non-Compliance with Requirements)
		Thereafter, the DAR shall request ROD to transfer the Certificate of Title covering subject property in favor of the RP.	CARP Form No. 17 (Certification of Payment)
23	LBP-LVLCO LBP-HO	Forwards DOT together with the owner's duplicate certificate of title and ASP (if applicable) to ROD for registration.	CARP Form No. 18 (Request to Issue TCT in the Name of RP)
24	ROD	Registers DOT and issues TCT in the name of RP, then forwards owner's duplicate certificate of title to LBP.	CARP Form No. 13 (Deed of Transfer) Certified copy of ASP and its technical description approved by DENR, if property is partially covered by CARP

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
25	LBP-LVLCO	Prepares Payment Release Form upon LO's compliance with all the requirements for payment. In case the land is encumbered, pays the mortgagee-bank/creditor upon LO's request and pays the balance of the proceeds to the LO.	LBP Payment Release Form
26	LBP-LVLCO LBP-HO	Surrenders the owner's duplicate certificate of title (RP) to PARO which will in turn transmit said copy to ROD to enable CLOA registration.	Owner's duplicate certificate of title (RP)
		D.2 Where LO rejects the Land Valuation	
20	DARPO	If the LO rejects the offered price or fails to reply within thirty (30) days from receipt of the Notice of Land Valuation and Acquisition, forwards to LBP the Request to Deposit the compensation proceeds in cash and in bonds in the name of the LO.	CARP Form No. 10.a (LO's Reply to NLVA) CARP Form No. 15 (Request to Deposit)
21	DARPO	Requests the DARAB/RARAD/PARAD to conduct administrative proceedings pursuant to DARAB guide lines, as the case maybe, furnishing therein a copy each of the LO's Letter of Rejection, Notice of Land Valuation and Acquisition and LBP's Memorandum of Valuation.	CARP Form No. 14 (Advice to DARAB/RARAD/PARAD)
22	LBP-LVO LBP-HO	Deposits the compensation proceeds in the name of LO and issues Certification of Deposit to DAR through the PARO, copy furnished the LO.	CARP Form No. 17 (Certification of Deposit)

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
		The entire deposit may be withdrawn by the LO; however, actual release of same shall be subject to LO's submission of all requirements for payment and execution of Confirmation of Coverage and Transfer.	CARP Form No. 17.a (Confirmation of Coverage & Transfer For Claims of Individual LOs - Still pending with DARAB) CARP Form No. 17.b (Confirmation of Coverage & Transfer For Claims of Corporate LOs - Still pending with DARAB)
23	DARPO	Upon receipt of the Certification of Deposit from LBP, transmits the same to the Register of Deeds concerned, including the approved segregation/subdivision plan of subject property, if partially covered and simultaneously requests the ROD to issue TCT in the name of RP.	CARP Form No. 18 (Request to Issue TCT in the Name of RP)
24	ROD	Issues new TCT in the name of RP and forwards owner's duplicate certificate of title in the name of RP to LBP-LVO which furnishes the PARO a certified xerox copy of the same.	New TCT in the name of RP and owner's duplicate copy of title in the name of RP
25	DARAB/ RARAD/ PARAD	Simultaneously with Activity Nos. 22-24 above, the DARAB/RARAD/PARAD conducts summary administrative proceedings; renders decision and informs parties concerned of the same.	

Steps	Responsible Agency/Unit	Activity	Forms/Documents (Requirements)
26	DARPO	Upon receipt of the Certificate of Finality of the DARAB Order, requests LBP to pay the LO in accordance with the DARAB decision; requests LBP to prepare Confirmation of Coverage and Transfer for LO to accomplish. Thereafter, LBP follows Activity Nos. 25-26 under D.1. In case the LO still rejects DARAB decision, he may go to the Special Agrarian Court (SAC) for the final determination of just compensation.	CARP Form No. 17.c (Confirmation of Coverage & Transfer For Claims of Individual LOs - Already decided by DARAB) CARP Form No. 17.d (Confirmation of Coverage & Transfer) For Claims of Corporate LOs - Already decided by DARAB)
		E. Land Distribution	
27	DARPO	Forwards to DARMO the certified copy of the TCT in the name of RP with the instruction to take over physical possession of the land and proceed with the distribution of the same in favor of qualified ARBs.	Certified copy of TCT in the name of RP

V. REPORTING AND MONITORING

For monitoring and evaluation purposes, a provincial monthly report on the status of VOS/CA transactions shall be submitted to the Office of the Undersecretary for Field Operations through the Regional Office, copy furnished BLAD. All landowners concerned shall be periodically advised on the status of their claims.

VI. TRANSITORY PROVISIONS

All trust accounts issued pursuant to Administrative Order No. 1, S. 1993 covering landholdings not yet transferred in the name of the Republic of the Philippines as of July 5, 1996 shall immediately be converted to deposit accounts in the name of the landowners concerned.

All Provincial Agrarian Reform Officers and Regional Directors are directed to immediately inventory the claim folders referred to in the preceding paragraph, wherever they may be found and request the LBP to establish the requisite deposit under this Administrative Order and to issue a new certification to that effect. The original Certificate of Trust Deposit previously issued should be attached to the request of the DAR in order that the same may be replaced with a new one.

All previously established Trust Deposits which served as the basis for the transfer of the landowner's title to the Republic of the Philippines shall likewise be converted to deposits in cash and in bonds. The Bureau of Land Acquisition and Distribution shall coordinate with the LBP for this purpose.


VII. REPEALING CLAUSE

All orders, circulars and other issuances inconsistent herewith are deemed repealed, amended and/or modified accordingly.

VIII. EFFECTIVITY

This Order shall take effect ten (10) days after its publication in two (2) newspapers of general circulation pursuant to Section 49 of RA 6657.

Quezon City, Metro Manila, AUGUST 15, 1996.


ERNESTO D. GARILAO
Secretary

Published in two (2) national newspapers
of general circulation:

1. MANILA BULLETIN
2. PHILIPPINE DAILY INQUIRER

Date of Publication - August 15, 1996

LIST OF DOCUMENTS REQUIRED UNDER RA 6657
UNDER DIFFERENT SITUATIONS

A. COMMON TO ALL LANDOWNERS

1. DOCUMENTS TO PROVE OWNERSHIP OF PROPERTY

TITLES for titled properties; or

TAX DECLARATIONS and

DEEDS OF ACQUISITIONS for untitled properties;

NOTE: For details, please see below.

2. TAX DECLARATION/S

1. FOR THE LAND - must be based on the unit value implemented before August 29, 1989; issued before August 29, 1987.

2. FOR PERMANENT IMPROVEMENTS (if any) - pertinent data like dates and costs of constructions, etc. must be indicated.

COMMON TO BOTH TAX DECLARATIONS:

- must be in the name of the registered owner; and
- must be duly certified by the Assessor concerned

3. BOUNDARY OR PERIMETER SKETCH PLAN - if the whole property is offered/covered, plan must be certified by a licensed geodetic engineer; or

SEGREGATION SURVEY PLAN - if the property is partly offered by only a co-owner or if the property is partly covered, plan must be approved by the DENR.

4. LETTER-OFFER, if under VOS

5. REGISTER OF DEEDS CERTIFICATION stating that the property is free from all liens and encumbrances.

NOTE: Existing entries appearing on the title must be duly cancelled before property will be acquired and paid by the government.

6. REAL ESTATE TAXES ON THE PROPERTY

STATEMENT OF TAX DELINQUENCY - if taxes are not fully paid, years unpaid and total amounts of delinquency must be indicated; or

REAL ESTATE TAX CLEARANCE - if taxes are fully paid up to the current/present year, years paid must be indicated.

NOTE: Cut-off date of tax payment is the date of issuance of new title in the name of the Republic of the Philippines.

B. WHERE THE PROPERTY IS TITLED

1. TITLE

For preliminary identification of the property, copy of the title must be:

- a. duly certified by the Register of Deeds;
- b. clear and legible, complete in pages; and
- c. in the name of the landowner/offeror or claimant, or if not yet in the name of the offeror, copy of deed of transfer, donation, or others, must be submitted, subject to the provisions of Paragraph 4, Section 6 of RA 6657.

