



KAGAWARAN NG REFORMANG PANSAKAHAN
(Department of Agrarian Reform)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon
Pilipinas

In reply, please address:
THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
Manila

ADMINISTRATIVE ORDER NO. 1'87
Series of 1987

9/12/87

Subject: POLICY GUIDELINES AND OPERATING PROCEDURES
ON VOLUNTARY OFFER TO SELL

In order to ensure the smooth and expeditious acquisition, distribution, and compensation of lands voluntarily offered by landowners pursuant to Executive Order No. 229 dated July 22, 1987, the following policy guidelines and operating procedures are hereby prescribed.

I. POLICY GUIDELINES

1. Any landowner may opt to offer his agricultural land to the government for redistribution under the Comprehensive Agrarian Reform Program (CARP). (Executive Order No. 229)
2. The offer shall be evaluated by the DAR as to the land's suitability and productivity.
3. The landowner may quote the land valuation desired, subject to DAR approval pursuant to Section 6 of Executive Order No. 229.
4. The DAR shall assist the landowner by:
 - a. Undertaking the subdivision survey of the land, including the preparation of the plan;
 - b. Defraying the cost of the subdivision survey; and
 - c. Preparing the necessary documentation.
5. In cases where the landholding has no occupants, DAR shall assume the responsibility for screening, selecting, and instituting the qualified farmer-beneficiaries (FBs).
6. The Land Bank of the Philippines (LBP) shall compensate the landowner within 15 days as provided for in Executive Order No. 229.

8

II. OPERATING PROCEDURES

STEPS	ACTIVITY DESCRIPTION (WHAT)	RESPONSIBLE (WHO)	DURATION (TIME)	DOCUMENTS (REQUIREMENTS)
1	Landowner (LO) makes voluntary offer (may file in any office of DAR)	Landowner	Any Time	Checklist attached
2	MARO (assisted by LBP representative & BARC) determines suitability & productivity of the land; identifies land, landowner, screens farmer-beneficiaries, determines land value and prepares farmer-beneficiaries' undertaking	MARO, LBP, BARC	30 Days	MARO Investigation Report; Land Valuation Summary and Farmers' Undertaking
3	PARO reviews, evaluates the MARO investigation report, farmer-beneficiaries application & undertaking & supporting documents	PARO	10 Days	Voluntary Offer Folder (VOF)
4	RARO does the same; LBP Region reviews Voluntary Offer Folder (VOF)	RARO/LBP Region		
	If land is encumbered/mortgaged, LBP Region negotiate with mortgagee creditor for the payment of loan by offering payment in Land Bank bonds not exceeding land valuation	LBP Region	10 Days	Voluntary Offer Folder (VOF)
	If mortgagee/creditor refuses offer, RARO recommends the establishment of trust fund in the name of the mortgagee creditor	RARO/LBP Region		

8

STEPS	ACTIVITY DESCRIPTION (WHAT)	RESPONSIBLE (WHO)	DURATION (TIME)	DOCUMENTS (REQUIREMENTS)
5	RARO prepares Resolution and forwards VOF to BLAD	RARO	5 Days	VOF, Resolution
6	BLAD reviews and prepares order for signature of the Secretary	BLAD	10 Days	Draft Order
7	OSAR decides and issues Order to acquire the property & notifies LO & LBP of decision	BLAD & OSAR	10 Days	VOF, Decision/ Order & Notices
8	LO accepts OSAR decision & OSAR signs Deed of Sale (DOS); (LO may also sign DOS at this point if he is available) If LO disagrees with decision, the OSAR shall order the LBP to establish a trust fund in name of LO	LO/OSAR	5 Days (LO) 5 Days (OSAR)	VOF with Deed of Sale
9	BLAD transmits VOF with Deed of Sale to LBP Manila	BLAD, LBP	1 Day	VOF with Deed of Sale
10	LBP reviews VOF with Deed of Sale	LBP	5 Days	VOF with Deed of Sale
11	LBP Manila transmits to LBP Region for signing of Deed of Sale by LO & registration with the ROD of DOS, etc.	LBP Manila LBP Region	5 Days	VOF with Deed of Sale
12	ROD issues TCT in name of RP	ROD	5 Days	TCT in the name of RP
13	DAR takes physical possession of land-holding	DAR	5 Days	

