



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

ADMINISTRATIVE ORDER NO. 02
Series of 2019

**SUBJECT: GUIDELINES AND PROCEDURES ON THE
PARCELIZATION OF LANDHOLDINGS WITH
COLLECTIVE CERTIFICATES OF LAND OWNERSHIP
AWARD**

PREFATORY STATEMENT

Under the Comprehensive Agrarian Reform Program (CARP), public and private agricultural landholdings (LHs) are acquired by the government to be distributed to tenants, farmers, farmworkers, and/or other tillers who are qualified to become agrarian reform beneficiaries (ARBs), in the form of an individual Certificate of Land Ownership Award (CLOA) covering one (1) contiguous tract or several parcels of land cumulated up to a maximum of three (3) hectares. However, qualified beneficiaries may opt for collective ownership, through a farmers' cooperative/association or some other form of collective organization, for the issuance of Collective CLOA (CCLOA). In all cases, the total area shall not exceed the award ceiling of three (3) hectares per ARB.

In the past decades, many LHs were awarded to ARBs under a collective and unsubdivided form of ownership. Pursuant to Section 25 of Republic Act (R.A.) No. 6657, as amended by Section 10 of R.A. No. 9700, the Department of Agrarian Reform (DAR) is mandated to immediately undertake the parcelization of CCLOAs over lands that are not collectively farmed or operated in an integrated manner.

These LHs covered with CCLOAs are part of the land acquisition and distribution (LAD) process. DAR shall therefore endeavor to parcelize them to stabilize ownership, tenureship and control of the lands awarded to the concerned ARBs.

In addition, there are reports from the field implementers and civil society organizations (CSOs) regarding disputes or controversies among the ARBs with existing CCLOAs due to boundary conflict, inclusion/exclusion of ARBs, and other conflicts resulting to splitting of group into sub-groups, and/or co-owners opting for individual ownership.

Moreover, there are LHs covered with CCLOAs, which have been acquired and distributed under Land Bank of the Philippines (LBP) financing, where the government has not been able to collect land amortization, while the ARBs have not been able to fully pay the lands for them to become full owners, due to the difficulty in generating the Land Distribution and Information Schedule (LDIS).

**CHAPTER 1
PRELIMINARY PROVISIONS**

Section 1. Coverage. – This Administrative Order (A.O.) shall cover the parcelization of all LHs with CCLOAs issued by the DAR to farmers' cooperative, farmers' association, organized group of ARBs, or several ARBs not organized.

Section 2. Definition of Terms. – For purposes of this A.O., the following terms are defined:

- 2.1 **Actual Occupants** – refers to non-ARBs not included in the CCLOA but actually in possession of the land with or without tillage at the time of the parcelization of CCLOA.
- 2.2 **Annotation of Names of ARBs** – refers to the process of inscribing the names of the ARBs in the registered CCLOA by the Registry of Deeds (ROD).
- 2.3 **ARBs with Actual Tillage** – refers to the ARBs who are awarded lands covered by a CCLOA and tilling a particular portion.
- 2.4 **Collective CLOA (CCLOA)** – refers to an existing registered CLOA issued by the DAR to farmers' cooperative, farmers' association, other organized group of ARBs, or group of ARBs not organized. However, CLOAs in the name of spouses or in the name of heirs of a deceased ARB are not considered as CCLOA for purposes of this A.O.
- 2.5 **Collective Owners** – refers to those ARBs that meet the following descriptions:
 - 2.5.1 Whose names were annotated or listed in the registered CCLOA except those ARBs who have been excluded by a Final and Executory Order;
 - 2.5.2 Whose names were not originally annotated in the CCLOA but their names are in the DAR masterlist/List of ARBs/Farmers Information Sheet at the time of CCLOA registration and subsequently annotated in the CCLOA.
 - 2.5.3 Whose names were included in the Order of Inclusion issued by the Regional Director/Secretary which has become final and executory and subsequently annotated in the CCLOA.
- 2.6 **Collective Tillage** – refers to awarded lands registered in the name of ARB/Cooperative/Association with individual ARB names (duly annotated) but are cultivated collectively by the ARB group or entity.
- 2.7 **Common Use Areas** – refers to areas for common use by all ARBs such as, but not limited to, hacienda roads, road right of way or other legal easements, irrigation and drainage canals, public infrastructures, etc., and which were awarded collectively to the ARBs.

- 2.8 **Common Service Facilities** – refers to fixed common agricultural service facilities, such as, but not limited to, warehouses, nursery areas, processing plants and dryers, which are for common use and benefit of the ARBs, as may be defined by DAR.
- 2.9 **Deed of Parcelization** – refers to a legal instrument duly signed by the concerned ARBs and acknowledged or subscribed before a Notary Public containing their respective shares as a result of the parcelization of a LH covered by existing CCLOA. It is the basis of the ROD to cancel the said CCLOA and to register the subsequent individual CLOA.
- 2.10 **Exclusion/Inclusion of ARB** – refers to the process where ARBs are excluded as beneficiaries for a just cause and in lieu thereof, qualified potential ARBs are included as beneficiaries upon Final and Executory Order from the Regional Director/Secretary pursuant to the Agrarian Law Implementation (ALI) rules and procedures.
- 2.11 **Approved Survey Plan (ASP)** - refers to the survey plan of subdivided CCLOA verified and approved by the DENR or the Land Registration Authority (LRA).
- 2.12 **Lot Allocation Agreement** – refers to an agreement made between and among the concerned ARBs as to the manner by which the land shall be allocated to each of them, particularly indicating the respective sizes and locations designated to the individual and/or group of ARBs.
- 2.13 **Order of Lot Allocation** – refers to the Order issued by the Provincial Agrarian Reform Officer II (PARPO II) prescribing the manner by which the land shall be allocated to each of the ARBs indicating the respective sizes/areas and locations designated to the individual and/or groups of ARBs who failed to execute the Lot Allocation Agreement.
- 2.14 **Order of Parcelization** – refers to the Order issued by the PARPO II to parcelize the LH covered by existing CCLOA indicating the respective shares as a result of parcelization in case of the ARBs' failure to execute or sign the Deed of Parcelization.
- 2.15 **Order of Priority List** – refers to a list of existing LHs or awarded lands with CCLOAs that had been determined and prioritized by the DAR Provincial Office (DARPO) after the conduct of an inventory and verification of all existing CCLOAs.
- 2.16 **Parcelization of landholdings with CCLOAs** – refers to the process of subdividing and determining the exact metes and bounds of the areas, allocation of lots to ARBs in a CCLOA, determination of common use areas, portions with common service facilities and establishment of areas capable of being alienated and disposed of by the government.
- 2.17 **Qualified ARBs** – refers to farmers or farmworkers who possess the requisites stipulated under Section 22 of R.A. 6657, as amended, on the

qualifications of ARBs, and who may therefore be awarded CLOAs, or other proof of ownership or possession of the land.

- 2.18 **Sworn Undertaking** – refers to a duly sworn/subscribed undertaking by the ARBs of the awarded land covered by a CCLOA, where the said ARBs are consenting to remain as co-owner of CCLOA or are opting their awarded lands to be parcelized into individual CLOA.

