



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

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THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 2993
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MEMORANDUM CIRCULAR NO. 8 '87
Series of 1987

94W 7/27/87

Subject: POLICY-GUIDELINES GOVERNING THE DISPOSITION AND
TITLING OF LOTS IN FAVOR OF SETTLERS IN THE
MARIA SINUKUAN AGRICULTURAL COOPERATIVE
SETTLEMENT PROJECT AT MAGALANG, PAMPANGA AND
THE PALAYAN CITY SETTLEMENT PROJECT AT PALAYAN
CITY.

Pursuant to R.A. 3844, as amended, the following policy-guidelines are hereby promulgated to govern the disposition and titling of lots in favor of settlers in the Maria Sinukuan Agricultural Cooperative Settlement Project at Magalang, Pampanga and the Palayan City Settlement Project at Palayan City:

1. Filing and Approval of Application to Own Lots

Settlers with approved Certificates of Allocation shall file in the Team Office their Application to own the lot allocated to them, provided that the following requirements are complied with:

- a. The settler must have resided in the settlement project for at least one year;
- b. The settler must have cultivated and developed at least one-half (1/2) of his/her farmlot, if applying to own a farmlot; and
- c. If applying for a homelot, the settler must have constructed his/her house on the lot applied for.

The papers required for processing the settlers' applications to own lots are, as follows:

- a. Certificate of Allocation previously issued to the settler covering the lot applied for;
- b. Sketch plan of the lot showing its metes and bounds in relation to adjoining lots, the kinds of improvements therein and owner thereof and their relative location in the lot;
- c. Investigation report in the prescribed form; and

- c. Certification of the Team Leader that the lot or any portion thereof is not alienated, encumbered or involved in a conflict of claims.

The Team Office shall process the application filed and shall recommend to the Regional Director its approval if all the documents are in order and all requirements are met by the settler-applicant.

The Regional Director shall make the final action on the application at the Team Office by issuing the corresponding Memorandum of Approval in the prescribed form.

2. Payment of Administrative Cost


Lots to be disposed to settlers in the settlement projects shall be free of cost. However, the settler shall be required to pay the amount of one peso (P1.00) per square meter for a homelot and five hundred pesos (P500.00) per hectare for a farmlot to cover the cost of survey and other administrative costs.

The administrative cost may be paid in cash or in five (5) equal annual installments without interest.

3. Issuance of Deed of Transfer or Deed of Transfer with Encumbrance

Settlers with approved applications shall each be issued a Deed of Transfer in the prescribed form after the required administrative cost relating to their lots have been fully paid. However, Deeds of Transfer with Encumbrance, likewise in the prescribed form, shall be issued to settlers who have paid at least the first annual installment of the required administrative cost with the unpaid balance, together with any unpaid direct assistance and farm machinery loans, if any, to be annotated in the corresponding Certificate of Title which shall constitute a first lien on the land.

The papers required for the issuance of a Deed of Transfer or a Deed of Transfer with Encumbrance are, as follows:

- a. Previous records on the approval of the application to own lot;
 - b. Certification on the accountabilities of the settler and the amount paid by him/her, if any. A copy of the official receipt evidencing payment shall be attached thereto; and
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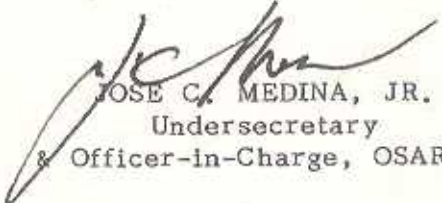
- c. Investigation report of the Team Office showing that the settler is in actual possession of the lot applied for and that the said lot or any portion thereof is not alienated, encumbered or involved in a conflict of claims.

The Deed of Transfer or Deed of Transfer with Encumbrance shall be processed by the Team Office, and if found to be in order shall be recommended to the Regional Director for approval. Final action and signing of the Deed of Transfer or Deed of Transfer with Encumbrance shall likewise be done by the Regional Director at the Team Office.

4. Effectivity

This Circular shall take effect immediately and all Orders, Circulars and Memoranda or parts thereof inconsistent herewith are hereby superseded, modified and/or revoked accordingly.

Diliman, Quezon City, July 27, 1987.


JOSE C. MEDINA, JR.
Undersecretary
& Officer-in-Charge, OSAR