8

STEPS	ACTIVITY DESCRIPTION (WHAT)	RESPONSIBLE (WHO)	DURATION (TIME)	DOCUMENTS (REQUIREMENTS)
14	DAR conducts subdivision/sketch/survey & prepares subdivision plan	DAR, LMB (BL)	30 Days	Subdivision plan
15	DAR generates CLAs	DAR, BLAD	15 Days	Draft CLA
16	LBP Region transmits VOF to LBP Manila for payment	LBP Region	3 Days	VOF with Deed of Sale
17	LBP pays LO. If LO refuses payment, LBP establishes trust fund	LBP Manila or LBP Reg	15 Days	Complete VOF
18	LBP notifies DAR of payment/establishment of trust fund	LBP	1 Day	Notice of Payment & copy of Titles/Survey Plan
19	DAR Secretary & LBP President distribute CLA	DAR, LBP	-	CLA

III. FORMS

To simplify the entire voluntary offer process, the following forms are hereby prescribed for use by the landowner and DAR units concerned:

FORM NUMBER	TITLE/DESCRIPTION
1	Voluntary Offer to Sell
2	MARO Investigation Report
2.1	Summary Investigation Report
3	Land Valuation Summary & Farmer's Undertaking
4	VOF Transmittal Memo (MARO)
5	VOF Indorsement (PARO/RARO)
6	Resolution to Acquire (RARO)

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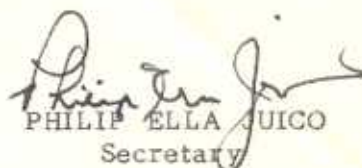
FORM NUMBER	TITLE/DESCRIPTION
7	Decision/Order to Acquire (OSAR)
7.1	Notice to Landowner
8	Transmittal Letter to LBP
8.1	Request to Establish Trust Fund
9	Deed of Sale

The forms are hereby appended and are part of this Order.

This Order amends, supersedes all previous Orders, Memoranda and Issuances inconsistent herewith.

This Order is effective upon approval and shall remain in force until revoked.

Diliman, Quezon City, September 21 1987.


PHILIP ELLA JUICO
Secretary

Encls.: As stated

CARP FORM SAMPLES

<u>Form Number</u>	<u>Title/Description</u>
1	Voluntary Offer to Sell
2	MARO Investigation Report
2.1	Summary Investigation Report
3	Land Valuation Summary and Farmer's Undertaking
4	VOF Transmittal Memo (MARO)
5	VOF Indorsement (PARO/RARO)
6	Resolution to Acquire (RARO)
7	Decision/Order to Acquire (OSAR)
7.1	Notice to Landowner
8	Transmittal Letter to LBP
8.1	Request to Establish Trust Fund
9	Deed of Sale

ENCLOSURES TO CARP (VOF) FORM NO I

LISTING OF REQUIREMENTS
(Attach Documents as Needed)

I. REQUIREMENTS COMMON TO ALL LANDOWNERS

1. Xerox copy of the Current Residence Certificate of all payees/ claimant.
2. Real estate tax clearance or statement of real estate tax delinquency for current and previous years, to include both Basic and Special Educational Fund taxes.
3. Certified copy of the Tax Declaration covering properties showing the lot number appearing on the OCT/TCT or Approved Survey Plan.
4. Due execution of the Land Valuation Summary and Farmer's Undertaking.
5. Due execution of the Deed of Sale.

II. WHERE THE PROPERTY/IES ARE MORTGAGED (TITLED OR UNTITLED)

1. Statement of Account of the Mortgagee, to include daily interest and Title No. (if property is titled) or Lot No/ PSU/PLS/TD (if property is untitled) of the property/ies offered as collateral.

III. WHERE PROPERTY/IES IS/ARE TITLED

1. Xerox copy of the Title /s duly certified by the Register of Deeds as the exact copy/ies of the title/s on file.
2. Submission to the Land Bank of the Owner's Duplicate Copy of the Title/s.
3. Certification by the Register of Deeds concerned that there are no liens and encumbrances on the subject property/ies other than those annotated on the owner's copy of the Title/s.