Section 3. Statement of Policies. -

- 3.1 As a general rule, the land awarded to an ARB should be in the form of an individual title, covering one (1) contiguous tract or several parcels of land cumulated up to a maximum of three (3) hectares.

Pursuant to Section 25 of R.A. No. 6657, as amended by Section 10 of R.A. No. 9700, it shall be the policy of DAR to parcelize CCLOAs where the beneficiaries do not opt for collective ownership and the LH does not exhibit any of the following four (4) conditions:

- 3.1.1 The current farm management system of the land covered by CARP will not be appropriate for individual farming of farm parcels;
- 3.1.2 The farm labor system is specialized, where the farmworkers are organized by functions and not by specific parcels such as spraying, weeding, packing and other similar functions;
- 3.1.3 The ARBs are currently not farming individual parcels but are collectively working on large contiguous areas; or
- 3.1.4 The farm consists of multiple crops being farmed in an integrated manner or includes non-crop production areas that are necessary for the viability of farm operations, such as packing plants, storage areas, dikes, and other similar facilities that cannot be subdivided or assigned to individual farmers.
- 3.2 The DAR recognizes the individual ARBs as collective owners of the awarded land, even if the same is registered under the name of a cooperative, group, or organization to which the individual ARB is a member at the time of CLOA registration. The names of all the collective owners should be inscribed in the face or annotated on the dorsal portion of the CCLOA. The ownership of the land is vested to the individual ARBs, not the cooperative, association, organization, or group.
- 3.3 In cases where some of the ARBs choose to maintain the CCLOA while the others opt to dissociate himself/themselves from a CCLOA, the same shall be parcelized resulting to a combination of individual CLOAs and CCLOAs subject to existing laws and policies of DAR.
- 3.4 Each of the ARB in the CCLOA shall be entitled for a share not to exceed the three (3)-hectare award ceiling under CARP except for those lands distributed from Landed Estates and Settlement areas pursuant to Commonwealth Act (C.A.) No. 539, R.A. No. 1400, DAR Memorandum

Circular (M.C.) No. 15, Series of 1983, and DAR A.O. No. 3, Series of 1990. The ownership of ARBs, who have occupied and cultivated the lands, and whose rights thereon have been vested prior to June 15, 1988 in accordance with pertinent laws, shall be recognized subject to applicable limit provided by the law from which the vested right was derived.

- 3.5 In the event that the LH covered by the CCLOAs have been parcelized and the ARBs have been allocated with the award ceiling, and there is still an excess area or remaining portion of the subject land for allocation, the PARPO shall cause the simultaneous conduct of identification, screening and selection of additional qualified beneficiaries in accordance with pertinent policy under R.A. No. 6657, as amended.
- 3.6 CCLOAs with whole area verified to be within inalienable areas as confirmed by way of a Certification issued by Department of Environment and Natural Resources (DENR)/Community Environment and Natural Resources Office (CENRO), shall not be parcelized.

In case a portion of the landholding covered by CCLOA is determined to be not within inalienable areas, as confirmed by the DENR-CENRO, the same shall be segregated and parcelized.

- 3.7 In case of LHs where ARBs have or are with actual tillages, the DAR shall parcelize the same based on the actual areas of tillage provided that each area awarded to ARBs shall not exceed the three (3)-hectare limit. After applying the three (3)-hectare limit, the total/accumulated excess area shall be allocated in the most equitable and practicable manner to other ARBs in the CCLOA.
- 3.8 With respect to LHs, which do not have actual tillage at the time of parcelization of CCLOA, such as, among others, those formerly under a plantation system, the DAR shall parcelize the subject land based on the agreement of the ARBs.

In case of disagreement on the equitable allocation of the land, the following shall be observed, whichever is applicable:

- 3.8.1 Manner provided under Section 6 of Memorandum Circular No. 6, Series of 2014; or
- 3.8.2 Conduct of raffle, wherein the following shall be undertaken:
 - Print in a piece of paper the names of the ARBs (one [1] per ARBs or group of ARBs)
 - Draw the names of ARBs printed in a piece of paper or raffle through lottery by a DAR official or the ARBs themselves. Names of ARB shall be drawn from the raffle box/es in the presence of the BARC. Barangay Chairman or representative of any civic organization in the area.

- In case when a group of ARBs is drawn, the lot drawn shall be allocated to the first "ARB in the group" and the succeeding lot numbers in the schematic plan will be assigned/allocated to the other ARBs in the order as listed in the paper until the last member of the group is given/assigned a lot (e.g., ARB#3 = **lot #9**; thus, ARB#4 = **lot #10**;....ARB #9 = **lot #15**, if group of 7).
- After ten (10) days from the conduct of raffle, the concerned PARPO shall issue an Order of Lot Allocation (CARPER LAD Form No. 70-F).

3.9 Individual lots may be provided with access roads and other common use areas to be included in the parcelization scheme.

In determining the width of access road/right of way from the other lots, the area which is least prejudicial to the affected lot shall be considered. The access road/right of way shall be in accordance with the standard of the Department of Public Works and Highways (DPWH) on access road specifications necessary to bring out the crops and to bring in the necessary farm implements.

All common use areas as determined by DAR shall be segregated and titled in the name of the Republic of the Philippines (RP) and shall not be amortized under Section 26 of R.A. No. 6657, as amended and in accordance with Section 104 of A.O. No. 7, Series of 2011, as amended by Section 1 of A.O. No. 2, Series of 2016.

3.10 In case of death of the original ARB, the heirs shall substitute the deceased CLOA-holder upon their submission of a death certificate of the deceased ARB duly-certified by the pertinent government authority and other substantial proof of death without prejudice to a final Order of Re-allocation. The CLOA shall be registered in the name of:

"The _____ Heirs _____ of [name of deceased ARB]" shall be stated in lieu of the deceased ARB in the annotation of names and issuance of individual CLOA.

3.11 For agrarian reform plantation-based cooperatives whose land is not under an Agribusiness Venture Arrangements (AVA) but is currently self-manage and operated by the agrarian reform plantation-based cooperative, a member who opts to voluntarily withdraw/sever his/her membership from the agrarian reform cooperative shall be entitled to a refund of his/her paid-up land share and cash share capital contribution and all other interests in the cooperative, pursuant to Rule 3, Section 5 of the Rules and Regulation Implementing Certain Provisions of the Cooperative Code of the Philippines.

The land share shall be forfeited and shall be transferred or assigned to existing ARB-members or to other qualified ARBs or held in trust by the

cooperative pursuant to Section 4.8 of Joint DAR-Cooperative Development Authority (DAR-CDA) A.O. No. 9, Series of 2008.

3.12 Portions of a LH covered by CCLOAs with common service facilities as defined under Section 2.8 hereof shall be segregated and issued CCLOA. This shall be managed in a manner to be agreed upon by the ARBs, and as allowed by the prevailing laws. Land amortization due on the land shall be equally shared and paid collectively by the concerned ARBs.

