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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRARIAN REFORM  
QUEZON CITY

Administrative Order No. 13  
Series of 1989

RULES AND REGULATIONS GOVERNING SUMMARY  
PROCEEDINGS FOR THE FINAL ADMINISTRATIVE  
DETERMINATION OF COMPENSATION IN COMPULSORY  
LAND ACQUISITION

Pursuant to Section 16 of RA 6657 otherwise known as the Comprehensive Agrarian Reform Law (CARL) and implementing paragraphs (d) and (e) thereof, the following rules and regulations are hereby promulgated:

Section 1. Final Administrative Determination of Compensation

When the written notice of acquisition and offer of compensation made by the Secretary of Agrarian Reform for the acquisition of the land is either ignored or rejected by the landowner, the matter, together with the Compulsory Acquisition Claim Folder (CACF) and other pertinent records thereof, shall be transmitted to the DAR Adjudication Board (DARAB) within five (5) days from the expiration of the period within which to reply, or from the receipt of notice of rejection, as the case may be, for summary proceedings for final administrative determination of just compensation.

Section 2. Summary Procedure in DARAB

Upon receipt of the CACF by the DARAB, the Secretariat shall forthwith docket the matter as a case for the fixing

of just compensation and notify the landowner, the Land Bank of the Philippines (LBP) and other interested parties, to submit evidence on the issue of valuation of just compensation of the land sought to be compulsorily acquired within fifteen (15) days from notice. The parties may also submit a memorandum on their position with respect to the issues raised in the proceedings within the same period of fifteen (15) days or a granted extension. Upon the expiration of such period given, the matter shall be deemed submitted for decision.

### Section 3. Time for Decision

Within thirty (30) days after the case shall have been submitted for decision, the DARAB shall promulgate a decision fixing the final just compensation of the land sought to be acquired.

### Section 4. DARAB Decision Final and Executory; No Motion for Reconsideration

The decision of the DARAB on the valuation and just compensation of the land shall be final and executory. The DARAB shall not entertain any motion for reconsideration of its decision fixing the just compensation for lands to be distributed under the CARP.

### Section 5. Notice to Landowner Accompanying the Decision

The copy of the decision of the DARAB fixing the compensation of the land shall be sent to the landowner together with a letter notifying him of his right to choose

and indicate the mode of payment that he prefers in accordance with RA 6657, Section 18. The landowner shall be given a period of fifteen (15) days within which to respond and indicate such preference. After the lapse of such period or earlier, if the landowner declines to indicate such preference, the DAR shall proceed in accordance with the succeeding section.

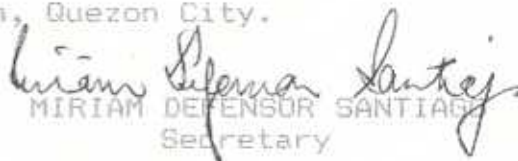
#### Section 6. No Response or Rejection by Landowner

In case of rejection by the landowner of the compensation fixed and decided or in case no response is received from him within fifteen (15) days from notice, the DAR shall deposit with an accessible bank the compensation in cash or in Land Bank of the Philippines (LBP) bonds and thereafter shall take immediate possession of the land and shall request the proper Register of Deeds to cancel the landowner's title and issue a Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines. The DAR shall thereafter proceed with the distribution of the land to qualified beneficiaries.

#### Section 7. Repealing Clause

The pertinent provisions of Administrative Order No. 2, Series of 1989, promulgated on January 4, 1989, which are inconsistent herewith are hereby repealed.

8 November 1989, Diliman, Quezon City.

  
MIRIAM DEFENSOR SANTIAGO  
Secretary

### Interest of Landowners and Their Properties

### Mortality

Province : \_\_\_\_\_

1/ Indicate whether covered by WOS, Stock Option, Commercial Press, etc.

MARO INVESTIGATION REPORT

BARRINGBY :  
CITY/MUN./DIST. :  
PROVINCE :

H. LANDOWNER

1. Name of Landowner : 2. Postal Address:

3. (For individual landowners)  
Status : If married, no. of children qualified as preferred beneficiaries 1/ :  
2/

4. Area of agricultural landholdings in the municipality :  
province : has

B. LAND

1. Technical Description

a. Title Number  
OCT/TCT No. :  
Tax Declaration No. : Date :  
b. Lot No. :  
c. Survey No. :  
d. Total Area : has

2. Physical Characteristics 2/

a. Predominant soil type :  
b. Topography : (Please check the appropriate box.)