IV. WHERE LANDOWNER/S IS/ ARE REPRESENTED BY ATTORNEY-IN-FACT

1. Power of Attorney issued to a co-owner or co-heirs.
2. Power of Attorney issued to the spouse of the registered owner.
3. Power of Attorney in favor of a third person issued by a landowner who is in a foreign country or who is in the Philippines but is either sick, disabled or incapacitated upon proof of incapacity.

(The Power of Attorney shall contain the authority among other things, to sell and transfer subject property/ies pursuant to Presidential Decree No. 27 and to sign LTPA, Assignment of Rights, Landowner's Affidavit of Warranty and Undertaking, and/or affidavits, warranty, undertaking under LOI 273 and other land transfer documents, when necessary)

4. Submission of proof that the landowner is already abroad from the private office or agency or government offices concerned stating among other things, the date of departure of the principal and place of destination (if power of attorney is executed in the Philippines and the principal has already left the country).
5. Authentication of the Power of Attorney by the Philippine Consul concerned (If power of attorney is executed abroad).
6. Medical Certificate issued by a physician under oath stating among other things the illness, disability or incapacity of the principal. (Note: the oath portion may be omitted should the medical certificate be issued by a government physician).
7. Xerox copy of the current Residence Certificate of the Attorney-in-Fact.

V. WHERE LANDOWNER'S IS /ARE MINOR/S OR INCOMPETENT/S

1. Letter of Guardianship issued by a competent court in favor of the judicial guardian.
2. Oath of Office of the judicial guardian.
3. Court authority for the judicial guardian to dispose the property/ies pursuant to E.O. 229 and to sign the Assignment of Rights, Landowner's Affidavit of Warranties and Undertaking and other land transfer documents and registration of said Court authority with Register of Deeds concerned.
4. Xerox copy of the current Residence Certificate of the judicial guardian.

VI. WHERE OWNER/PAYEE IS/ARE A CORPORATION/PARTNERSHIP

1. Xerox copy of Articles of Incorporation and By-Laws or Articles of Partnership duly authenticated, with Certificate of Incorporation/ Registration from the Securities and Exchange Commission.
2. Board Resolution, duly authenticated, in a Public instrument, designating its official representative to dispose subject property/ies pursuant to E.O. 229 and to sign the Assignment of Rights, Landowner's Affidavit of Warranties and Undertaking, and other land transfer documents.

3. Xerox copies of current Residence Certificate C and C-1 of the Corporation.
4. Xerox copies of current Residence Certificate of the official representative of the corporation.

VII. WHERE REGISTERED OWNER/S IS/ARE DECEASED

1. For Extra-Judicial Settlement of Estate

- 1.1 Deed of Extra-Judicial Partition of the Intestate Estate of the deceased.
- 1.2 Registration of the Deed of Extra-Judicial Partition of the Intestate Estate of the deceased with the Registrar of Deeds concerned.

2. Judicial Settlement of Estate

- 2.1 Special Proceedings still pending.
(Both for Intestate and Intestate Settlement of Estate)
 - 2.1.1 Letters of Administration/Letters Testamentary issued by a competent court in favor of the Administrator/executor of the estate of the deceased.
 - 2.1.2 Court authority for the Administrator/executor of the intestate/testate estate of the deceased to dispose the property/ies pursuant to E.O.229 and sign the Assignment of Rights, Landowner's Affidavit of Warranty and Undertaking and other land transfer documents; and registration thereof.
 - 2.1.3 Xerox copies of the current Residence Certificate of the Administrator/Executor.
- 2.2 Special Proceedings already terminated.
 - 2.2.1 Intestate
 - 2.2.1.1. Project of Partition of the intestate estate of the deceased.
 - 2.2.1.2 Court Order approving the Project of Partition.
 - 2.2.1.3 Certification of the Clerk of Court concerned that the Project of Partition and the Court Order approving the same is already final and executory.
 - 2.2.1.4 Registration of the Project of Partition with the Registrar of Deeds concerned.

2.2.2 Testate

- 2.2.2.1 Last Will and Testament of deceased landowner.
- 2.2.2.2 Court Order passing in probate the Last Will and Testament.
- 2.2.2.3 Certification from the Clerk of Court concerned that said Order is already final and executory.
- 2.2.2.4 Registration of the Court Order approving the same with the Register of Deeds concerned.
(Note: In all instances, the Death Certificate of the deceased landowner is required.)