3.13 Where the dispute/controversy does not affect the area of award, or the number of ARBs, the DAR shall continue the process of parcelization until the issuance of the subsequent individual CLOAs; and

Where the dispute/controversy shall result to a change in the size/area or to an increase/decrease in the number of ARBs, the process of parcelization shall be held in abeyance until the Order of the Regional Director/Secretary on the inclusion/exclusion of ARBs has become final and executory.

3.14 CCLOAs with legal or technical infirmities shall be processed as soon as such infirmities are properly addressed/resolved.

3.15 Subdivision survey of CCLOA undertaken by a private Geodetic Engineer commissioned by the co-owners is allowed. The RD, upon recommendation of the PARPO shall issue survey authority. The PARPO shall ensure that the survey and subsequent redocumentation of individual CLOAs are in accordance with the pertinent provisions of this A.O.

CHAPTER 2 INVENTORY AND VERIFICATION OF COLLECTIVE CERTIFICATE OF LAND OWNERSHIP AWARD

Section 4. Immediate Inventory of CCLOA. – Upon the effectivity of this A.O., the DARPOs shall immediately undertake the inventory of all CCLOAs existing within their respective provinces based on the CLOA Information System (CLOA-IS)/Field Operations File No. 3 (FOF3). The CCLOA inventory shall include the following data using CARPER LAD Form Nos. 70 and 70-A.

4.1 Annotation of ARBs in the CCLOAs:

4.1.1 With annotation of the names of ARBs in the existing CCLOA; and

4.1.2 Without annotation of the names of ARBs in the existing CCLOA, either:

a. With duly approved and certified Masterlist of ARBs; or

b. Without duly approved and certified Masterlist of ARBs.

4.2 Land Type:

- a. LBP-compensable land;
 - b. Government-owned land (i.e., DAR Settlement Project, Kilusang Kabuhayan at Kaunlaran [KKK] lands under Presidential Proclamation No. 2282, lands under Executive Order [E.O.] No. 407, Series of 1990, Executive Order No. 448, Series of 1991 and Executive Order No. 506, Series of 1994);
 - c. Landed Estates; and
 - d. Lands under Voluntary Land Transfer (VLT).
- 4.3 By survey status:
- 4.3.1 With ASP
 - 4.3.2 Without ASP
- 4.4 ARB Group/Type:
- a. ARB Cooperative;
 - b. ARB Association;
 - c. Organized group of ARBs other than the above; or
 - d. Non-organized group of ARBs.
- 4.5 Actual land use of the LH.
- 4.6 CCLOAs subject of case/s:
- 4.6.1 With pending cancellation case
 - 4.6.2 With pending ALI case
 - 4.6.3 With final and executory decision

Section 5. Verification of CCLOA. – The DARPO shall verify the land classification of the LHs covered by CCLOA.

CHAPTER 3 PRIORITIZATION OF COLLECTIVE CERTIFICATE OF LAND OWNERSHIP AWARD FOR PARCELIZATION

Section 6. Order of Priority. – Upon completion of the inventory and verification, the DARPO shall prepare a list of CCLOAs found to be within A and D, and shall be processed in the following order of priority:

- 6.1 LBP-Compensable lands distributed under the Compulsory Acquisition (CA) or Voluntary Offer to Sell (VOS) mode;
- 6.2 Government-Owned Lands (GOLs) which include the following:
 - a. lands within DAR settlement projects;
 - b. lands turned-over to the DAR by other government agencies and institutions pursuant to Executive Order Nos. 407, Series of 1990, 448, Series of 1991, and 506, Series of 1994; and
 - c. Kilusang Kabuhayan at Kaunlaran lands distributed pursuant to Presidential Proclamation No. 2282, Series of 1983.
- 6.3 Landed estates; or
- 6.4 Lands under Voluntary Land Transfer (VLT) Scheme.

In all cases, and following the above order of priority, big LHs shall be given priority/preference in the parcelization of existing CCLOAs.

CHAPTER 4
FIELD VALIDATION OF THE STATUS OF
COLLECTIVE CERTIFICATE OF LAND OWNERSHIP AWARD

Section 7. Preliminary Meeting/Consultation with the ARBs. - Following the order of priority under Chapter 3 hereof, the Department of Agrarian Reform Municipal Office (DARMO) or in the absence of a DARMO, the designated personnel by the PARPO, shall call a preliminary meeting/consultation of all collective owners to discuss the policies and procedures on the parcelization of CCLOA and to gather information on the following:

- a. Actual tillage of the LH by ARBs and non-ARBS;
- b. Actual occupation of the LH by non-ARBS;
- c. Mode and date of occupation of the LH by the ARBs and non-ARBS;
- d. Current land use of the LH;
- e. Status of organization/cooperative, and existence of Agribusiness Venture Arrangement (AVA) contracts;
- f. Availability of Owner's Duplicate Certificate (ODC) of CLOA Title; and
- g. Request of the ARBs to parcelize (CARPER LAD Form No. 70-H).

Section 8. Field Validation. - After the consultation, the Municipal Agrarian Reform Program Officer (MARPO) or the personnel designated by the PARPO shall validate the results and prepare the Field Validation Report stating

the concomitant recommendations and submit the same to the PARPO (CARPER LAD Form No. 70-B).

**CHAPTER 5
FIRMING UP THE LIST OF COLLECTIVE
OWNERS OF THE AWARDED LANDS**

Upon receipt of the Field Validation Report, the DARPO shall perform the procedures as stated in Sections 9 and 10 hereof.

Section 9. Annotation of the Names of ARBs in the CCLOA. – For CCLOAs without annotation of names of ARBs, the DARPO shall perform the following acts:

- 9.1 If there is duly approved Masterlist of ARBs (CARP-LAD Form No. 33 per A.O. No. 2, Series of 2009 and A.O. No. 3, Series of 1989) or Master List of Qualified ARBs (CARPER LAD Form No. 31 per A.O. No. 7, Series of 2011, as amended), the PARPO shall request the ROD to annotate the name/s of the ARBs in the CCLOA (CARPER LAD Form No. 70-C).
- 9.2 If there is no approved Masterlist of ARBs (CARP-LAD Form No. 33 per A.O. No. 2, Series of 2009 and A.O. No. 3, Series of 1989) or Master List of Qualified ARBs (CARPER LAD Form No. 31 per A.O. No. 7, Series of 2011, as amended), the PARPO shall:
 - 9.2.1 Direct the MARPO/designated personnel to prepare the Masterlist/List of ARBs/Co-owners in accordance with pertinent policies and procedures on the identification, screening and selection of ARBs at the time of the documentation of the CCLOA. The Masterlist/List of ARBs/Co-owners shall be prepared based on available documents/records, such as, but not limited to the following:
 - a. DAR pertinent records in the Claim Folder/s (CFs) such as Farmers Information Sheet, List of ARBs, Application to Purchase and Farmer's Undertaking (APFU), and CLOA Information System (CLOAIS), Co-ownership Agreement, Application Form, Affidavits/Sworn Statements (collective or individual);
 - b. Documents such as employment records (payroll or pay slip), Social Security System (SSS) records (for plantation-based farmworkers), CDA registration certificate, cooperative/association membership records, Voter's ID, and other identification card/s that may be used as evidence to prove that the person identified as ARB is qualified; and
 - c. Other documents that have probative value in determining the qualification of ARBs of a particular LH at the time of its acquisition and distribution (e.g., Sworn Statements, BARC Certification, if applicable).