[ ] flat to undulating (0 - 8% slope) Area (ha)  
[ ] slightly rolling to rolling (8.1 - 15% slope) [ ] hilly (15.1 - 25% slope)  
[ ] mountainous (above 25% slope)

c. Water Supply : (Please check the appropriate box.)

(1) Is the area irrigated?  
[ ] Yes Area Irrigated ha [ ] No

(2) Source of water supply:  
[ ] N/R [ ] deep well  
[ ] communal irrigation [ ] others (specify)

1/ At least 15 years old as of June 15, 1988 and is actually tilling the land or directly managing the farm.  
2/ Indicate in the sketch map the topography, land use of the property and improvements.





D. EXISTING ENCUMBRANCES (if any)

Mortgagor  
Bank/Financial Institution

Mat. of Mortgage  
P  
Date  
Released? (Y/N)

E. FORMER BENEFICIARIES &/

1. Actual Occupants

Name	Tenurial Status	Area Cultivated (in hectares)	Crops Planted	Lease Rental (per ha.)	Basis for Crop Sharing
		ha.		P	
		ha.		P	
		ha.		P	
		ha.		P	
		ha.		P	

2. Non-occupant / Pre-qualified

Name	Category per Qualification Criteria 2/

5/ Add additional sheets if necessary.

2/ Qualification Criteria:

1. Agricultural lessee or share tenant for a land area actually occupied by him provided the areas shall not exceed three (3) hectares if irrigated or five (5) hectares for upland devoted to crops other than rice and corn.
2. Regular farmworker for an area not exceeding three (3) hectares for land under labor administration.
3. Landless farmworker for the excess area after distribution to the above-named farmer beneficiaries for an area of three (3) hectares provided that preference be given to one residing within the barangay where the land is located and, if more or insufficient, to one residing in adjacent or nearest barangay.
4. Displaced urban poor who is able and willing to personally cultivate the land that may be awarded to him.
5. Some other beneficiary which the DRR may qualify.

F. COMMENTS / REMARKS / RECOMMENDATIONS

I hereby certify that the information and data contained in this report are based on ocular inspection of the subject property and actual examination of pertinent documents and that the same are true and correct to the best of my knowledge.

Municipal Agrarian Reform Officer

Date: \_\_\_\_\_

\* DOCUMENTS TO ACCOMPANY CRPP CR FORM NO. 1 :

1. Certificate of Title (if available within the municipality)
2. Application to Purchase and Farmer's Undertaking
3. Tax Declarations
4. Sworn Statements on Landowner's Registration (Listasaka I & II)
5. Copies of Deeds of Sale of comparable sale
6. Invitation to a conference (LBP representative, Landowners, FBs and other interested parties)
7. Minutes of the conference
8. Notice of coverage
9. Certification from the Department of Agriculture
10. Certification of FB's production
11. Sketch Map indicating topography, actual land use and improvements



## SUMMARY INVESTIGATION REPORT

Name of Landowner: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Location of Property: \_\_\_\_\_  
(barangay) (city/mun./dist.) (province)

Title Number \_\_\_\_\_

OCT/TCT No.: \_\_\_\_\_ Survey/Lot No.: \_\_\_\_\_

Tax Declaration No.: \_\_\_\_\_ Total Area : \_\_\_\_\_ ha

No. of Beneficiaries: \_\_\_\_\_

Other information \_\_\_\_\_

Recommendation (Date: \_\_\_\_\_)

Recommended area for acquisition (Reasons) : \_\_\_\_\_

Recommended scheme of distribution to FBs : \_\_\_\_\_

Initial suggestions/identification of support services to FBs : \_\_\_\_\_

M A R O

Recommendation (Date: \_\_\_\_\_)

Recommended Area for Acquisition (Reasons) : \_\_\_\_\_

Recommended scheme of distribution to FBs : \_\_\_\_\_

Initial suggestions/identification of support services to FBs

Recommended valuation of the land : \_\_\_\_\_

BARC Representative

Recommendation (Date: \_\_\_\_\_)

Recommended area for acquisition : \_\_\_\_\_

Recommended valuation of the land : \_\_\_\_\_

LBP Representative

Recommendation (Date: \_\_\_\_\_)

Area for acquisition : \_\_\_\_\_

Recommended scheme of distribution :