For purposes of payment, the owner's duplicate copy of the title must be:

- a. free from all liens and encumbrances;
- b. must be registered in the name of the offeror or claimant; and
- c. must be surrendered to the LBP.

C. WHERE THE PROPERTY IS UNTITLED

1. CENRO Certification pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, S. 1994.

2. Survey plan of the property/ies duly approved by the Lands Management Bureau, and if not available, a sketch plan certified to by said office, and Technical Description thereof;
3. Certified copy of the present Tax Declaration in the name of claimant with correct lot number/s and area per approved plan;
4. Instruments of acquisition covering the subject property, such as Deed of Sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s in interest;
5. A 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 pertaining to the property/ies from the first declaration up to the tax declaration issued in the name of the claimant;
6. Certification from the Clerk of Court concerned whether or not the property/ies identified in the plan is/are covered by land registration proceedings or civil case, and if the same is used as bond or bail in other court actions;
7. Certification from the Office of the Register of Deeds and Assessor concerned to the effect that as per their records, the property/ies as appearing in the approved survey plan is/are free from all liens and encumbrances.
8. LRA Certification that property is not within any decreed or titled property.

D. WHERE THERE ARE PERMANENT IMPROVEMENTS IN PROPERTY

1. AUDITED FINANCIAL STATEMENTS OF LANDOWNERS, if available.
2. STATISTICS FROM GOVERNMENT/OTHER ACCREDITED PRIVATE AGENCIES
3. INTERVIEWS/CERTIFICATIONS FROM FARMER-BENEFICIARIES ON PRODUCTION - must be duly verified/validated from the neighborhood or from disinterested parties.

NOTE: Only Document 1 is submitted by the landowner.

Documents 2 or 3 are secured by the LBP.

E. WHERE THE LANDOWNER IS A MINOR (Applicable only when the estate exceeds P50,000.00) or WHERE THE LANDOWNER IS AN INCAPACITATED PERSON

1. LETTERS OF GUARDIANSHIP issued by a competent court;
2. OATH OF OFFICE of the guardian; and
3. COURT OF AUTHORITY for the guardian to dispose of the subject property pursuant to RA 6657 and to sign all land transfer documents and registration thereof.

F. WHERE THE LANDOWNER IS A CORPORATION OR PARTNERSHIP

1. Authenticated copies of the ARTICLES OF INCORPORATION & BY-LAWS of the Corporation or Partnership with Certificate of Registration from the Securities and Exchange Commission (SEC);
2. BOARD RESOLUTION - in case of a Corporation, duly authenticated or an appropriate Secretary's certificate duly notarized, appointing a particular person to dispose the subject property and to sign land transfer documents; and
3. CURRENT RESIDENCE CERTIFICATES of the authorized representative and the Corporation.

G. WHERE THE PROPERTY IS MORTGAGED

1. UPDATED STATEMENT OF ACCOUNT from creditors, if loan or mortgage obligation is not yet fully paid or released;
2. UPDATED/MORTGAGE LOAN VALUE or APPRAISAL VALUE OF THE PROPERTY AS OF JUNE 15, 1988
3. RELEASE OR MORTGAGE from creditors, if loan or mortgage is already paid but not yet cancelled in title; or when loan shall be deducted from proceeds of claim; must be registered.

H. WHERE THE PROPERTY IS FORECLOSED

1. If the property is foreclosed and the redemption period has not yet lapsed and the title has not yet been consolidated in the name of the mortgagee-bank, the latter's conformity to have the landowner re-acquire the property; and

2. Copy of the DEED OF RECONVEYANCE issued by the mortgagee-bank duly registered and annotated in the title.

I. WHERE THE LANDOWNER IS DECEASED

1. EXTRA-JUDICIAL SETTLEMENT OF ESTATE

- a. DEED OF EXTRA-JUDICIAL SETTLEMENT OF ESTATE must be:

- executed by all the heirs concerned;
- published in a newspaper of general circulation for at least three (3) consecutive weeks; and
- registered with the Register of Deeds concerned and annotated in the title (if titled).

- b. BIR TAX CLEARANCE as to payment of estate taxes.

- c. CERTIFICATION OF PUBLICATION of the Deed of Extra-Judicial Settlement of Estate by the Publisher.

NOTE: Documents b and c are requirements of the Register of Deeds (not of the DAR or LBP) before the Deed of Extra-Judicial Settlement is registered.

2. JUDICIAL SETTLEMENT OF ESTATE

- a. SPECIAL PROCEEDINGS STILL PENDING

- a.1 LETTERS OF ADMINISTRATION/LETTERS OF TESTAMENTARY issued by a competent court;
- a.2 OATH OF OFFICE of the Administrator or Executor;
- a.3 COURT OF AUTHORITY for the Administrator or Executor to dispose subject property under RA 6657 and registration thereof.

- b. SPECIAL PROCEEDINGS ALREADY TERMINATED

- b.1 PROJECT OF PARTITION of the estate of the deceased duly approved by a competent court and registered.

3. CONFORMITY OF ALL THE HEIRS to the partition/settlement of the estate of the deceased.

4. DEATH CERTIFICATE OF THE DECEASED certified by the Local Civil Registrar.

J. WHERE THE PROPERTY IS CO-OWNED BY SEVERAL CO-OWNERS

1. Under VOS, if co-owner voluntarily offers his share only or under CA, the portion under coverage --
 - a. SEGREGATION SURVEY PLAN showing portion of his share offered, if under VOS; if under CA, portion showing area covered (after determining share per co-owner);
 - b. TECHNICAL DESCRIPTION/S OF THE LOT/S SURVEYED - must be in narrative form; duly approved by the DENR;
 - c. PARTITION AGREEMENT regarding property's subdivision among all registered co-owners; must be duly registered and annotated in the title.
2. Under VOS, if the whole property is voluntarily offered -
 - a. CONFORMITY BY ALL THE REGISTERED OWNERS to offer or to sell the property under RA 6657 (VOS); or in lieu of this document, all the registered owners must sign the letter-offer and the Deed of Transfer in favor of the government.

CARP FORMS

<u>FORM NO.</u>	<u>TITLE/DESCRIPTION</u>
1	Letter Offer (VOS only)
1.a	Acknowledgement Receipt
2	Notice to Conduct Field Investigation
2.a	Invitation Letter to LO for the Field Investigation
3	Field Investigation Report
4	Application to Purchase and Farmers' Undertaking (APFU)
5	Notice of Coverage
6	Certification of Posting Compliance
7	CF Transmittal Memorandum
8	Memorandum Request to Value the Land
9	Memorandum of Valuation and Claim Folder Profile and Valuation Summary
10	Notice of Land Valuation and Acquisition (NLVA) (Revised, July 1996)
10.a	LO's Reply to NLVA (Revised, July 1996)
11	Certification of Posting Compliance
12	Request to Pay (Revised, July 1996)
13	Deed of Transfer (DOT)
14	Advice to DARAB/RARAD/PARAD
15	Request to Deposit (Revised, July 1996)
16	Notice of LO's Non-Compliance of Requirements (Revised, July 1996)
17	Certification of Deposit (LBP) (Revised, July 1996)

- 17.a Confirmation of Coverage and Transfer
For Claims of Individual LOs (Still pending with DARAB)
- 17.b Confirmation of Coverage and Transfer
For Corporate LOs (Still pending with DARAB)
- 17.c Confirmation of Coverage and Transfer
For Individual LOs (Already decided by DARAB)
- 17.d Confirmation of Coverage and Transfer
For Corporate LOs (Already decided by DARAB)
- 18 Request to Issue TCT in the Name of RP
(Revised, July 1996)

CARP FORM NO. 1: LETTER OFFER (FOR VOS ONLY)

Address _____

Date _____

The Honorable Secretary
Department of Agrarian Reform
Diliman, Quezon City
(Thru Channels)

S i r :

In support of the Comprehensive Agrarian Reform Program of the government, I have the honor to voluntarily offer to sell to the Republic of the Philippines my land, including the improvements thereon, described as follows:

DCT/TCT No. _____ Total Area Per Title/TD _____
Tax Dec. No. _____ Area Offered _____
Lot No./Survey No. _____
Location _____

I hereby declare that the land is productive and suitable to agricultural production. My offered prices are as follows:

Land (including crops) P _____/Ha or a total amount of P _____
Improvements (non-crop such as mills, bodega, etc.) P _____

May I likewise inform you, that:

☐ I am exercising my right of retention to the extent of _____ hectares including award to my children subject to the requirements of Section 6 of RA 6657.