9.2.2 Upon the completion of the Masterlist/List of ARBs/Co-owners, the PARPO shall approve the same and post the Masterlist/List of ARBs/Co-owners in a conspicuous area, in accordance with A.O. No. 7, Series of 2011, as amended.

If there is no protest filed within 15 days from posting, the list becomes the basis of the PARPO to issue the Order of Parcelization and direct the ROD to annotate all the names of ARBs in the said CCLOA.

Section 10. Inclusion /Exclusion from the Masterlist/List of ARBs. - In case there is a protest filed for the inclusion/exclusion of ARBs in the Masterlist/List of ARBs/Co-owners, the following rules shall apply:

- 10.1 In case a petition for inclusion in or exclusion from the Masterlist/List of ARBs/Co-owners is, filed/pending with the Regional Director/Secretary, the PARPO shall proceed with the parcelization of the unaffected area without prejudice to the outcome of the petition involving the substantial rights of other ARBs.
- 10.2 Upon the final and executory judgment on the inclusion/exclusion in the Masterlist/List of ARBs, the PARPO shall request the ROD to annotate the inclusion/exclusion (CARPER LAD Form No. 70-C) of ARBs in the CCLOA based on the amended Masterlist/List of ARBs (CARPER LAD Form No. 31 per A.O. No. 7, Series of 2011, as amended). Thus, A.O. No. 2, Series of 2018, as amended, shall not apply for CCLOAs for parcelization with inclusion/exclusion.

CHAPTER 6 PARCELIZATION PROCESS

Section 11. Conduct of Consultation Meeting with the ARBs whose Names are Annotated in the CCLOA. -

- 11.1 The MARPO/designated personnel shall prepare and send a Notice of Meeting to all registered ARBs inviting them for a discussion on the parcelization of their CCLOAs. The said Notice shall be addressed and sent to the registered owners (CARPER LAD Form No. 70-D), written in both English and the local dialect.

The notice shall be posted in the municipal and barangay halls where the property is located and in the LH. For purposes of posting in the LH, a Bulletin Board preferably water-resistant materials, measuring not less than two (2) by three (3) feet (2 x 3 ft.), shall be used. The barangay official concerned shall certify the fact of posting.

- 11.2 During the meeting, the MARPO/designated personnel shall discuss the parcelization process, schedule of activities and documentary requirements from the ARBs.

The DARMO/DARPO shall prepare and maintain Minutes of the Meetings indicating therein the issues, discussions and agreements made by the parties. The MARPO/designated personnel may decide to have several meetings/conferences with the community and/or call the individual ARBs to determine the issues described in this section.

- 11.3 Execution of Lot Allocation Agreement (CARPER LAD Form No. 70-E) – The ARBs in an existing CCLOA may choose to agree among themselves as to the manner the land shall be allocated to each of them. The corresponding Lot Allocation Agreement shall indicate the respective size/area and location designated to the individual and/or group of ARBs.

The corresponding Lot Allocation Agreement shall be signed by all the ARBs and shall be verified under oath before the concerned PARPO.

- 11.3.1 In case there is an existing Lot Allocation Agreement or Co-ownership Agreement, it shall be presented to the ARBs for confirmation;
- 11.3.2 In case the ARBs failed to execute Lot Allocation Agreement or Co-ownership Agreement on how the CCLOA shall be divided among themselves, the allocation of lots shall be in accordance with Section 3.8 of this A.O. In such a case, the PARPO shall issue an Order of Lot Allocation (CARPER LAD Form No. 70-F).

CHAPTER 7 PARCELIZATION SCHEME

Section 12. Parcelization of the CCLOAs. – The DARPO shall proceed with the process of parcelization of existing CCLOAs.

Section 13. Existing Common Service Facilities, Structures, and Other Improvements. - Portions of LH covered by a CCLOA with existing common service facilities, structures, and other improvements and those found to be with very minimal agricultural yield shall be segregated and titled as follows:

- 13.1 For Private Agricultural Lands (PAL) with common service facilities, infrastructure and/or improvements that are considered necessary and beneficial to the operations of the farm/plantation, there shall be issued another CCLOA and this shall equally be amortized by the collective owners/ARBs. The CCLOA shall be issued in the name of all the ARBs in the parcelized CCLOA.

For common use areas such as roads, irrigation system, school sites, hospitals, recreation areas/parks, and the like, there shall be issued a Republic of the Philippines (RP) title through the DAR, for proper turn-over to appropriate agencies. The acquisition cost shall be fully paid by the government.

- 13.2 Non-compensable lands under E.O. Nos. 407, Series of 1990; 448, Series of 1991; 506, Series of 1994, Settlement Proclamation and Presidential Proclamation No. 2282, Series of 1983, shall be issued an RP title/s.

Section 14. Parcelization Survey of CCLOA. – Based on the list of ARBs annotated in the CCLOA, or contained in the Order of Allocation/Lot Allocation Agreement, the DARPO shall conduct parcelization survey of the CCLOA, after which a Survey Plan shall be made and certified by a Geodetic Engineer for approval of the DENR.

For CCLOAs which have ASP, the DARPO shall conduct ground validation to determine if the said ASP is still reflective of the actual situation on the ground. Otherwise, as in the case where there is a change in the number of ARBs, or a change in land use (e.g., eroded portion, presence of roads and other facilities, etc.) and actual occupation of ARBs not in conformity with the plan, among others, an amendment of survey plan of the LH shall be undertaken.

Section 15. Deed of Parcelization/Order of Parcelization. – After the approval of the Survey Plan of the subdivision of CCLOA, the following shall be observed:

- 15.1 DARPO shall prepare the Deed of Parcelization to be executed and signed by the ARBs, and duly acknowledged before a notary public (CARPER LAD Form No. 70-G);
- 15.2 In case the ARBs failed or refused to sign the Deed of Parcelization, the Order of Parcelization duly signed by the PARPO shall be the document to be presented to the ROD for cancellation of CCLOA and registration of individual CLOAs.

CHAPTER 8 GENERATION AND REGISTRATION OF INDIVIDUAL CERTIFICATE OF LAND OWNERSHIP AWARD

Section 16. Generation of Individual CLOAs. – Upon receipt of the ASP from the DENR-Technical Service, the DARPO shall generate Individual CLOAs based on the Deed of Parcelization or the Order of Parcelization, as the case may be.

Section 17. Registration of Individual CLOAs. – The PARPO shall then request the ROD for the cancellation of the CCLOA and registration of the generated individual CLOAs attaching thereto the ASP, the Deed of Parcelization, or the Order of Parcelization and other necessary document using CARPER LAD Form 70-J.