PARO

## APPLICANT'S INFORMATION SHEET

Estate		Location	
I. PERSONAL AND RELATED DATA			
Name	Age	Citizenship	Civil Status
Residence	Postal Address		
Date of Birth	Place of Birth		
Occupation of Applicant	Annual Income	Name of Employer	
Name of Spouse	Occupation	Annual Income	
Name of Dependents	Age	Relation	Occupation

II. AREA APPLIED FOR: Farmlot \_\_\_\_\_ sq. m. Homelot \_\_\_\_\_ sq. m.

## III. OTHER INFORMATION

- Are you a member of any farmer's organization/cooperative in your community? ☐ Yes ☐ No. If yes, state the name of the organization/cooperative and address of its principal office. \_\_\_\_\_
- Have you or your spouse been awarded a farm/home lot under the agrarian reform program of the government? ☐ Yes ☐ No. If yes, state location and area of lot awarded you or your spouse.  
Location \_\_\_\_\_ Area \_\_\_\_\_ sq. m.
- Do you or does your spouse own (jointly or separately) any landholding in the country? ☐ Yes ☐ No. If yes, state location and area of such landholding.  
Location \_\_\_\_\_ Area \_\_\_\_\_ sq. m.
- Are you willing that the herein estate be awarded to FBs under a collective or cooperative scheme ☐ Yes ☐ No.

## IV. REMARKS

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Interviewed by:

MARO Representative

## APPLICATION TO PURCHASE AND FARMER'S UNDERTAKING

We, the undersigned farmer-beneficiaries of the Comprehensive Agrarian Reform Program (CARP), do hereby apply to purchase a farmlot/homelot of that parcel of land located at \_\_\_\_\_.

We obligate ourselves to pay the resale value of the farmlot/homelot in accordance with the prevailing and pertinent agrarian reform law, its rules and regulations. Likewise, we acknowledge and confirm that a lien by way of mortgage in favor of the LBP exists to secure our obligations after LBP undertakes to finance the subject farmlots/homelots. Further, we acknowledge the LBP's right to demand, collect and receive from us the yearly amortizations on said farmlot/homelot including interests thereon and penalties, if any.

Finally, we oblige ourselves to comply with all other agrarian reform 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/thumbmarks in this instrument.

Name of FB	Address	Signatures/Thumbmarks
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

I hereby certify that the above-named farmers have been duly identified as beneficiaries of the \_\_\_\_\_ and that they have  
(Estate/Location)  
affixed their signature/thumbmarks before me this \_\_\_\_\_ day of \_\_\_\_\_, 1988.

MARO

With our assistance:

LBP Representative

BARC Representative

COMPULSORY ACQUISITION CLAIM FOLDER TRANSMITTAL MEMO  
(MARO)

FOR : The Provincial Agrarian Reform Officer

SUBJECT : COMPULSORY ACQUISITION CLAIM FOLDER OF \_\_\_\_\_

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The attached Compulsory Acquisition Claim Folder (CACF) pertinent to the agricultural land \_\_\_\_\_ located at \_\_\_\_\_ is transmitted to that Office with the following documents:

- ( ) Certificate of Title
- ( ) Tax Declaration/s
- ( ) Landowner's Registration Sworn Statement
- ( ) MARO Investigation Report (CARP CA Form No. 1)
- ( ) Summary Investigation Report of Findings and Evaluation (CARP CA Form No. 2)
- ( ) Applicant's Information Sheet (CARP CA Form No. 3)
- ( ) Application to Purchase and Farmer's Undertaking (CARP CA Form No. 4)
- ( ) Others (specify) and/or Additional Remarks

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-----  
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Date

-----  
Name & Signature  
MARO



\_\_\_\_\_  
(Date)

Notice of Coverage

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Address

Pursuant to Section 7, Comprehensive Agrarian Reform Law of 1988 (RA 6657), you are hereby notified that your landholding is now covered under the Compulsory Acquisition scheme.

In view thereof, may we invite you to a conference on \_\_\_\_\_ at \_\_\_\_\_ which will be held at  
(Date) (Time)  
\_\_\_\_\_  
(Venue)

We will discuss the results of our investigation over your landholding covered by OCT/TCT No. \_\_\_\_\_ or Tax Declaration No. \_\_\_\_\_ which is scheduled for compulsory acquisition this year under the Comprehensive Agrarian Reform Program.

You are further informed of your right to select and retain an area of five (5) hectares which should be more or less contiguous. Your failure to attend the said conference will mean waiver of your right to select which area you wish to retain.