☐ I am not exercising my right of retention.

I have been informed of and fully comprehend the terms and conditions as provided for by law and applicable guidelines for this voluntary offer. In view thereof, I hereby authorize the DAR, LBP, DENR and BARC, and other representatives to enter my property for purposes of inspection, verification, studies and evaluation and to undertake the survey and other processes leading to the redistribution of the property to qualified beneficiaries. I also authorize them to take immediate possession of my land described above after LBP has paid me or has established a Trust Account in my name.

I am attaching herewith a certified copy of the OCT/TCT and other muniments of ownership regarding my property being offered for sale.

Very truly yours,

Name & Signature of Landowner
or Authorized Representative

CONFORME: SPOUSE/CO-OWNER(S)
(If applicable)

CHECKLIST OF DOCUMENTS

For Titled Properties:

- ☐ Certified copy/ies of title/s on file with ROD
- ☐ Certified copy of Tax Declaration
- ☐ Sketch/Lot Plan certified by a registered Geodetic Engineer

For Untitled Properties:

- ☐ Approved Survey Plan (ASP). If ASP is not available, a Sketch Plan and Technical Description duly approved by DENR
- ☐ Certified copy of the present Tax Declaration from the Assessor's file in the name of the claimant with correct lot numbers and area per approved plan
- ☐ Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-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 pertaining to the property/ies, from the first declaration up to the Tax Declaration issued in the name of the claimant, as well as any existing liens on the present and previous Tax Declaration
- ☐ Certification from the Clerk of Court concerned whether or not the property/ies identified in the plan is/are covered by land registration proceedings or civil case, and if the same is used as bond in other Court actions
- ☐ CENRO Certification pursuant to DAR-DENR-LBP Joint Memorandum Circular No. 12, series of 1994
- ☐ Certification from the Office of the Register of Deeds concerned to the effect that as per their records, the property/ies as appearing in the approved survey plan is/are free from all liens and encumbrances
- ☐ LRA Certification that property is not within any decreed or titled property

CARP FORM NO. 1.a: ACKNOWLEDGEMENT

Date

Sir/Madam:

This is to acknowledge receipt of your letter offer dated _____ (CARP FORM NO. 1) voluntarily offering for sale under the Comprehensive Agrarian Reform Program your property covered by OCT/TCT/TD No. _____ located at _____.

To complete the documentation and facilitate processing of your claim folder, please submit to this Office the following required documents, to wit:

- 1.
- 2.
- 3.
- 4.
- 5.

Thank you for your cooperation.

Very truly yours,

Name & Signature
Municipal Agrarian Reform Officer

Copy distribution:

Original	- LO
Duplicate	- VOCF/CACF
Triplicate	- PARO
Quadruplicate	- File

CARP FORM NO. 2: NOTICE TO CONDUCT THE FIELD INVESTIGATION
(FOR LBP, DA, DENR, BARC and PROSPECTIVE FBs)

Date

Sir/Madam:

This is to inform you that the field investigation on the property of _____ covered by Title No./TD No. _____ located at _____, will be conducted on _____. Your presence or that of your authorized representative is needed.

We anticipate your full cooperation and support. Thank you.

Very truly yours,

Name & Signature
Municipal Agrarian Reform Officer

Copy distribution:

Original - Agencies Concerned
Duplicate - VOCF/CACF
Triplicate - DARPO
Quadruplicate - DARMO

CARP FORM NO. 2-A: INVITATION LETTER TO LO FOR THE
FIELD INVESTIGATION

Date

Dear Sir/Madam:

Please be informed that your property covered by OCT/TCT No. _____ located at _____ has been initially identified by DAR to be covered by CARP.

In this connection, may we invite you or your authorized representative to an ocular inspection to be conducted on _____. During this inspection you may choose or pinpoint your retained area in accordance with Section 6 of RA 6657, which area should be more or less contiguous. Failure to attend said meeting or choose your retained area will mean that you are leaving to us the identification of the same.

Please bring your Statement of Production and Net Income on the said landholding to be used as input in the determination of the land value.

We anticipate your presence and cooperation. Thank you.

Very truly yours,

Name & Signature
Municipal Agrarian Reform Officer

Copy distribution:

Original	- LO
Duplicate	- VOCF/CACF
Triplicate	- DARPO
Quadruplicate	- DARMO

CARP FORM NO. 3: FIELD INVESTIGATION REPORT

Barangay _____
 City/Mun./Dist. _____ [] VOS
 Province _____ [] CA

A. LANDOWNER

1. Name of Landowner/Offeror _____

2. Postal Address _____

3. For Individual Landowners

Status: _____ If married, no. of children qualified as
 preferred beneficiaries: _____

4. For Co-ownership (If deceased, indicate names of heirs)

Registered Owners

Heirs

B. LAND

1. Technical Description

OCT/TCT No.	_____	<u>Area for Compensation</u>	
Tax Dec. No.	_____	This Acquisition	_____ has.
Lot No.	_____	Preferred FBs with	
Survey No.	_____	Tenancy Relationship	_____ has.
Total Area (Ha)	_____	Subsequent Acquisition	_____ has.
		<u>Excluded/Not for Compensation</u>	
		Covered by PD 27/EO 228	_____ has.
		Preferred FBs without	
		Tenancy Relationship	_____ has.
		Retention	_____ has.
		Others	_____ has.
		Total Area	===== has.

2. Physical Characteristics (Check appropriate box)

Topography and Soil Type

	Area (Ha)	Land (Use/s) Soil Type
<input type="checkbox"/> Below 18% slope	_____	_____
<input type="checkbox"/> 18% slope and above	_____	_____

Note: Section 10 of RA 6657 states that all lands with 18% slope and over, except those already developed, shall be exempt from CARP coverage.

3. Land Condition/Suitability to Agriculture
(Check appropriate box)

- ☐ Subject property is presently being cultivated.
- ☐ Subject property is presently idle, but was previously planted to _____ in 19____.
- ☐ Subject property has never been cultivated.

Note: For idle and/or abandoned lands, secure DA Certification as to its suitability.

Subject property is deemed:

- ☐ Suitable to agriculture and recommended for acquisition _____ has.
- ☐ Not suitable to agriculture _____ has.

Reasons: _____

4. Accessibility to/Availability of (Check appropriate box)

A. Road Frontage ☐ Yes ☐ No

B. Approximate distance from:

Barangay road _____ kms.	National road _____ kms.
Mun'l. road _____ kms.	Poblacion _____ kms.
Prov'l. road _____ kms.	Market/Trading Center _____ kms.

C. Transportation: ☐ Bus ☐ Boat/Banca Others (specify) _____
☐ Jeep ☐ Tricycle ☐ _____

D. Water supply: ☐ NIA Others (specify) _____
☐ Deep well ☐ _____
☐ Communal ☐ _____

5. Land Use (per attached land use map)

Crops Planted	Area	has.
_____	_____	has.
_____	_____	has.
_____	_____	has.
Total	_____	has.

Note: The inspection team should generate a land use/topography map as input to the preparation of either a perimeter or segregation survey plan.