The cancellation of the CCLOA under these guidelines and procedures is not covered by DAR A.O. No. 2, Series of 2018, as amended.

CHAPTER 9
UPDATING/GENERATION OF LAND DISTRIBUTION INFORMATION
SCHEDULE

Section 18. Updating/Generation of Land Distribution Information Schedule (LDIS). -

- 18.1 For compensable LHs under Compulsory Acquisition (CA) and Voluntary Offer to Sell (VOS), upon receipt of the generated individual CLOA and assignment of Electronic Primary Entry Book (EPEB) Number by ROD, the DARPO shall generate LDIS in accordance with the DAR A.O. No. 2, Series of 2019, titled "Guidelines and Procedures on the Generation of Land Distribution and Information Schedule to Facilitate the Collection and Monitoring of Agrarian Reform Receivables", using CARPER LAD Form No. 47.
- 18.2 For LHs which were parcelized and with ASP pending valuation, the generation and inclusion in the CF of the LDIS pursuant to A.O. No. 4, Series of 2014, shall be followed.

CHAPTER 10
FINAL PROVISIONS

Section 19. Transitory Clause. - Any pending parcelization of existing CCLOA including all ASPs shall be governed by this Administrative Order.

Cases arising from the implementation of this Administrative Order shall be resolved in accordance with applicable rules.

Section 20. Repealing Clause. - The provisions of DAR A.O. No. 03, Series of 1993, "Rules and Procedures Governing the Issuance of Collective CLOAs and Subsequent Issuance of Individual Titles to Co-owners", DAR A.O. No. 3, Series of 2016, "Guidelines and Procedures to Stabilize Ownership and Tenureship of Agrarian Reform Beneficiaries with Collective Certificates of Land Ownership" and all other issuances or portions thereof that are inconsistent herewith are hereby repealed.

Section 21. Separability Clause. - Any judicial pronouncement declaring as unconstitutional any provision of these Rules shall have no effect on the validity of the other provisions.

Section 22. Effectivity Clause. - These Rules shall take effect ten (10) days after its publication in two (2) national newspapers of general circulation.

MAR 29 2019

Diliman, Quezon City, _____


ATTY. JOHN R. CASTRICIONES

Secretary

Department of Agrarian Reform
Office of the Secretary



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Page 14 of 14

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Region No. _____
 Province of _____
 Municipality of _____

AMENDED MASTER LIST OF QUALIFIED AGRARIAN REFORM BENEFICIARIES (ARBs)
 (ARBs who are actual tillers/recipients/owners based on Final and Executory Order)

Downloader/s: (Write full names of all co-owners – Family Name, First Name, Middle Initial)

Location (Municipality, Barangay): _____ OCT/TCT No. _____ TD No. _____ Total Area: _____ (has) Lot No. _____
 Approved Survey No. _____ Crops Planted: _____

No.	Name of ARBs (Last Name, First Name, Middle Initial)	Address	Name of Spouse (Last Name, First Name, Middle Initial)	Present Status ¹	Position/ Designation ²	Length of Tenure/ Service (No. of Days)	Remarks ³ (i.e., transfer, succession,

¹ Present Status (i.e., tenant, lessee, regular farmworker, seasonal farmworker, other farmworker, actual tillers or occupants of public lands, etc.)

² Position/Designation/Nature of Work (i.e., Laborer, Foreman, Supervisor, Kapatás, others, please specify, if applicable)

³ Master list of Individual ARBs, place N/A (not applicable) on space for BSC.

If list consist of several pages, MARPO, PARPO, and BARC Chairperson shall affix initials on all pages and sign only the last page on appropriate space for signature

Remarks (i.e., transfer through voluntary surrender, succession, sale, etc.)

Downloadable Forms at: www.dar.gov.ph free of charge

No.	Name of ARBs (Last Name, First Name, Middle Initial)	Address	Name of Spouse (Last Name, First Name, Middle Initial)	Present Status ¹	Position/ Designation ²	Length of Tenure/ Service (No. of Days)	Remarks ³ (i.e., transfer, succession,

Note: Put a big "X" in the row immediately after writing/typing/encoding the name of the last ARB in the list. Then put the words "NOTHING FOLLOWS". Use additional sheet, if necessary (Use additional sheet, if necessary)

Prepared by: _____ Reviewed by: _____
Agrarian Reform Program Technologist **Municipal Agrarian Reform Program Officer** **Beneficiary Screening Committee – Chairperson**
 (Signature over Printed Name) (Signature over Printed Name) (Signature over Printed Name)

Certified by: _____ **WITNESS:** _____
Barangay Agrarian Reform Council Chairperson (Signature over Printed Name)
Or Authorized Representative
 (Signature over Printed Name)

SUBSCRIBED and SWORN to before me, this ____ day of _____, 20____ in _____, the certifying BARC Chairperson/Member having presented to me his/her competent proof of identification _____.

Approved by: _____
Provincial Agrarian Reform Program Officer II
 (Signature over Printed Name)

Administering Officer

Republic of the Philippines
 DEPARTMENT OF AGRARIAN REFORM
 Municipality of _____
 Province of _____
 Region No. _____

**INVENTORY OF EXISTING COLLECTIVE CERTIFICATES OF LAND OWNERSHIP AWARD (CCLOAs)
 ISSUED TO GROUP OF ARBs/FARMERS' COOPERATIVE/ASSOCIATION/ORGANIZATION**

Landholding Information					Collective CLOA Information								
(1) Name of Former LO	(2) OCT/ TCT/ TD No.	(3) Total Area Per Title/TD (sq.m.)	(4) Location of Property	(5) Land Type ¹	(6) Name of ARBs/Farmers' Cooperative/ Association/ Organization/ ARB Group/ Type ²	(7) Annotation of ARBs in the CCLOA ³	(8) Actual Land Use	(9) CCLOA No. OCT/ TCT No.	(10) Survey Status ⁴	(11) Total Area Per CCLOA (sq.m.)	(12) Date of CLOA Registration	(13) Date of CLOA Issuance/Received by ARB Recipients	(14) Remarks ⁵

(use additional sheet/s if necessary)

Prepared by:

Approved:

Signature over Printed Name of
CARPO - LTI

Date

Signature over Printed Name of
PARPO II

Copy Distribution:
 Original : DARRO (cc: Usec. FOO)
 Duplicate : DARPO
 Triplicate : DARMO

¹ Whether PAL, GOL, Landed Estate, VLT
² ARBs/Farmers, Cooperative, ARBs/Farmers' Association, Organized group of ARBs, Non-organized group of ARBs
³ Whether with or without annotation of the names of ARBs in the existing CCLOA
⁴ Whether with ASP or without ASP. If with ASP, indicate Lot No.; and Survey No.
⁵ Indicate remarks, i.e., 1-no longer with the 4 (four) conditions provided under Sec. 10 of R.A. 9700, 2-ARBs are still in occupancy/cultivation, 3-ARBs are no longer in occupancy/cultivation, etc.