VIII. WHERE PROPERTY/IES IS/ARE UNTITLED

1. Survey plan and Technical Description of the property/ies duly approved by the Bureau of Lands; if available, otherwise, parcellary maps prepared by the Bureau of Lands will suffice.
2. Real estate tax clearance or statement of real estate tax delinquency for the current and previous years to include both the basic and Special Educational Funds (SEF) taxes.
3. Affidavit of landowners that the property/ies as appearing in the approved survey plan is/are exclusively owned by him/them and not subject of adverse claim of third parties.
4. Certification from the Clerk of Court concerned whether or not the property/ies as appearing in the approved survey plan has/have been the subject of land registration cases and cadastrial proceeding; and, status of the case, if any.
5. Certification of the Bureau of Lands whether or not there has been an application for the acquisition of the property/ies as appearing in the approved survey plan under Commonwealth Act No. 141, as amended and status of the same, if any.
6. Certification of the Bureau of Lands and/or Bureau of Forest Development that the property/ies as appearing in the approved survey plan is/are not within any civil, military or watershed reservation, national park, or timber or mineral land and whether same is/are alienable and disposable.
7. Certification from the Register of Deeds and Provincial 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.

The Honorable Secretary
Department of Agrarian Reform
Diliman, Quezon City

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 described as follows:

OCT/TCT No. _____
Tax Dec. No. _____
Area _____
Location _____

I hereby declare that the land is productive and suitable to agricultural production. I am offering the same for the amount of _____ (P _____), Philippine currency, or as determined in accordance with Sec. 6 of Executive Order No. 229.

I have been informed and fully comprehend the terms and conditions as provided for by law of this voluntary offer. In view thereof, I hereby authorize the DAR to take immediate possession of my land above described after payment by LBP or establishment of Trust Fund in my name, by LBP.

I am enclosing herewith the ownership and other supporting documents required by DAR and LBP.

Hoping for your immediate action, I am

Very truly yours,

(Landowner)

8. Instrument/s of acquisition covering the property/ies as appearing in the approved survey plan, such as deed of sale, donation, transfer, etc.
9. Submission of proof of publication of Cautionary Notice required for all untitled property/ies. (Note: Form to be furnished and filled-up by the Land Bank).
10. Certification from the Bureau of Lands stating the cadastral claimant, if any, of the property/ies as appearing in the approved survey plan.
11. Certification of the National Land Titles and Deeds Registration Administration (Formerly Land Registration Commission) that the property/ies as appearing in the approved survey plan is/are not within any titled or decreed property.

MARO INVESTIGATION REPORT

BARANGAY : _____
CITY/MUN./DIST.: _____
PROVINCE : _____

ACCOMPLISH THIS FORM FOR ALL LANDHOLDINGS WITHIN THE MUNICIPALITY

SECTION I. LAND: Physical Aspect

A. Technical Description

Land Titles: TCT/OCT No. _____ AREA _____
Tax Decl. _____ AREA _____

B. Location: _____

C. Landsize Category:

50 has. & above ☐
24.00 - 49.99 ☐
7.00 - 23.99 ☐
below 7.0 has. ☐

D. Accessibility to and/or Availability of:

Transportation ☐ Electricity ☐
Market ☐ Water Supply ☐

E. Land Topography

Flat to Undulating _____
Rolling to Slightly Sloping _____
Hilly _____
Mountainous _____

Total _____

F. Soil Type & Fertility

Clay ☐ Clay loam ☐
Sandy ☐ Sandy loam ☐
Silty ☐ Silty loam ☐
Rocky ☐
Others (specify): _____

Hectares

Percent

LAND: Other Aspects

A. Improvements

Nature:

- ☐ Building
☐ Milling/Processing Plant
☐ Warehouse
☐ Others, please specify

Estimated Valuation: P _____

B. Liens/Encumbrances

Nature:

- ☐ Mortgage
 To Whom _____

(Address)

How much P _____ Balance P _____

Terms

Since when _____

- ☐ Others, please specify

SECTION II. LANDOWNER

A. Demographic Profile

Name/Names _____

Address/es _____

Age/s _____

Civil Status _____

Name of Spouse _____

Age _____

Children:

Name

Age

Status

Occupation _____

Office _____

No. of Years of Landownership _____

No. of Tenants _____

SECTION III. BENEFICIARIES*

A. Actual Occupants

<u>Name</u>	<u>Age</u>	<u>Tenurial Status</u>	<u>Area Cultivated (Ha.)</u>	<u>Lease Rental</u>	<u>Total Value of Production</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

B. Non-Occupant/Pre-Qualified

<u>Name</u>	<u>Address</u>	<u>Age</u>	<u>Name & Address of Employment</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

QUALIFICATION CRITERIA

Agricultural lessee or share tenant for a land area actually occupied and cultivated by him provided the area shall not exceed (3) hectares if irrigated or five (5) hectares for upland or land devoted to crops other than rice and corn.

Regular farmworker for an area not exceeding three (3) hectares for land under labor administration.

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 residing in adjacent or nearest barangay.

Displaced urban poor who is able and willing to personally cultivate the land that may be awarded to him.

Some other beneficiary which the DAR may qualify.

SECTION IV. RECOMMENDED VALUE

- A. P _____ : Simple average sales price of three (3) current land transactions of a similar property situated in the municipality where the land to be acquired is located, or
- B. P _____ : Weighted average* of the following factors, whichever is lower:

Weight (a)	Amount (b)
1 _____	_____
2 _____	_____
1 _____	_____
3 _____	_____
3 _____	_____
TOTAL 10 _____	_____

Declared land value of landowner per registration document filed pursuant to Sec. 4 of Executive Order No. 229

Average sales price of not more than two (2) current land transactions of a similar property in the municipality or municipality adjacent to where the land to be acquired is located

Landowner's income from the land derived from letter C, economic aspect of CARP (VOF) Form No. 2, capitalized at six percent (6%)

(Income * .06 = Capitalized Land Value)

Bank appraisal of the land to be acquired or, if there is none, that of similar land category in the locality

Market value as per latest tax declaration of the land adjusted for inflation using regional CPI

* Weighted Average =
$$\frac{(a1 \times b1) + (a2 \times b2) + (a3 \times b3) + (a4 \times b4) + (a5 \times b5)}{10}$$

SUMMARY INVESTIGATION SHEET

Name of Landowner _____

Address _____

Location of Property _____

Title/TD No. _____ Land Category _____ Area _____

No. of Beneficiaries _____

Recommended Land Value P_____

=====

Recommendation (Date _____)

MARO

Recommendation (Date _____)

BARC Representative

Recommendation (Date _____)

LBP Representative

Recommendation (Date _____)

PARO

Recommendation (Date _____)

RARO

Attached: MARO INVESTIGATION REPORT

LAND VALUATION SUMMARY and FARMER'S UNDERTAKING

NAME OF LANDOWNER
A.

C. OCT/TCI/SURVEY NO.

B. LOCATION OF FARM

D. TOTAL AREA (HA.)

1. LANDOWNER COMPENSATION

() Based on an average sales price of 3 current land transactions

Transactions Considered

Date Deed of Sale/TCT No.

Vendor

VendorLocationTotal Area

Amount

() Based on an Average Valuation of the following:

Declared land value of landowner per registration document filed pursuant to Sec. 4 of E.O. 227

Landowners' income from the land capitalized at six percent (6%)

Bank appraisal of the land to be acquired

Market value as per latest tax declaration of the land adjusted for inflation

Average sales price of not more than two (2) current land transactions of a similar property in the municipality adjacent to where the land to be acquired is located

Transactions Considered

Date _____ Deed of Sale/TCI No. _____

Vendor

Vendas

Location

Total Area

Amount

II. RESALE VALUE TO FARMER BENEFICIARY

[illegible]

VERIFIED BY:

RECOMMENDED BY:

MARO

Date _____

PARO

Date _____

LBP Representative

Date _____

APPROVED BY:

BARC Chairman

Date _____

RA RO

Date _____

III. FARMERS' UNDERTAKING

We, the undersigned farmer-beneficiaries of Executive Order No. 229, providing the mechanisms for the implementation of the Comprehensive Agrarian Reform Program, hereby acknowledge and confirm that a lien by way of mortgage in favor of the Land Bank exists to secure our obligation after LB undertakes to finance the subject farmlots/homelots; that we likewise acknowledge that LB has the right to demand, collect and receive from us the yearly amortizations on said farmlots/homelots including interest thereon in accordance with Executive Order No. 229, and we thus obligate ourselves to pay the Bank said amortization in thirty (30) equal annual payments at six (6) percent interest per annum, with the first payment due one year after resale, and a two (2) percent interest rebate for amortizations paid on time, provided, that in no case shall the annual amortizations exceed ten (10) percent of the land's annual value of gross production; and other penalties and sur-charges that may be imposed on us by the Bank for late payments; that LB may purchase the mortgage lien herein established if the outstanding principal/balance due and unpaid is equivalent to three (3) annual amortizations. In consideration of the foregoing, we hereby affix our signatures or thumbmarks in this instrument.

NAME OF FARMER-BENEFICIARY	SIGNATURE/THUMBMARKS

WITNESSES: (Date _____)

MARO/PARO

LBP Field Representative

BARC Chairman

VOLUNTARY OFFER FOLDER TRANSMITTAL MEMO
(MARO)

FOR : The Provincial Agrarian Reform Officer
Department of Agrarian Reform

SUBJECT : VOLUNTARY OFFER FOLDER OF _____
=====

The attached Voluntary Offer Folder (VOF) pertinent to
the agricultural land _____
located at _____
is transmitted to that Office with the following documents:

- [] Xerox copy of OCT/TCT No/s _____ duly certified
by ROD concerned
- [] Certified Copy of Approved Sketch Plan
- [] MARO Investigation Report (CARP (VOF) Form No. 2)
- [] Land Valuation Summary and Farmers' Undertaking
(CARP (VOF) Form No. 3)
- [] Others (specify) and/or Additional Remarks

Date

Name & Signature
MARO

Control No. _____

VOLUNTARY OFFER FOLDER INDORSEMENT
(PARO/RARO)

Respectfully forwarded to the Honorable Secretary,
Department of Agrarian Reform, Diliman, Quezon City, (Thru:
The Regional Director), the attached Voluntary Offer Folder
(VOF) pertinent to the agricultural land of _____
located at _____
duly verified and checked by this Office and recommended for
acquisition by the DAR under Sec. 9, Executive Order No. 229,
with the following enclosures:

Records/DocumentsNo. of Sheets_____
Date_____
Name & Signature
PARO

=====

RECOMMENDING APPROVAL:

Date_____
Name & Signature
Regional Director

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

IN RE: VOS Agricultural Land

VOF No. _____

Location of Property _____

(Landowner/s)

(Address)

R E S O L U T I O N

This refers to the voluntary offer to sell dated _____ of abovenamed landowner(s) for his/her/their agricultural land described in OCT/TCT No/s. _____ registered in the name of _____ by the Office of the Register of Deeds of _____ on _____ with a total area of _____ hectare(s), more or less. It is categorized as _____ Crop Type and has been established that as of _____ it (Date) is already devoted primarily to _____ (Crop Type) and actually tilled by _____ tenant-farmer(s). (Number) However, out of the area described in the title(s), only _____ hectare(s) were offered for sale to DAR leaving an untransferred portion of _____ hectares.

After a thorough investigation of the land, the agricultural land is found to be productive and suitable to farmer cultivation.

Further verification of the title(s) submitted shows that it is not encumbered in any way and is free from all liens/encumbrances whatsoever/encumbered in favor of _____ in the amount of _____ (Principal and Interest) as of _____.

Aside from the abovenamed owner(s), there are no other claimants.

That the value of the land above mentioned computed in accordance with Sec. 6 of Executive Order No. 229 is the amount of _____ (P _____) Pesos, Philippine currency.

The name of the farmer-beneficiary/ies to whom the above-mentioned land will be redistributed and the area transferred to each are:

<u>Name of Farmer-Beneficiary</u>	<u>Lot No.</u>	<u>Area Transferred (Ha.)</u>
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The abovenamed farmer-beneficiaries have agreed to faithfully abide with all the rules and regulations of the Department on the tenure and land utilization.

The farmer-beneficiaries have agreed to pay the LBP the resale value of the land transferred to each of them in thirty annual amortization at 6% per annum in accordance with Sec. 12 of Executive Order No. 229.