C. PERMANENT IMPROVEMENTS

1. Permanent Crops as of _____

Introduced by	Crops	Income Producing/ Fruit Bearing	Non-Income Producing/ Non-Fruit Bearing
LQs : FBs		Quantity : Ave. Age	Quantity : Ave. Age
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

2. Infrastructures as of _____

Introduced by	Type	Size/ Capacity/ Length	Estimated Remaining Useful Life	Present Condition	Introduced by/ Funded by
LQs : FBs					
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

3. Chattel and Other Movables as of _____

Intro. by :Type/:		Date	:	Original	:	Estimated	:	Present
-----:Make :		Acquired	:	Cost	:	Remaining	:	Condition
LOs :	FBs :	:	:	:	:	Useful Life	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:

Sources of above information: _____

D. LAND USE/PRODUCTION AS OF _____

1. Production Data (Per Hectare) [Must be supported with Land Use Map]

Crops	:	Productive	:	No. of	:	Ave. Production
Planted *	:	Area	:	Months Per	:	Per Crop Cycle
:	:	(Has.)	:	Crop Cycle	:	Per Hectare
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:

* Indicate if multi-cropping (Use additional sheets if necessary)

Sources of above information: _____

2. Net Income Data (Per Hectare) 1/

	: Average	: Farmgate	: Total	: Cost of	: Net
Crops	: Annual	: Support	: Value in	: Operation	: Income/
Planted	: Prodn./ha:	: Price/unit:	: Pesos/ha	:	: Hectare
	: <u>2/</u>	: <u>3/</u>	:	:	: <u>4/</u>
	:	:	:	:	:
	:	:	:	:	:
	:	:	:	:	:
	:	:	:	:	:

3. Other Income (Specify, if any)

E. COMPARABLE SALES (CS)

1. Comparable Land Transactions (LT) 5/

Regis- tration Date *	: Name of : Vendor/ : Vendee	: Location	: Land Use : at Point : of Sale	: Area : (Has.)	: Sales : Value	: Cost/ : Hectare
	:	:	:	:	:	:
	:	:	:	:	:	:
	:	:	:	:	:	:
	:	:	:	:	:	:

Average Cost/Ha. \neq _____

2. Acquisition Cost (AC) (if acquired between Jan. 1, 1985 and Sept. 13, 1988)

Total Value _____ Per Hectare _____
Date Acquired _____ Land Use at Point of Sale _____

- 1/ Attach additional sheet to show computation and secure certification from DA when applicable.
- 2/ Equivalent average production per crop cycle annualized.
- 3/ Based on prices within locality.
- 4/ Refers to farm income only.
- 5/ Use additional sheet if necessary

3. Market Value/Mortgage (MVM) 6/

Mortgagee Bank _____ Date of Appraisal _____
 Address _____ Value of Appraisal ₱ _____
 _____ 7/

F. MARKET VALUE PER TAX DECLARATION

1. Date TD was issued _____
2. Effectivity of Schedule of Unit Market Values (SUMV) _____

2.1 Land Only

Actual Land Use per FIR	:	Area (Ha.)	:	Unit Values per SUMV
_____	:	_____	:	_____
_____	:	_____	:	_____
_____	:	_____	:	_____
_____	:	_____	:	_____
_____	:	_____	:	_____

2.2 Permanent Crop Improvements

NO. OF FBTs	NO. OF NFBTs	TYPE	UNIT VALUES /SUMV
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. TOTAL VALUE DECLARED BY LANDOWNER

	Land & Crop Impts.	Non-Crop Improvements	Total
Letter/Offer	₱ _____	₱ _____	₱ _____
Date of Offer	_____	_____	_____
Date Received by MARO	_____	_____	_____

- _____
- 6/ Relevant only if mortgage is still outstanding at date of offer/cover.
 - 7/ Attach Bank certification.
 - 8/ Schedule of Unit Market Values.

F. OTHER LIENS/ENCUMBRANCES ANNOTATED ON THE TITLE

Entry No.	Nature
_____	_____
_____	_____

G. REMARKS/COMMENTS/RECOMMENDATIONS

DARMO _____

BARC Representative _____

LBP Field Representative _____

H. CERTIFICATION

We hereby certify that the information and data contained in this report are based on ocular inspection of the subject property, actual examination of pertinent documents, and the results of valuation data gathering, and that the same are true and correct to the best of our knowledge.

_____ Name & Signature DAR Representative	_____ Date
_____ Name & Signature LBP Representative	_____ Date
_____ Name & Signature BARC Representative	_____ Date

NOTED:

_____ MARO	_____ Date
_____ LVO Head	_____ Date

Copy distribution:

Original	-	VOCF/CACF
Duplicate	-	LBP
Triplicate	-	LO
Quadruplicate	-	DARMO

CARP FORM NO. 4: APPLICATION TO PURCHASE AND FARMER'S UNDERTAKING

We, the identified and qualified beneficiaries of the Comprehensive Agrarian Reform Program (CARP), do hereby apply to purchase farmlots/homelots of the parcel of land owned by _____ located at _____.

We obligate ourselves to pay the amortization of the property computed pursuant to Section 26 of RA 6657 and in accordance with the prevailing and pertinent provisions of the Agrarian Reform Law, its rules and regulations. Likewise, we acknowledge and confirm that a lien by way of mortgage in favor of the LBP shall secure our obligation after LBP undertakes to finance the acquisition of the subject farmlots/homelots including interest thereon and penalties, if any.

We request that the property be awarded to us in ☐ individual ownership, ☐ co-ownership, ☐ cooperative or ☐ collective ownership. (Check appropriate box.)

Finally, we obligate ourselves to comply with all the agrarian laws, rules and regulations pertaining to the acquisition and distribution of the land applied for.

In consideration of the foregoing, we hereby affix our signatures and/or right thumbmarks in this instrument.

	NAME AND ADDRESS OF ARB	SIGNATURE	RIGHT THUMBMARK
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

NOTE: Use additional sheets, if necessary.

We hereby certify that the above-named ARBs have voluntarily affixed their signatures and/or thumbmarks before us this _____ day of _____, 19 _____.

Name & Signature
Agr. Reform Program Technologist

Name & Signature
BARC Representative

Concurred by:

Name & Signature
Mun. Agrarian Reform Officer

Copy distribution:

Original - VDCF/CACF
Duplicate - LBP
Triplicate - DARPO
Quadruplicate - File

CARP FORM NO. 5: NOTICE OF COVERAGE

Date

Dear Sir/Madam:

Pursuant to Section 7 of RA 6657, otherwise known as the Comprehensive Agrarian Reform Law of 1988, you are hereby notified that your landholding embraced by OCT/TCT/TD No. _____ with an area of _____ hectares, located at _____ is now covered under the Comprehensive Agrarian Reform Program. For details of the property, attached is a copy of CARP Form No. 3.

Under Executive Order No. 405, dated 14 June 1990, we shall request the Land Bank of the Philippines (LBP) to determine the land value of the said property being acquired pursuant to Section 17 of RA 6657. As soon as we receive the Memorandum of Valuation from the LBP, we shall advise you of the computed land value of the property.

Very truly yours,

Name and Signature
Municipal Agrarian Reform Officer

Attached: as stated

Copy distribution:

Original	- LO
Duplicate	- LBP
Triplicate	- VOCE/CACF
Quadruplicate	- For Posting
Quintuplicate	- DARPO
Sixtuplicate	- File

CARP FORM NO. 6 : CERTIFICATION OF POSTING COMPLIANCE

To Whom It May Concern:

This is to certify that the Notice of Coverage (CARP Form No. 5) on the property of _____ covered by Title No./TD No. _____ located at _____

has been posted in the bulletin board of the Municipality and Barangay Hall where the property is located for a period of seven (7) days as required by DAR Rules and Regulations.

Done this _____ day of _____ 19____ at _____.