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Province of _____
Region No. _____

TRANSMITTAL OF INVENTORY OF EXISTING
COLLECTIVE CERTIFICATES OF LAND OWNERSHIP AWARD (CCLOAs)

MEMORANDUM

TO : _____
Municipal Agrarian Reform Program Officer/Designated Personnel
Municipality of _____

FROM : _____
Provincial Agrarian Reform Program Officer II

SUBJECT : Inventory of Existing Collective Certificates of Land Ownership Award
(CCLOAs)

In accordance with Administrative Order (A.O.) No. __, Series of _____ titled, "Guidelines and Procedures on the Parcelization of Landholdings with Collective Certificates of Land Ownership Award", may we provide you the Inventory of Existing CCLOAs (CARPER LAD Form No. 70). In this regard, you are hereby directed to validate/verify the following:

1. Whether the names of the ARBs are annotated in the existing CCLOA;
2. Land Type;
3. Survey Status;
4. Land Use; and
5. Other relevant information.

Likewise, prepare and submit to the DAR Provincial Office (DARPO) a field investigation report on the existing CCLOAs using CARPER LAD Form No. 70-B.

For immediate compliance.

Signature over Printed Name of PARPO II

Copy Distribution:

Original - DARMO
Duplicate - DARPO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Province of _____
Region No. _____

FIELD VALIDATION REPORT FOR EXISTING COLLECTIVE CLOA (CCLOA)

Date of Actual Field Investigation : _____
Barangay : _____
City/Municipality : _____
Province : _____

A. COLLECTIVE CLOA HOLDER

1. Name of Registered/Cooperative/Association/Organization:

<u>Name of ARB in the existing CCLOA</u>	<u>Address</u>	<u>Present Status</u> (i.e. Actual tiller/occupant farmworker, deceased, transfer action)	<u>Remarks</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Use additional sheets if necessary)

2. Total Number of ARBs : _____

B. DESCRIPTION OF COLLECTIVE CLOA

CLOA No. (TCT OR OCT)	Date Generated	Date Registered	Date Issued	Lot No.	Survey No.	Total Area (has.)	Location of Property

C. DESCRIPTION OF LAND

1. **Topography** **Area (has)**

___ / below 18% slope _____

___ / 18% slope and above _____

2. **Present Physical Status of Land**

- / Presently being cultivated
 / Presently idle
 / Has never been cultivated
 / Agricultural in nature

3. **Type of Farm**

- / Commercial Farm (Plantations planted to high value crops like Cavendish banana, pineapple, rubber, oil palm, citrus, papaya, sugarcane, etc.)
 / Regular Farms or other than Commercial

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

- / Bus / Boat/Banca / Others (specify)
 / Jeep / Tricycle

• **Road (appropriate distance)**

- / National Road _____ kms. / Provincial Road _____ kms.
 / Municipal Road _____ kms. / Barangay Road _____ kms.

• **Water Supply**

- / NIA / Deep Well
 / Canal / Others (Specify) _____

D. PERMANENT IMPROVEMENT1. **Permanent Crops**

CROPS	Income Producing/ Fruit Bearing		Non-Income Producing Non-Fruit Bearing	
	Quantity	Ave. Age	Quantity	Ave. Age.

Source/s of above information: _____

2. Common-Service Facilities

TYPE	Size/Capacity/Length	Estimated Remaining Useful Life (yrs)	Present Condition	Introduced By/Funded By

Source/s of Information _____

3. Common Use Areas

TYPE	Size/Capacity/Length	Estimated Remaining Useful Life (yrs)	Present Condition	Introduced By/Funded By

E. PRODUCTION AND INCOME

1. Production Data

Crops/Trees Planted	Productive Area (Has.)	No. of Crop Cycle Per Year or Per Harvest (e.g. commercial trees)	No. of Months Per Crop Per Cycle or Years Per Harvest of Trees	Ave. Production Per Crop Cycle or Years Per Ha. Or Per Harvest of Trees Per Ha. ¹

a. For crops w/ more than one (1) year cropping season or production cycle, the formula shall be:

$$AGP = \text{Total Production} / \text{no. of months in 1 complete cycle} \times 12 \text{ months}$$

a. For crops with less than one (1) cropping season or production cycle, the formula shall be:

$$AGP = TP1 + TP2 + \dots + TPn / \text{no. of months in 1 complete cycle} \times 12 \text{ months}$$

Where: TP1 = Total Actual Production for the 1st crop cycleTP2 = Total Actual Production for the 2nd crop cycleTP3 = Total Actual Production for the 3rd crop cycle

2. Net Income Data

Crop/Trees Planted	Annual Gross Production Per Hectare	Selling Price Per Unit (Farmgate) ^a	Total Value in Pesos Per Hectare or Per Production Unit ^b	Cost of Production Per Hectare or Per Production Unit	Net Income Per Hectare or Production Unit ^c

a. The average of the latest available 12-months selling price

b. Refer to cash value of average gross production times the selling (farm gate) per hectare or per production unit (i.e., kilogram, can, etc)

c. Refers to farm income only

3. Other Income Specify, if any)

Remarks (Source of Information)

F. OTHER LIENS/ENCUMBRANCES ANNOTATED IN THE CLOA

G. REMARKS/COMMENTS/RECOMMENDATIONS

DARMO: _____

BARC Representative: _____

H. CERTIFICATION

We hereby certify that the true information and data contained in this report are based on ocular inspection of the land covered by existing collective CLOA and that the same are true and correct to the best of our knowledge.

Signature over Printed Name

Date

**Municipal Agrarian Reform Program Officer/
Designated Personnel**

Copy Distribution:

Original - DARPO

Duplicate - MARO/Designated Personnel

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Region No. _____
 Province of _____

**REQUEST OF ANNOTATION OF THE NAMES OF ARBs IN THE EXISTING
 COLLECTIVE CLOA (CCLOA)**

Date

FOR : _____
Register of Deeds

FROM : _____
Provincial Agrarian Reform Program Officer

SUBJECT : **Request for Annotation of the Names of Agrarian Reform Beneficiaries
 (ARBs) in the Existing CCLOA on File at ROD**

This refers to the parcelization of CCLOA determined by DAR for subsequent issuance of individual CLOAs to ARBs concerned in accordance with Administrative Order (A.O.) No. __, Series of 2019, titled "Guidelines and Procedures in the Parcelization of Landholdings with Collective Certificates of Land Ownership Award", described as follows:

CCLOA Serial No. : _____
 OCT/TCT No. : _____
 Lot No. and Survey No.: _____
 Total Area (has.) : _____
 Total ARBs : _____
 Location of Property : _____

In view thereof and in accordance with pertinent rules and regulations, we are requesting the annotation of all names of ARBs concerned in the DAR approved and certified List of ARBs/ Masterlist of ARBs/Amended Masterlist of ARBs in the CCLOA on file at ROD in order to process the parcelization of the said CCLOA. (see attached copy List of ARBs/ Masterlist of ARBs/Amended Masterlist of ARBs)

Very truly yours,

Signature over Printed Name of PARPO II

Copy Distribution:
 Original - ROD
 Duplicate - DARPO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Region No. _____
 Province of _____
 Municipality of _____

NOTICE OF CONSULTATION MEETING

Date: _____

To Whom It May Concern:

This is to inform that the hereunder names of ARBs annotated in the existing Collective Certificate of Land Ownership Award (CCLOA) for parcelization in accordance with Administrative Order (A.O.) No. ____, Series of 2019:

NAMES	ADDRESS

In view of this, may we invite you to a consultation meeting to be held at the _____ on _____ at _____ (AM/PM) for the purpose of discussing existing CCLOA and subsequent issuance of individual CLOA to the ARBs concerned, as follows:

1. Reasons of parcelization of existing CCLOA;
2. Manner of Lot Allocations to ARBs;
3. Schedule of activities on conduct of lot allocation, subdivision survey, etc.;
4. Documentary requirements such as ownership payment/ Lot Allocation, Deed of Partition, Certified Copy of Ownership Duplicate Copy, etc.; and
5. Payment of Real property Tax.