\_\_\_\_\_  
MARO



CARP CA FORM NO. 6B

Invitation to Parties

Mr. \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)

We are pleased to invite you to a conference on

\_\_\_\_\_ which will be held at  
(Date)

\_\_\_\_\_  
(Venue)

We will discuss the results of our investigation over  
the landholding owned by \_\_\_\_\_, which  
is scheduled for compulsory acquisition this year under the  
comprehensive Agrarian Reform Program.

We will be expecting to see you in this conference.

Very truly yours,

\_\_\_\_\_  
(MARO)

Minutes of the Conference/Meeting

Issues Raised:

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

Agreements Reached (If any)

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

Objections/Oppositions (If any)

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

Comments/Remarks:

Landowner

Comments/Remarks:

F/B Representative

Comments/Remarks:

BARC

Comments/Remarks:

LBP Representative

We hereby certify that the foregoing was the result of our conference/meeting held on \_\_\_\_\_ at \_\_\_\_\_.

Signature of Parties

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Important:

Attached Sketch Map identifying the area to be acquired, and indicating the topography, land use, and improvements.



11. Assessor's Market Value (RMV)

3/ RMV shall be the market value attached by the assessor to the property. Only those declarations made prior to the date of the Notice of Acquisition shall be accepted. However, price adjustments reckoned from the date of declaration to the date of notice of acquisition shall be made. Thus, the computation for RMV shall be:

$$RMV = RMV(\text{the most current}) \times \frac{\text{CPI factor (date of acquisition)}}{\text{CPI factor (Year of Assessment)}}$$

3/ The landowner's tax declaration should be the major source of the document. Caution, however, should be made in regard to reconciling the inputs appearing in the basic investigation report submitted by the MP&D with that of the Assessor's assessments.

4/ If adjustments is necessary

III. Declared Value (DV)

Use the following values:

1. <sup>5/</sup> Landowner's declaration per EO 229 or RA 6657
2. Choose the lower value
3. Compute for 200% of the average of MV and AMV

The value of DV shall be that one obtained in (1) above or (3), whichever is lower

DV =

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<sup>5/</sup> Landowners declaration under the LISTASAKA project should form an integral part of the valuation process.



IV. Compute for Total Land Value (TLV) as follows:

$$TLV = \frac{MV + RMV + DV}{3}$$

Permanent Improvements:

<u>Structure</u>	<u>Date of Completion of Structure</u>	<u>Estimated Construction Cost</u>
Building		
Milling/Processing Plant		
Warehouse		
Others (specify)		

Compute for the value of improvements per Administrative Order No. 6, 1989. Add to TLV in case improvement is made by the landowner. If improvements are introduced by the tenant-beneficiaries or by the government, the value of improvements shall be subtracted from the TLV.

## V. Recommended Valuation:

[illegible]

I hereby certify that the information used and the valuation arrived at in the foregoing instruments are true and correct to the best of my personal knowledge and belief.

PARO

CACE FORM NO. 8  
(Notice of Acquisition)

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

COMPULSORY ACQUISITION  
NOTICE NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTICE OF ACQUISITION

Greetings:

You are hereby notified that your agricultural land identified as Lot No. \_\_\_\_\_ registered under OCT/TCT No. \_\_\_\_\_ or declared under Tax Declaration No. \_\_\_\_\_ in the name of \_\_\_\_\_, located at Barangay \_\_\_\_\_, Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, with an area of \_\_\_\_\_ hectares, more or less, shall be acquired by the Government for redistribution to qualified farmer-beneficiaries pursuant to RA 6657.

Per evaluation conducted, the cost that the government shall pay you per hectare is ₱ \_\_\_\_\_ or the total amount of ₱ \_\_\_\_\_, corresponding to \_\_\_\_\_ hectares that we have initially identified for immediate acquisition per attached sketch map and subject to modification upon completion of the final survey.

You are also requested to inform the Office of the Secretary Attention : BLAD Director, Department of Agrarian Reform, Diliman, Quezon City within thirty (30) days from receipt of this notice whether or not you are accepting the land value as stated above.

In case you do not agree with the valuation or that you fail to reply to this notice within the aforestated period, the DAR shall conduct a summary administrative proceedings to determine the land compensation. In the said hearing you may submit evidence as to the just compensation of the land.

\_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
DAR Secretary

Copy furnished:

The Secretary  
The Regional Director  
Bureau of Land Acquisition and  
Distribution  
DAR, Diliman, Quezon City

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