WHEREFORE, in view of all the foregoing, the undersigned recommends the acceptance of the VOS and the acquisition by DAR of the above property for redistribution to the beneficiaries above-mentioned.

Date

Name & Signature
Regional Director

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

IN RE: VOS Agricultural Land

VOF No. _____

(Landowner[s])

Location of Property

(Address)

O R D E R

This refers to the voluntary offer to sell dated _____ of abovenamed landowner(s) for his/her/their agricultural land described in OCT/TCT No/s. _____ registered in the name of _____ by the Office of the Register of Deeds of _____ on _____ with a total area of _____ hectare(s), more or less. It is categorized as _____ (Crop Type) and has been established that as of _____ it is (Date) already devoted primarily to _____ and actually (Crop Type) tilled by _____ tenant-farmer(s). However, out (Number) of the area described in the title(s), only _____ hectare(s) were offered for sale to DAR leaving an untransferred portion of _____ hectares.

After a thorough investigation of the land, the agricultural land offered is found to be productive and suitable to farmer cultivation.

Further verification of the title(s) submitted shows that it is not encumbered in any way and is free from all liens/ encumbrances whatsoever or encumbered in favor of _____ in the amount of _____ (Principal and Interest) as of _____.

Aside from the abovenamed owner(s), there are no other claimants.

The name(s) of the farmer-beneficiary/ies to whom the above-mentioned land will be redistributed and the area transferred to each are:

<u>Name of Farmer-Beneficiary</u>	<u>Lot No.</u>	<u>Area Transferred (Ha.)</u>
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The abovenamed farmer-beneficiary/ies has/have been directed to faithfully abide with all the rules and regulations of the Department on the tenure and land utilization.

The farmer-beneficiaries shall pay the LBP the resale value of the land transferred to each of them in thirty annual amortization at 6% per annum in accordance with Sec. 12 of Executive Order No. 229.

WHEREFORE, in view of all the foregoing, the DAR hereby accepts the voluntary offer to sell and directs:

A. The landowner/s:

1. To turnover physical possession of landholding to DAR for redistribution after payment of the same by LBP or establishment of Trust Fund to the account of the landowner; and
2. To submit to the LBP all other ownership and supporting documents required by LBP not yet submitted to DAR.

B. The Land Bank of the Philippines:

1. To pay the landowner a total sum of _____ (P _____)

in _____% cash and the balance in Land Bank bonds,
net of ₱ _____ in LB bonds that
will be payable to the mortgagee/creditor; and

2. To pay the obligation of the mortgage/lien/encumbrance
of the landowner in LB bonds.

C. The Registry of Deeds (ROD)

Within two (2) days upon receipt from the LBP of
the copy of the Deed of Sale, owner's duplicate copy
of title and the decision of the Secretary of Agrarian
Reform, the ROD shall issue TCT in the name
of the Republic of the Philippines.

D. DAR/RARO

To take physical possession of the property and
redistribute the same to the above-beneficiaries.

SO ORDERED.

Diliman, Quezon City _____, 19____.

PHILIP ELLA JUICO
Secretary

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

Date

(Landowner)

Sir/Madam:

In reply to your Voluntary Offer to Sell (VOS)
dated _____ relative to your property located
at _____
please be informed that pursuant to Sec. 9, Executive Order
No. 229,

☐ your offer is accepted.

☐ your offer is rejected.

Attached herewith is a copy of the Decision of the Secretary
dated _____ for your information and guidance.

Very truly yours,
FOR THE SECRETARY:

By:

Control No. _____

Date

The President
Land Bank of the Philippines
Palacio del Gobernador
Intramuros, Manila

S i r :

We are forwarding herewith the following documents/records
in support of the voluntary offer to sell by _____
of his/her/their agricultural land located at _____

covering _____ hectares in accordance with
Sec. 9, Executive Order No. 229.

<u>Documents/Records</u>	<u>No. of Sheets</u>
1. Department Decision to Acquire	_____
2. Land Valuation Summary & Farmer's Undertaking	_____
3. Xerox copy of title No/s. _____ Certified by the Register of Deeds Concerned	_____
4. Certified copy of Approved Sketch Plan	_____
5. Certified copy of latest Tax Declaration of Property	_____
6. Certificate of Realty Tax Clearance or Statement of Tax Delinquency	_____
7. Statement of Encumbrance, if applicable	_____
8. Deed of Sale	_____
9. Others (specify)	_____

It is hereby directed that land compensation to the land-
owner concerned be effected immediately.