Failure to attend the above scheduled meeting shall be construed as consent to proceed with the parcelization process by the PARPO.

Very truly yours,

 Signature over Printed Name of
 MARPO/Designated Personnel

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Region No. _____
 Province of _____
 Municipality of _____

**LOT ALLOCATION AGREEMENT TO LAND
 COVERED BY A COLLECTIVE CLOA (CCLOA)**

KNOW ALL MEN BY THESE PRESENTS:

THAT, this Lot Allocation Agreement entered into by and among hereunder names of ARBs, all legal age, and Filipino:

Name of ARBs	Name of Spouse	Postal Address

WITNESSETH

WHEREAS, we, the abovenamed ARBs are registered owner of parcel of agricultural land covered by CCLOA pursuant to Section 5 of R.A. No. 6657 as amended by Section 10 of R.A. 9700, embraced by OCT/TCT No. _____, more particularly described as follows:

A parcel of land with Lot No. _____, Cadastral No. _____, Survey Plan No. _____, LRC Record No. _____ located at _____, containing a total area of _____ (square meters) more or less.

Technical Description

WHEREAS, we have agreed to end the collective ownership and for this purpose, have cause the CCLOA be parcelized and subsequent issuance of individual CLOAs as per validation and approval of the DAR.

WHEREAS, we have agreed to share and parcelize the agricultural land covered by CCLOA to each ARB not exceeding the three (3) hectares award limit based on the following:

- Actual area of tillage;
- Actual area of Occupancy
- Equal area among the ARBs; and
- Organized group of ARBs who opted to subdivide into sub-group

WHEREAS, we have agreed to allocate the lots through raffle draw undertaken by the MARPO/Designated DAR Personnel _____, or by among ARBs in the presence of _____ BARC/Brgy. Chairman/or representative of any civic organization in the area held on _____ at _____.

WHEREFORE, premises considered, we have agreed to the subdivision survey and bind ourselves to our respective lots and area allocated and on the corresponding individual CLOAs to be generated therefrom.

IN WITNESS WHEREOF, we have hereto affix our signatures corresponding our names this day of _____, 201____ at _____.

Name of ARBs/Farmers Cooperative, Association/Group	Lot Allocated		Signature
	Area (sq.m.) more or less	Location of Lot	

(Use additional sheets if necessary)

Signed in the presence of:

Signature over Printed Name

Signature over Printed Name

Notary Public

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

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Province of _____
 Region No. _____

ORDER OF LOT ALLOCATION
 (In lieu of Lot Allocation Agreement)

This is to certify that the landholding (LH) covered with Collective Certificate of Land Ownership Award (CCLOA) pursuant to the provisions of DAR Administrative Order (A.O.) No. ____, Series of 2019, titled "Guidelines and Procedures in the Parcelization of Landholdings with Collective Certificate of Land Ownership Award", described as follows:

CCLOA No. : _____
 OCT/TCT No. : _____
 Approved Survey No. : _____
 Total Area (Sq.M.) : _____
 Location of Property : _____

is hereby being PARCELIZED on the basis of any of the following equitable allocation of lots to individual/sub-group of agrarian reform beneficiaries (ARBs): (Please check appropriate box)

1. Manner prescribed under Section 6 of Memorandum Order No. 6, Series of 2014, as amended; or
2. Via raffle/draw lots.

This order is issued as a requisite in the parcelization of the abovementioned LH and subsequent issuance of individual CLOAs to the concerned ARBs/sub-group of ARBs (Please refer to the attached List of ARBs/Masterlist of ARBs/Amended Masterlist of ARBs).

Likewise, this Order shall be presented to the Registry of Deeds (ROD) for cancellation of CCLOA and registration of individual CLOAs in lieu of Lot Allocation Agreement.

SO ORDERED.

_____, 20__.

 Signature over Printed Name of PARPO II

Copy Distribution:
 Original: ROD
 Duplicate: DARPO
 Triplicate: DARMO/Designated Personnel
 Quadruplicate: ARBs/Sub-group of ARBs

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Province of _____
 Region No. _____

DEED OF PARCELIZATION

KNOW ALL MEN BY THESE PRESENTS:

This Parcelization Agreement made and entered pursuant to Section 25 of R.A. No. 6657, as amended by Section 10 of Republic Act (R.A.) No. 9700 entitled "An Act of Strengthening the Comprehensive Agrarian Reform Program (CARP), Extending the Acquisition and Distribution of All Agricultural Lands, Instituting Necessary Reforms, Amending for the Purpose Certain Provisions of Republic Act No. 6657, Otherwise Known as the Comprehensive Agrarian Reform Law of 1988, As amended and Appropriating Fund Therefore", by and among themselves called Farmer Beneficiaries/Agrarian Reform Beneficiaries (FBs/ARBs):

Names of ARBs	Age	Status (Single/Married)	Name of Spouse	Address	Area per Lot (sq.m.)

(Use additional sheets if necessary)

WITNESSETH

1. WHEREAS, the above-named ARBs are the registered owners of the parcel of agricultural land covered by a Collective Certificate of Landownership Award (CCLOA) pursuant to R.A. No. 6657, as amended by Section 10 of R.A. No. 9700 described in ___ / Original Certificate of Title ___ / Transfer Certificate of Title (OCT/TCT) No. _____ of the Registry of Deeds (ROD) of _____, more particularly described as follows:

(Technical Description)

2. WHEREAS, the abovementioned ARBs have caused the parcelization of the aforesaid parcel of agricultural land into _____ lots, each having an area of _____ square meters specified above, more or less with a total area of print plan PSD _____ duly approved by the Land Management Service – Department of Environment and Natural Resources (LMS-DENR) on _____ together with its corresponding Technical Description (TD), which are made integral part thereof:

3. WHEREAS, the respective shares and parcelization determined by ___/ prior mutual agreement, or ___/ executed Parcelized Lot Allocation Agreement supervised by the DAR is in accordance with: ___/ the actual area of tillage/occupancy of each ARB or, ___/ farmers' cooperative/association/ group of ARBs or other form of collective organization, that the total area to be shared for each FB/ARB does not exceed the three (3) hectares award limit pursuant to R.A. No. 6657, as amended;

4. WHEREAS, it is more economically beneficial to the above-named ARBs that the aforesaid CCLOA issued in the name of _____ (farmers' cooperative/association/group of ARBs or other form of collective organization) be parcelized and terminated/cancelled by the ROD of _____, and in lieu thereof, subsequent individual CLOAs be generated by the Department of Agrarian Reform (DAR) in the form of TCT-CLOA which shall be registered with the ROD of _____ in favor of the above-named ARBs or name of sub-group of ARBs.