Name & Signature
Municipal Agrarian Reform Officer

Copy distribution:

Original	- CF
Duplicate	- LO
Triplicate	- PARO
Quadruplicate	- MARO

CARP FORM NO. 7: CLAIM FOLDER TRANSMITTAL MEMORANDUM

FOR : The Provincial Agrarian Reform Officer

SUBJECT : CLAIM FOLDER OF

The attached VOS/CA Claim Folder (VOCF/CACF) pertinent to the agricultural land of located at is transmitted to your Office with the following documents:

- [] Letter Offer (For VOS only) (CARP FORM NO. 1)
- [] Certified copy of OCT/TCT No.
- [] Certified copy of Tax Declaration No.
- [] Copy of approved Survey Plan or, if property is for total acquisition: Perimeter Survey Plan of the property
- [] Notice to Conduct the Field Investigation (CARP FORM NO. 2) and Invitation Letter to LO (CARP FORM NO. 2-A)
- [] Field Investigation Report including Land Use Map (CARP FORM NO. 3)
- [] Application to Purchase and Farmer's Undertaking (CARP FORM NO. 4)
- [] Notice of Coverage (CARP FORM NO. 5)
- [] Certification of Posting Compliance (CARP FORM NO. 6)
- [] MARO's Certification that subject property is not covered by PD 27/EO 228
- [] LO's Statement of Production and Income; if none, MARO's Certification re LO's Failure to Submit
- [] DA Certification as to suitability to agriculture (if idle and/or abandoned land)
- [] Others:

Date

Name & Signature

Municipal Agrarian Reform Officer

Copy distribution:

Original	- VOCF/CACF
Duplicate	- LO
Triplicate	- File

CARP FORM NO. 8: MEMORANDUM REQUEST TO VALUE THE LAND

MEMORANDUM

FOR : The President
Land Bank of the Philippines
Makati, Metro Manila

THRU : The LBP-LVO

SUBJECT : REQUEST FOR THE VALUATION OF AGRICULTURAL LAND IN THE
NAME OF _____

DATE : _____

We are forwarding herewith the VOCE/CACF together with supporting documents (see attachments) pertinent to the agricultural land of the above-named landowner covered by Title/ TD No. _____ and located at _____, which has been considered for acquisition under the Voluntary Offer to Sell (VOS)/Compulsory Acquisition (CA) arrangement for distribution to qualified beneficiaries under the Comprehensive Agrarian Reform Program (CARP).

It is requested that LBP shall:

1. Determine the value of the land and improvements/ facilities thereon based on existing guidelines; and
2. Notify the undersigned of the value of the land through Memorandum of Valuation and Claim Folder Profile and Valuation Summary (CARP FORM No. 9).

Name & Signature
Provincial Agrarian Reform Officer

NOTE: See attached sheet for the supporting documents.

Copy distribution:

Original	- LBP
Duplicate	- LO
Triplicate	- VOCE/CACF
Quadruplicate	- DARMO
Quintuplicate	- File

ATTACHMENT TO CARP FORM NO. 8

List of Documents in the Claim Folder

- [] Letter Offer (For VOS only) (CARP FORM NO. 1)
- [] Certified copy of OCT/TCT No. _____
- [] Certified copy of Tax Declaration No. _____
- [] Copy of approved Survey Plan or, if property is for total acquisition: Perimeter Survey Plan of the property
- [] Notice to Conduct the Field Investigation (CARP FORM NO. 2 and Invitation Letter to LO for the Field Investigation (CARP FORM No. 2a)
- [] Field Investigation Report including Land Use Map (CARP FORM NO. 3)
- [] Application to Purchase and Farmer's Undertaking (CARP FORM NO. 4)
- [] Notice of Coverage (CARP FORM NO. 5)
- [] Certification of Posting Compliance (CARP FORM NO. 6)
- [] MARO's Certification that subject property is not covered by PD 27/EO 228
- [] LO's Statement of Production & Income; or
- [] MARO Certification that LO failed to submit Statement of Income
- [] Others:

Name & Signature
Provincial Agrarian Reform Officer

CARP FORM NO. 9: MEMORANDUM OF VALUATION, CLAIM FOLDER PROFILE
AND VALUATION SUMMARY

MEMORANDUM

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

THRU : The Provincial Agrarian Reform Officer
DAR Provincial Office

SUBJECT : MEMORANDUM OF VALUATION, CLAIM FOLDER PROFILE AND
VALUATION SUMMARY OF AGRICULTURAL LAND
OCT/TCT/TD No. _____
Area Per OCT/TCT/TD _____
Name of LO/Claimant _____
Location of the Property _____
Owner's Postal Address _____

DATE : _____

In connection with your Memorandum Request for Valuation of the above-named property, we are pleased to inform you that after taking into consideration the land valuation factors under existing guidelines and the applicable provisions of RA 6657, we have determined the value of the land covering an area of _____ hectares, including improvements thereon, in the total amount of Pesos _____ (P _____), details of which are indicated in the attached CF Profile and Valuation Summary. This total compensation, however, shall be subject to adjustments to conform with the actual area covered as determined by a final survey.

For your information and appropriate action.

Name & Signature
Land Bank of the Philippines

Copy distribution:

Original >
Duplicate > - DARPO
Triplicate - DARRO
Quadruplicate - DARMO
Quintuplicate - File

CLAIM FOLDER PROFILE AND VALUATION SUMMARY

BASIC INFORMATION/DATA:

The agricultural property of LANDOWNER _____
located at _____
covered by OCT/TCT No/s _____
registered in the name/s of _____

has been the subject of:

- [] voluntary offer to sell (VOS) by the landowner or
his authorized representative _____
per letter-offer dated _____
for the total area of _____ hectares
at P _____ per hectare.
- [] compulsory acquisition by the government for the
total area of _____ hectares at
P _____ per hectare.

FINDINGS:

Based on the data/information in the documents transmitted
by the _____ per letter transmitted dated
_____, the land was jointly inspected by the
representatives from the DAR, LBP and BARC per ocular inspection
report dated _____ with the following results/findings:

- [] The land is devoted to certain crops, such as:

- [] The land is not planted to any crop; is idle/
abandoned since the year _____ up to the
present;
- [] Based on interviews from the farmers living
nearby or adjacent landholdings, the subject land
was once planted to crops, like _____
sometime in
the year _____;
- [] Per certification dated _____ of the
_____ the land
is suitable to agriculture;

[] There are _____ actual farmer-occupants; _____ tenants; _____ farmworkers; _____ seasonal workers; _____ others;

[] There is no production/farm income reported/derived by the landowner or by the tenants from said land;

[] The landowner derives farm income from the land, the data of which were verified and duly confirmed by the _____ and subsequently compared against industry figures from the _____.

The land transaction as gathered by the _____ for the subject properties were found to be:

[] comparable to subject landholding as to land uses, topography, etc.;

[] located within the same municipality where the land is located;

[] located outside the municipality but within the province because _____

[] Cost of acquisition (is, is not) relevant.

[] Market Value per Mortgage (MVM) (is, is not) relevant.

[] Other lacking data or documents needed from the landowner are as follows: (Use additional sheets, if necessary)

[] Tax declaration and tax clearance (are, are not) on file.

ON PERMANENT IMPROVEMENTS:

- [] There are no existing improvements in the property.
- [] There are existing improvements in the property which shall be considered for compensation or payment in the total amount of _____
(P _____) the details of which are stated in the Field Investigation Report and the appraised values considered are as follows:

APPRAISED VALUES

STRUCTURES

Therefor, the total compensation for the land including the above improvements, is _____
(P _____)

Please refer to the attached Land Valuation Worksheet for the land valuation for subject property.

FOR DAR'S INFORMATION AND APPROPRIATE ACTION

=====

	VALUATION GROUP	PROCESSING GROUP
PREPARED BY/DATE:	_____	_____
REVIEWED BY/DATE:	_____	_____

=====

CARP FORM NO. 10: NOTICE OF LAND VALUATION AND ACQUISITION
(Revised, July 1996)

Date

Sir/Madam:

This refers to your agricultural land covered by the Comprehensive Agrarian Reform Program pursuant to RA 6657, described as follows:

OCT/TCT No/s.	_____	Location	_____
Total Area (Ha)	_____		_____
Tax Dec. No/s.	_____		_____

Please be informed that out of the total area indicated in the aforesaid title/s, an area of _____ hectares is subject to immediate acquisition and distribution to qualified agrarian reform beneficiaries under VDS/CA arrangement of the CARP.

Furthermore, based on the value determined by the LBP per attached Memorandum of Valuation, Claim Folder Profile and Valuation Summary, we offer you as compensation the total amount of Pesos _____ (P _____), covering _____ hectares including improvements, if any. This total compensation, however, shall be subject to price adjustments to conform with the actual area covered as determined by a final land survey (Section 17 of RA 6657).