Very truly yours,

PHILIP ELLA JUICO
Secretary

Copy furnished:

LO/Claimant
Regional Director

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

The President
Land Bank of the Philippines

Subject: REQUEST TO ESTABLISH A TRUST FUND

S i r :

Please be informed that the landowner, _____
has filed a Motion for Reconsideration from the DAR Decision
to acquire his/her property located at _____

in the amount of _____
(P _____).

In view of the landowner's non-acceptance of the Decision,
it is requested that above-mentioned amount be set aside for
the payment of said property and a trust fund for the purpose
be established in the name of _____
within fifteen (15) days from receipt hereof.

Very truly yours,

PHILIP ELLA JUICO
Secretary

8/2/81

DEED OF ABSOLUTE SALE

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Sale made by and between:

(Landowner)

hereinafter to be referred to as the VENDOR;

- in favor of -

The REPUBLIC OF THE PHILIPPINES, represented by the Secretary of the Department of Agrarian Reform, the HONORABLE PHILIP ELLA JUICO, and the LAND BANK OF THE PHILIPPINES, a body corporate established by virtue of R.A. 3844, as amended, otherwise known as the Agrarian Reform Code of the Philippines, with its principal place of business in _____ represented by its President DEOGRACIAS N. VISTAN, hereinafter to be referred to as the VENDEES.

WITNESSETH THAT

Whereas, the VENDOR is the true and absolute owner of _____ parcel/s of land located at _____
covered by TCT No(s)/TD No(s) _____ of the Registry of Deeds of _____ more particularly described as follows:

Whereas, the herein VENDOR has voluntarily offered to sell the above-described property to the herein VENDEES pursuant to Sec. 9 of Executive Order No. 229 dated July 22, 1987;

Whereas, the said property has been found to qualify for acquisition pursuant to abovesited provisions of Executive Order No. 229 as evidenced by the Order of the Secretary of Department of Agrarian Reform dated _____ directing its acquisition and for the herein Land Bank to pay the value thereof to the herein VENDOR pursuant to Sec. 6 of the said Executive Order No. 229;

Whereas, the herein VENDEES have already identified the farmer-beneficiaries to be benefitted by the said acquisition and have further determined the value of the compensation pursuant to the said Sec. 6 of Executive Order No. 229;

NOW, THEREFORE, for and in consideration of the amount of _____ Philippine currency, to be paid in accordance with the provision of Sec. 6, Paragraph (a) of Executive Order No. 229 subject to the submission of the requirements of the herein VENDEES, the VENDOR hereby SELL, TRANSFER, and CONVEY, absolutely and irrevocably, in favor to the VENDEES the above described parcel of land together with all improvements thereon, free from all liens and encumbrances whatsoever.

In witness whereof, we have hereunto signed this Deed of Absolute Sale at _____, Philippines, this _____ day of _____.

REPUBLIC OF THE PHILIPPINES
VENDEE

By:

PHILIP ELLA JUICO
Secretary
Department of Agrarian Reform

By way of an irrevocable
absolute sale,

VENDOR

With my Marital Consent:

DEOGRACIAS N. VISTAN
President
Land Bank of the Philippines

Vendor's Wife

Signed in the Presence of:

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

REPUBLIC OF THE PHILIPPINES) S.S.
CITY OF _____)

In the City of _____, on the _____ day of _____, 19____ personally appeared before me:

	<u>RES. CERT. NO.</u>	<u>DATE & PLACE</u>
1. _____	_____	_____
2. PHILIP ELLA JUICO	_____	_____
3. DEOGRACIAS N. VISTAN	_____	_____
4. _____	_____	_____

known to me as the same persons who executed the foregoing Deed of Absolute Sale, which consists of _____ pages including the page on which this Acknowledgement is written, and signed at the left margin of each and every page by the party including this instrument and their witnesses, and sealed with my notarial seal and said parties acknowledged to me that the same is their free act and deed.

NOTARY PUBLIC

Until December 31, 19____
PTR No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of 19____