IN WITNESS WHEREOF, the ARBs hereto set their hands below, this _____ day of _____, 201__, in the City/Municipality of _____, Province of _____, Philippines.

Name of ARBs	Signature

(Use additional sheets if necessary)

Signed in the presence of:

 Signature over Printed Name of
 Personnel Concerned of DARMO/
 Designated Personnel

 Signature over Printed Name of
 BARC/Barangay Official Concerned

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY/CITY OF _____)
PROVINCE OF _____)

Subscribed and sworn to before me this _____ day of _____,
 201____, in _____, personally appeared the following person/s,
 known to me and to me known to be the same person/s who executed this Sworn Partition
 Agreement after exhibiting to me the hereunder their Identification Cards:

Name of ARBs	Identification Card Number	Date Issued	Place Issued

(Use additional sheets if necessary)

WITNESS MY HAND AND NOTARIAL SEAL this _____ day of
 _____, 201____.

Name and Signature
Notary Public

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

Copy Distribution:
 Original: ROD
 Duplicate: DARPO
 Triplicate: DARMO/Designated Personnel
 Quadruplicate: ARBs/Sub-group of ARBs

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Province of _____
 Region No. _____

**REQUEST FOR PARCELIZATION OF COLLECTIVE
 CERTIFICATE OF LANDOWNERSHIP AWARD (CCLOA)**

Date

The Municipal Agrarian Reform Program Officer (MARPO)

Sir/Ma'am:

The undersigned agrarian reform beneficiaries (ARBs) hereby request for the parcelization of the landholding covered by a CCLOA in the name of _____
 (ARB cooperative/association or other forms of collective organization) and described as follows:

CCLOA Serial No.	:	_____
OCT/TCT No.	:	_____
Lot No.	:	_____
Approved Survey No.	:	_____
Total Area (sq. m.)	:	_____
Total ARBs	:	_____
Location of Property	:	_____

The request for parcelization of the said landholding and the subsequent issuance of individual CLOA are due to the following:

Attached are the pertinent documents to support our request/petition for parcelization:

- ___/ Owner's Duplicate Copy (ODC) of CCLOA
- ___/ Proof of Identification/s
- ___/ Copy of Petition for the Re-issuance of ODC by:
 - DAR, if ODC lost by DAR

- ARB/Cooperative/Association/Other Forms of Farmer's Collective Organization, if ODC was lost by either of the same group

___/ Sworn Undertaking Agreement executed by the applicants/ARBs that they are owners, consenting to the parcelization/subdivision of the subject CCLOA to pay for the cost and other fees incurred related to the subdivision/parcelization survey;

___/ Registry of Deeds (ROD) - certified true copy of CCLOA subject for subdivision/parcelization.

Thank you.

Respectfully yours,

Names of ARBs included in the existing CLOA	Signature

(USE ADDITIONAL SHEETS IF NECESSARY)

- Copy Distribution:
- Original - MARPO
 - Duplicate - PARPO
 - Triplicate - ARB/Cooperative/Organization/Association

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Province of _____
 Region No. _____

**REQUEST OF CANCELLATION OF COLLECTIVE CERTIFICATES OF
 LANDOWNERSHIP AWARD (CCLOAs) AND
 REGISTRATION OF SIGNED AND SEALED INDIVIDUAL CLOAs**

Date

FOR : _____
Register of Deeds

FROM : _____
Provincial Agrarian Reform Program Officer II

SUBJECT : **Request of Cancellation of Existing Collective Certificates of Land
 Ownership Award (CCLOAs)**

Pursuant to Section 25 of R.A. No. 6657 as amended by Section 10 of R.A. No. 9700, the existing CCLOAs is requested to be cancelled, in view of the registration of signed and sealed individual CLOAs per attached Transmittal Memorandum to ROD of CLOAs for Registration (CARPER LAD Form No. 64) together with Deed of Partition/Order of Parcelization, and Approved Subdivision Plan (ASP) with TD and other necessary documents. The said CLOA for cancellation is described hereunder:

Serial No.	:	_____
OCT/TCT No.	:	_____
Lot No.	:	_____
Survey No.	:	_____
Total Area (Ha.)	:	_____
Total ARBs	:	_____
Location of Property	:	_____

Thank you for your prompt action.

 Provincial Agrarian Reform Program Officer II
 (Signature over Printed Name)

Copy Distribution:
 Original - DARMO
 Duplicate - DARPO
 Triplicate - DARMO

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Province of _____
 Region No. _____

ORDER OF PARCELIZATION
 (In lieu of Deed of Parcelization)

This is to certify that the landholding covered with Collective Certificate of Land Ownership Award (CCLOA) pursuant to the provisions of DAR Administrative Order (A.O.) No. ____, Series of 2019, titled "Guidelines and Procedures in the Parcelization of Landholdings with Collective Certificate of Land Ownership Award", described as follows:

CCLOA No. : _____
 OCT/TCT No. : _____
 Approved Survey No. : _____
 Total Area (Sq.M.) : _____
 Location of Property : _____

is hereby being PARCELIZED on the basis of equitable allocation of lots to individual/sub-group of agrarian reform beneficiaries (ARBs) in accordance with any of the following: (Please check appropriate box)

1. Executed Lot Allocation Agreement;
2. Manner prescribed under Section 6 of Memorandum Order No. 6, Series of 2014, as amended; or
3. Via raffle/draw lots.

This order is issued as a requisite in case failure of concerned ARB to sign the Deed of Partition (CARPER LAD Form No. __) and the Order shall be the one to presented to the Registry of Deeds (ROD) for valuation of CCLOA and registration of individual CLOAs and to the DENR for the approval of subdivision plan of the CCLOA.

SO ORDERED.

_____, 20__.

 Signature over Printed Name of PARPO II

Copy Distribution:
 Original: ROD
 Duplicate: DARMO
 Triplicate: DARMO/Designated Personnel
 Quadruplicate: ARBs/Sub-group of ARBs



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

CERTIFICATION

This is to certify that Administrative Order No. 02, Series of 2019 entitled **“GUIDELINES AND PROCEDURES ON THE PARCELIZATION OF LANDHOLDINGS WITH COLLECTIVE CERTIFICATES OF LAND OWNERSHIP AWARD”** was published today, 12 April 2019 in the Manila Times and Business World newspapers.

Issued this 12th day of April 2019 for whatever purpose it may serve.


CLEON LESTER G. CHAVEZ
Director, Public Assistance and
Media Relations Service