We request that you inform the Department of Agrarian Reform (DAR), through this Provincial Office, within thirty (30) days from receipt of this Notice whether you accept or reject the amount of compensation offered for your property, by accomplishing the attached CARP Form No. 10-A.

In case of acceptance, the LBP shall deposit the compensation proceeds in a Savings Account in your name based on our Request to Pay. However, the actual release of payment shall only be effected upon your submission of all documentary requirements enumerated in the attached Claim Folder Profile and Valuation Summary. If within seven (7) days from LBP receipt of our Request to Pay, you fail to submit the necessary documents required for the release of payment, we will ask the Register of Deeds to transfer your title covering subject property to the Republic of the Philippines and effect the distribution of the land to qualified agrarian reform beneficiaries.

In the same manner, in case of your rejection or failure to reply to this Notice within the thirty (30) day period, the LBP shall, on the basis of our Request, deposit in your name the cash and bonds representing the compensation proceeds, which you may withdraw upon submission of all release requirements listed in the Claim Folder Profile and Valuation Summary hereto attached. The DARAB/RARAD/PARAD shall conduct summary administrative proceedings, with due notice to you, to determine the compensation for the property, wherein you, the LBP, and other parties shall be requested to submit evidence as to its just compensation.

In any event, the DAR shall take immediate possession of your property, upon your receipt of payment, or upon our receipt of the LBP Certification of Deposit.

Very truly yours,

Name & Signature
Provincial Agrarian Reform Officer

Attached: as stated

Copy distribution:

Original	- LO
Duplicate	- LBP
Triplicate	- For Posting
Quadruplicate	- DARMO
Quintuplicate	- File

CARP FORM NO. 10-A:
(Revised, July 1996)

LANDOWNER'S REPLY TO NOTICE OF LAND
VALUATION AND ACQUISITION

Date

The Secretary
Department of Agrarian Reform
Diliman, Quezon City

THRU: The Provincial Agrarian Reform Officer

S i r :

This is in reply to your Notice of Land Valuation and Acquisition dated _____ regarding my property covered under CARP located at _____ described as follows:

OCT/TCT No.	_____
Tax Dec. No.	_____
Area/Title (Ha)	_____
Area for Acquisition (Ha)	_____
Value for the land	₱ _____
Value for the improvements	₱ _____
Total	₱ _____

Please be informed the I ☐ Accept ☐ Reject (check appropriate box) the value offered for my property, pursuant to the terms and conditions of the Notice of Land Valuation and Acquisition.

Attached herewith are the documents required by LBP for the payment of my land and its improvements, if any, as enumerated in the Claim Folder Profile and Valuation Summary.

Very truly yours,

Name and Signature
Landowner

Address

CARP FORM NO. 11 : CERTIFICATION OF POSTING COMPLIANCE

To Whom It May Concern:

This is to certify that the Notice of Land Valuation and Acquisition (CARP Form No. 10) on the property of _____ covered by Title No./TD No. _____ located at _____ has been posted in the bulletin board of the Province, Municipality, and Barangay Hall where the property is located for a period of one (1) week (7 days) as required by DAR Rules and Regulations.

Done this _____ day of _____ 19____ at _____

Name & Signature
Provincial Agrarian Reform Officer

Copy distribution:

Original	- CF
Duplicate	- LO
Triplicate	- MARO
Quadruplicate	- PARO

CARP FORM NO. 12: REQUEST TO PAY
(Revised, July 1996)

MEMORANDUM

FOR : The President and CEO
Land Bank of the Philippines
Makati City

ATTENTION : The Head
LCD ____/LVLCO ____

SUBJECT : REQUEST TO PREPARE DEED OF TRANSFER AND TO PAY THE
LANDOWNER

DATE : _____

This refers to the VOCE/CACF under the name of _____
_____ covering a parcel of agricultural
landholding under OCT/TCT No. _____ located at
_____.

The landowner has accepted the price as per your valuation
of the subject land, improvements and facilities thereon.

It is therefore requested that the LBP deposit the
compensation proceeds in cash and in bonds, prepare the Deed of
Transfer and pay the landowner, upon submission of all
documentary requirements. Kindly forward to DAR the Owner's
Duplicate Copy of Title in the name of RP for CLOA registration
purposes.

Name & Signature
Provincial Agrarian Reform Officer

Copy distribution:

Original	- LBP
Duplicate	- LO
Triplicate	- DARRO
Quadruplicate	- DARMO
Quintuplicate	- File

CARP FORM NO. 13: DEED OF TRANSFER

KNOW ALL MEN BY THESE PRESENT:

That I, _____, of legal age and with postal address at _____, hereinafter referred to as TRANSFERROR, and the registered owner/s of a parcel of land covered by OCT/TCT No. _____ located at _____, more particularly described as follows:

TECHNICAL DESCRIPTION

That for and in consideration of the sum of _____, Philippine Currency, paid and acknowledged to have been received from the Land Bank of the Philippines in implementation of the Comprehensive Agrarian Reform Program pursuant to Executive Order No. 229/Republic Act No. 6657, the TRANSFERROR, hereby sells, transfers and conveys unto and in favor of the Republic of the Philippines, the above-described parcel/s of land, free from all liens and encumbrances;

That the TRANSFERROR acknowledges the accuracy and correctness of the computation/s of the above-described parcel/s of land, which was voluntarily offered for sale to the government, as made by the Department of Agrarian Reform (DAR) and the Land Bank of the Philippines (LBP), and he/she hereby warrants to defend the rights, interest and participation transferred to and acquired by the Republic of the Philippines against any and all suits or actions, which may be brought by any person or party by virtue of this Deed;

That in the event the Department of Agrarian Reform and the Land Bank of the Philippines or their officials and employees are made liable before any court of law to answer for any claim of third persons by virtue of this Deed, the TRANSFERROR undertakes to be solely responsible for the same to the exclusion of said Department/Bank or their officials and employees.

IN WITNESS WHEREOF, I have hereunto set my hands this _____ day of _____, 199____ at _____.

Name & Signature
TRANSFERROR

SIGNED IN THE PRESENCE OF:

Witness

Witness

A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES)
City of _____)

Before me, in the City of _____, on the day of _____ personally appeared:

Name	Res. Cert. No.	Place Issued	Date Issued
1.			
2.			

known to me and to me known to be the same person/s who executed the foregoing Deed of Transfer and acknowledged that the same is his/her/their free act and deed.

I FURTHER CERTIFY that the foregoing instrument, which consist of _____ pages, including this page on which the acknowledgement is written, duly signed by the parties and their instrumental witnesses on each and every page hereof, refers to the Deed of Transfer of a parcel of land situated at _____

WITNESS MY HAND AND NOTARIAL SEAL on the date and the place first above-written.

Name & Signature
NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CARP FORM NO. 14 ADVICE TO DARAB/RARAD/PARAD

MEMORANDUM

FOR : The DARAB/RARAD/PARAD

SUBJECT : REQUEST TO CONDUCT SUMMARY ADMINISTRATIVE PROCEEDINGS
RE: CLAIM OF _____
LOCATION _____

TITLE NO./S _____
TD NO./S (if untitled) _____
DATE : _____

In view of the landowner's rejection of the offered value for his land/failure to reply to the Notice of Land Valuation and Acquisition within the prescribed period, it is hereby requested that the DARAB/RARAD/PARAD conducts summary administrative proceedings to determine the land compensation pursuant to Administrative Order No. 2, S. 1991, as amended by Administrative Order No. 8, S. 1991 and Memorandum Circular No. 1, S. 1995.

P A R A D

Attached: LO's Rejection Letter
Notice of Land Valuation and Acquisition
Memorandum of Valuation, Claim Folder
Profile and Valuation Summary

Copy distribution:

Original	-	DARAB/RARAD/PARAD
Duplicate	-	LO
Triplicate	-	LBP
Quadruplicate	-	DARAD
Quintuplicate	-	File

CARP FORM NO. 15: REQUEST TO DEPOSIT
(Revised, July 1996)

MEMORANDUM

FOR : The President and CEO
Land Bank of the Philippines
Makati City

ATTENTION : The Head
LCD ____/LVLCD ____

SUBJECT : REQUEST TO DEPOSIT COMPENSATION PROCEEDS IN THE
NAME OF _____
RE: AGRICULTURAL PROPERTY LOCATED AT _____
COVERED BY OCT/TCT/TD NO. _____

DATE : _____

In view of the rejection by the landowner of the offered value for his land per Notice of Land Valuation and Acquisition (NLVA) dated _____ or failure to reply within the prescribed period, it is hereby requested that the cash and bonds covering the compensation proceeds be deposited in the name of subject landowner in the total amount of Pesos _____ (P_____) representing the valuation of his agricultural property covering an area of _____ hectares, including the improvements thereon, if any, based on LBP's Memorandum of Valuation dated _____.

Withdrawal of said deposit shall be subject to compliance with all documentary requirements listed in the Claim Folder Profile and Valuation Summary attached to the NLVA.

It is likewise requested that LBP issue a Certification of Deposit to serve as our basis in requesting the Register of Deeds to effect the transfer of said property in favor of the Republic of the Philippines pursuant to RA 6657.

Name & Signature
Provincial Agrarian Reform Officer

Copy distribution:

Original	- LBP
Duplicate	- LO
TriPLICATE	- PARAD/RARAD/DARAB
Quadruplicate	- DARRO
Quintuplicate	- DARMO
Sixtuplicate	- File

CARP FORM NO. 16: NOTICE OF LANDOWNER'S NON-COMPLIANCE WITH
(Revised, July 1996) REQUIREMENTS

Date

The Secretary
Department of Agrarian Reform
Diliman, Quezon City

Attention: The Provincial Agrarian Reform Officer
DAR Provincial Office

S i r :

This is to inform you that landowner _____
who has accepted the valuation for his property described as
follows:

OCT/TCT No. _____
Tax Dec. No. _____
Area _____
Location: _____
Barangay _____
Municipality _____
Province _____

per his letter dated _____, 19____, has not been
communicating with us regarding the submission/compliance of the
requirements for payment despite due notice given to him.

In view hereof, we are furnishing you a Certification dated
_____, 19____ that we have deposited in the name of
said landowner, an amount corresponding to the compensation for
his property, for your reference of action.

Thank you.

Very truly yours,

LBP Authorized Representative

Copy distribution:

Original - DARPO
Duplicate - DARMO
Triplicate - LO
Quadruplicate - File

CARP FORM No. 17 : CERTIFICATION OF DEPOSIT (LBP)
(Revised, July 1996)

LAND BANK OF THE PHILIPPINES

Claim No. (s) _____

CERTIFICATION

This is to certify that the Land Bank of the Philippines has deposited the sum of PESOS _____ (P _____) in cash and in Agrarian Reform bonds on _____, as compensation for _____ hectares of the parcel(s) of land situated at _____ covered by OCT/TCT No./s/Survey Lot No. _____ in the name/s of _____ pursuant to:

☐ P.D. 27 ☐ E.O. 228 ☐ E.O. 229 ☐ R.A. 6657

This Certification is issued in accordance with LRA Circular No. 96-06 dated July 23, 1996 and DAR Administrative Order No. 2, series of 1996.

Done this _____ day of _____, 19 _____
at _____.

LBP Authorized Representative
Head, BSD/LVLCO _____

CARP FORM No. 17.a: CONFIRMATION OF COVERAGE AND TRANSFER
For claims of individual LOs

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, of legal age, Filipino, married to _____, with residence at _____ and hereinafter referred to as the Landowner, am the owner of _____ parcel/s of land located at _____ consisting of _____ hectares, more or less, covered by TCT/OCT No./s. _____, voluntarily offered for sale/compulsorily acquired under the Government's Comprehensive Agrarian Reform Program (CARP), which title/s was/were cancelled by the Register of Deeds of _____ by virtue of the request of the Department of Agrarian Reform and the Certification of Deposit issued by the Land Bank of the Philippines and are now registered in the name of the Republic of the Philippines under TCT No./s. _____ or the farmer-beneficiaries _____ under TCT No./s. _____.

That I rejected the compensation initially offered by the government for said land/s in the amount of _____ and thus administrative summary proceedings are now being conducted by the DAR Adjudication Board (DARAB) and its Regional/Provincial Adjudicators (RARADs/PARADs), or a just compensation case is now pending before the Special Agrarian Court of _____.

That I hereby confirm and affirm the coverage of my land/s under the government's agrarian reform program and the transfer thereof in favor of the government and/or the farmer-beneficiaries, as well as the cancellation of my title/s thereto, without prejudice to the final determination of the just compensation by the DAR Adjudication Board or said Special Agrarian Court.

In the event that the final valuation for my land/s is determined to be lower than the initial government valuation therefor, I hereby undertake to refund to the government the amount overpaid to me without need of demand.

That I undertake not to hold the Department of Agrarian Reform and the Land Bank of the Philippines or their officials and employees liable for the cancellation of my title/s and the transfer of my land/s in favor of the government and/or the farmer-beneficiaries, which were made pursuant to Sec. 16(e) of R.A. No. 6657.

IN WITNESS WHEREOF, I have signed these presents on
this _____ day of _____, _____, at _____.

Landowner

With my marital consent:

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

BEFORE ME, on this _____ day of _____, _____, at
_____, personally appeared _____,
with Community Tax Receipt No. _____ issued at
_____ on _____ known to me and to me
known to be the same person who executed the foregoing
CONFIRMATION OF COVERAGE AND TRANSFER signed by her/him and
her/his instrumental witnesses on each and every page thereof and
she/he acknowledged that the same is her/his own, free and
voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first
abovewritten.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CARP FORM No. 17.b: CONFIRMATION OF COVERAGE AND TRANSFER
For claims of corporate LOs

KNOW ALL MEN BY THESE PRESENTS:

That the _____, a corporation duly organized and existing under and by virtue of the laws of Philippines, with offices at _____, represented herein by its _____, Mr./Ms. _____, duly authorized by virtue of the Board Resolution No. _____, embodied in a Secretary's Certificate dated _____ which instrument is identified as Doc. No. _____, Page No. _____, Book No. _____, Series of _____ in the Notarial Registry of _____ Notary Public _____, and hereinafter referred to as the Landowner, is the owner of certain parcel/s of land located at _____, consisting of _____ hectares, more or less, covered by TCT/OCT No./s. _____

_____, voluntarily offered for sale/compulsorily acquired under the Government's Comprehensive Agrarian Reform Program (CARP), which title/s was/were cancelled by the Register of Deeds of _____ by virtue of the request of the Department of Agrarian Reform and the Certification of Deposit issued by the Land Bank of the Philippines and are now registered in the name of the Republic of the Philippines under TCT No./s. _____

or the farmer-beneficiaries under TCT No./s. _____

That the Landowner rejected the compensation initially offered by the government for said land/s in the amount of _____ and thus administrative proceedings are now being conducted by the DAR Adjudication Board (DARAB) or its Regional/Provincial Adjudicators (RARADs/PARADs) or a just compensation case is now pending before the Special Agrarian Court of _____.

That the Landowner hereby confirms and affirms the coverage of its land/s under the government's agrarian reform program and the transfer thereof in favor of the government and/or the farmer-beneficiaries, as well as the cancellation of its title/s thereto, without prejudice to the final determination of the just compensation by the DAR Adjudication Board or said Special Agrarian Court.

That in the event that the final valuation of its land/s is determined to be lower than the initial government valuation therefor, the Landowner hereby undertakes to refund the government the amount overpaid to it, without need of demand.

That the Landowner undertakes not to hold the Department of Agrarian Reform or the Land Bank of the Philippines or their officials and employees liable for the cancellation of its title/s and the transfer of its land/s in favor of the government and/or the farmer beneficiaries, which were made pursuant to Sec. 16(e) of R.A. No. 6657.

IN WITNESS WHEREOF, we have signed these presents on this _____ day of _____, _____, at _____.

Landowner

By:

Designation

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, on this _____ day of _____, _____, at _____, personally appeared _____ in her/his capacity as _____ of the _____ with Community Tax Receipt No. _____ issued at _____ on _____ known to me and to me known to be the same person who executed the foregoing CONFIRMATION OF COVERAGE AND TRANSFER signed by her/his and her/his instrumental witnesses on each and every page thereof and she/he acknowledged that the same is her/his own, free and voluntary act and deed as well as that of the corporation she/he represents.

WITNESS MY HAND AND SEAL on the date and at the place first abovewritten.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CARP FORM No. 17.c: CONFIRMATION OF COVERAGE AND TRANSFER
For claims of individual LOs

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, of legal age, Filipino, married to _____, with residence at _____ and hereinafter referred to as the Landowner, am the owner of _____ parcel/s of land located at _____ consisting of _____ hectares, more or less, covered by TCT/OCT No./s. _____, voluntarily offered for sale/compulsorily acquired under the Government's Comprehensive Agrarian Reform Program (CARP), which title/s was/were cancelled by the Register of Deeds of _____ by virtue of the request of the Department of Agrarian Reform and the Certification of Deposit issued by the Land Bank of the Philippines and are now registered in the name of the Republic of the Philippines under TCT No./s. _____ or the farmer-beneficiaries under TCT No./s. _____.

That I rejected the compensation initially offered by the government for said land/s and thus a valuation case was conducted by the DAR Adjudication Board (DARAB) and its Regional/Provincial Adjudicators (RARADs/PARADs), or by the Special Agrarian Court (SAC) of _____ which decided the just compensation of my land/s in the amount of _____.

That I hereby confirm and affirm the coverage of my land/s under the government's agrarian reform program and the transfer thereof in favor of the government and/or the farmer-beneficiaries, as well as the cancellation of my title/s thereto.

That I undertake not to hold the Department of Agrarian Reform and the Land Bank of the Philippines or their officials and employees liable for the cancellation of my title/s and the transfer of my land/s in favor of the government and/or the farmer-beneficiaries, which were made pursuant to Sec. 16(e) of R.A. No. 6637.

IN WITNESS WHEREOF, I have signed these presents on
this _____ day of _____, _____ at _____.

Landowner

With my marital consent:

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

BEFORE ME, on this _____ day of _____,
at _____, personally appeared _____,
with Community Tax Receipt No. _____ issued at
_____ on _____ known to me and to me
known to be the same person who executed the foregoing
CONFIRMATION OF COVERAGE AND TRANSFER signed by her/him and
her/his instrumental witnesses on each and every page thereof and
she/he acknowledged that the same is her/his own, free and
voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first
abovewritten.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CARP FORM No. 17.d: CONFIRMATION OF COVERAGE AND TRANSFER
For claims of corporate LOs

KNOW ALL MEN BY THESE PRESENTS:

That the _____, a corporation duly organized and existing under and by virtue of the laws of Philippines, with offices at _____, represented herein by its _____, Mr./Ms. _____, duly authorized by virtue of the Board Resolution No. _____, embodied in a Secretary's Certificate dated _____ which instrument is identified as Doc. No. _____, Page No. _____, Book No. _____, Series of _____, in the Notarial Registry of _____ Notary Public _____, and hereinafter referred to as the Landowner, is the owner of certain parcel/s of land located at _____, consisting of _____ hectares, more or less, covered by TCT/OCT No./s. _____

_____, voluntarily offered for sale/compulsorily acquired under the Government's Comprehensive Agrarian Reform Program (CARP), which title/s was/were cancelled by the Register of Deeds of _____ by virtue of the request of the Department of Agrarian Reform and the Certification of Deposit issued by the Land Bank of the Philippines and are now registered in the name of the Republic of the Philippines under TCT No./s. _____ on the farmer-beneficiaries under TCT No./s. _____

That the Landowner rejected the compensation initially offered by the government for said land/s and thus a valuation case was conducted by the DAR Adjudication Board (DARAB) or its Regional/Provincial Adjudicators (RARADs/PARADs) or by the Special Agrarian Court of _____, which decided the just compensation for my land/s in the amount of _____

That the Landowner hereby confirms and affirms the coverage of its land/s under the government's agrarian reform program and the transfer thereof in favor of the government and/or the farmer-beneficiaries, as well as the cancellation of its title/s thereto.

That the Landowner undertakes not to hold the Department of Agrarian Reform or the Land Bank of the Philippines or their officials and employees liable for the cancellation of its title/s and the transfer of its land/s in favor of the government and/or the farmer-beneficiaries, which were made pursuant to Sec. 16(e) of R.A. No. 6657.

IN WITNESS WHEREOF, we have signed these presents on this _____ day of _____, _____ at _____.

Landowner

By:

Designation

Signed in the presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, on this _____ day of _____, _____, at _____, personally appeared _____ in her/his capacity as _____ of the _____ with Community Tax Receipt No. _____ issued at _____ on _____ known to me and to me known to be the same person who executed the foregoing CONFIRMATION OF COVERAGE AND TRANSFER signed by her/his and her/his instrumental witnesses on each and every page thereof and she/he acknowledged that the same is her/his own, free and voluntary act and deed as well as that of the corporation she/he represents.

WITNESS MY HAND AND SEAL on the date and at the place first abovewritten.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CARP FORM NO. 18: REQUEST TO ISSUE TCT IN THE NAME OF RP
(Revised, July 1996)

MEMORANDUM

FOR : The Register of Deeds

SUBJECT : REQUEST TO ISSUE TRANSFER CERTIFICATE OF TITLE IN THE
NAME OF THE REPUBLIC OF THE PHILIPPINES

DATE : _____

This refers to the agricultural land/s of _____
_____ which has been subjected to Voluntary Offer
to Sell (VOS)/Compulsory Acquisition (CA) pursuant to RA 6657,
with the following information:

OCT/TCT No.	_____
Tax Dec. No.	_____
Area/Title (Ha)	_____
Area Acquired (Ha)	_____
Location:	
Barangay	_____
Municipality	_____
Province	_____

The landowner

- [] has rejected the value of his landholdings as determined by the Land Bank of the Philippines (LBP) and DAR.
- [] has failed to reply the Notice of Valuation sent by this Office within thirty (30) days upon receipt thereof; hence, is deemed to have rejected the value indicated therein.
- [] has accepted the value of his landholdings as determined by the Land Bank of the Philippines and DAR but failed to comply with/submit the requirements for payment within seven (7) days from LBP receipt of the DAR Request to Pay (CARP Form No. 12).

Thus, the Land Bank of the Philippines, upon request of this Office deposited the compensation proceeds in the name of the herein landowner.

In view thereof and in accordance with pertinent guidelines, we are transmitting herewith a Certification from LBP and a copy of the segregation/subdivision plan and its corresponding technical descriptions approved by the DENR where property is partially covered by CARP.

It is therefore requested that the Register of Deeds issue the corresponding Transfer Certificate of Title in the name of the Republic of the Philippines in accordance with Section 16 of RA 6657.

Name & Signature
Provincial Agrarian Reform Officer

Copy distribution:

Original	- ROD
Duplicate	- LBP
Triplicate	- DARRO
Quadruplicate	- DARMO
Quintuplicate	- DARPD

The Secretary

Sir:

As CLOA recipients, we shall make the land awarded to us productive and we are aware that any beneficiary guilty of negligence or misuse of the land or any support extended to him shall forfeit his right to continue as a beneficiary.

We trust that his request will merit your immediate attention and due consideration.

Very respectfully yours,

[illegible]

CARP FORM NO. 20 MARO's CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the following are the FB/preferred beneficiary applicants of the landholding registered in the name of _____ covered by OCT/TCT/TD NO./s _____ with a total area of _____ [] hectares, more or less, to wit:

Name of FB/Preferred Beneficiary Applicants	Age	Area subject for distribution
---	-----	-------------------------------

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

It is further certified that the above-named FB/preferred beneficiary applicants have met all the qualifications for qualified beneficiaries under Section 22 of RA 6657.

DONE and GIVEN this _____ this of _____ 19____.

M A R O
Name and Signature

CONFIRMED:

P A R O
Name and Signature