



**ADMINISTRATIVE ORDER NO. 01
SERIES OF 2020**

**SUBJECT: GUIDELINES SIMPLIFYING THE LAND ACQUISITION AND
DISTRIBUTION PROCESS ON CARP-COVERED PRIVATE
AGRICULTURAL LANDS**

PREFATORY STATEMENT

Pursuant to the directive of the President to complete the land acquisition and distribution (LAD) of the remaining private agricultural lands (PALs) covered by R.A. No. 6657, as amended, including tenanted rice and corn lands under Presidential Decree (P.D.) No. 27 by June 30, 2022, the DAR shall simplify the existing LAD process to accelerate the land distribution.

In view hereof, this Administrative Order (A.O.) is issued for the guidance and reference of all concerned.

Section 1. APPLICABILITY/COVERAGE

This order shall apply to all private agricultural lands which include the following:

- 1.1 Landholdings with issued Notice of Coverage (NOC);
- 1.2 Landholdings with orders/decisions/resolutions denying petitions for coverage and petitions for exemption and exclusion, applications for conversion and conversion/exemption and exclusion orders under revocation which has become final and executory; and
- 1.3 Landholdings with pending case and/or proceeding involving the implementation of the provisions pursuant to Section 30 of R.A. No. 9700.

Section 2. DEFINITION OF TERMS

- 2.1 **Simplified LAD Process-** refers to the process where the LAD activities are rationalized by lumping together into major steps, done simultaneously, or a combination thereof, to shorten the process; and

to be undertaken by DAR and other CARP implementing agencies (CIAs) within an estimated period of 112 days.

- 2.2 **Notice to Continue LAD Process**– refers to the notice informing the concerned public of the continuation of the LAD process, schedule of a particular landholding, and submission of qualification requirements of potential beneficiaries to become agrarian reform beneficiaries (ARBs).

Section 3. POLICY STATEMENTS

- 3.1 In case there is a protest on the amended Masterlist of ARBs and other agrarian related cases, the same shall be resolved in accordance with the rules and procedures provided on agrarian law implementation (ALI).

Notwithstanding any pending ALI case, the LAD process shall continue until the generation of the Certificates of Land Ownership Award (CLOA), unless otherwise suspended by the DAR Regional Director (RD), or the DAR Secretary or the Supreme Court, as the case may be.

- 3.2 The joint field investigation (JFI) shall be conducted based on the approved survey plan (ASP) or the advance copy of the survey plan (AdvSP) to verify the data/information contained in the claim folder (CF) for the purpose of valuation of the subject landholding.

Pending the approval by the Department of Environment and Natural Resources (DENR) of the survey plan, the certified true copy of the duly annotated title based on the AdvSP shall be used for the conduct of JFI.

In such a case, the portion/area covered under the Comprehensive Agrarian Reform Program (CARP), as reflected in the AdvSP, shall be annotated in the landowner's (LO's) original copy of title on file at the Registry of Deeds (ROD), upon transmittal of all necessary documents by the Department of Agrarian Reform Provincial Office (DARPO) requesting for the following annotation:

"Transfer in the name of the Republic of the Philippines:

By virtue of the request of _____, DARPO of _____, a portion of _____ is hereby ceded in favor of the Republic of the Philippines on the basis of advance survey plan (AdvSP). This is pursuant to R.A. No. 6657, as amended. Separate title/s shall be issued upon submission of approved subdivision plan (ASP) and Certificate of Deposit (COD)."

The JFI Team shall be composed of the DARMO/designated personnel, Land Bank of the Philippines (LBP), LO or his authorized representative, potential ARBs, a member of the Barangay Agrarian Reform Council (BARC), or in the absence thereof, the Barangay Council, representatives of the Municipal/Provincial Agricultural Office-Department of Agriculture (MAO/PAO-DA), if there is an issue on the landholding's suitability for agriculture, and Department of Environment and Natural Resources – Community/Provincial Environment and Natural Resources Office (DENR-CENRO/PENRO), if there is any issue as to the 18% slope.

3.3 In case the portion/area covered under CARP is annotated in the LO's title for purposes of the conduct of JFI, the following shall be observed:

3.3.1 Based on the PPU-cleared CF, Field Investigation Report (FIR), and ASP or in the absence of the ASP, the certified true copy of the duly annotated title based on the AdvSP, the Land Bank of the Philippines (LBP) may proceed in determining the value of just compensation of the subject landholding. Consequently, upon completion of the land valuation, the LBP shall prepare and send the Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to DARPO for the preparation of Notice of Land Valuation and Acquisition (NLVA).

The LBP shall issue the Certificate of Deposit (COD) only upon the receipt of the Order to Deposit LO compensation together with a copy of the AdvSP/ASP from the DARPO.

The COD, ASP, and other necessary documents shall be the basis of the ROD to: 1) cancel the LO's title for the landholding covered under CARP, in case of total coverage; 2) issue Transfer Certificate of Title (TCT)/Original Certificate of Title (OCT) in the name of the Republic of the Philippines; and, 3) issue title for the retained area/non-coverable area, if any, upon submission of ODC.

3.3.2 In case of discrepancy/ies between the AdvSP or ASP and the FIR, the appropriate adjustment shall be made to conform with the FIR.

For purposes of LO compensation, the amended/adjusted ASP shall be submitted to the LBP for adjustment of area covered and the corresponding MOV.

3.3.3 Pending the submission of the ASP, the LBP may release fifty percent (50%) of the total value of the acquired land, based on the submitted AdvSP, representing partial payment of the LO compensation [For clarification/reconcile with second paragraph of Sec. 3.3.1].

3.4 Upon review of Survey Returns submitted and pre-verified using e-survey plan module of Land Administration and Management System (LAMS), those with complete forms and required documents as endorsed by DAR, shall be accepted by the DENR Regional Office and the same shall be issued a *Certificate of Acceptability*. Counting therefrom, the survey plan shall be approved within a maximum period of twenty (20) working days, if found without technical defect. To avoid bottleneck in the verification, the DAR shall ensure that submissions of its survey returns shall be well distributed in each quarter.

3.5 Pursuant to existing rules and procedures, the Land Distribution and Information Schedule (LDIS) shall be generated upon receipt of the Owners Duplicate Copy (ODC) of CLOA titles from the Registry of Deeds (ROD) for the computation of the land amortization schedule (LAS) which the ARB should pay to the government through LBP.

SECTION 4. OPERATING PROCEDURES

The hereunder LAD process shall be the standard for all landholdings regardless of area. The concerned DAR field officers shall introduce appropriate strategies to continue the LAD process in accordance with the procedures and timelines prescribed under this A.O.

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
4.1. PRELIMINARY ACTIVITIES VALIDATION AND PROJECTION OF LANDHOLDINGS FOR COVERAGE				
1.	<ul style="list-style-type: none"> • DARPO/DA RMO/Designated Personnel/ BLTI 	<ul style="list-style-type: none"> • Based on the ownership documents and NOC issued of the landholdings, the following activity/ies shall be conducted: <ul style="list-style-type: none"> ➤ For Titled Landholding <ul style="list-style-type: none"> a. Plot and verify the Technical Description inscribed in the Title. b. Project the verified Technical Description in the DENR, CENRO/PENRO Land Classification Map and latest version of Google Earth/Map, if available and applicable. 		<ul style="list-style-type: none"> • Ownership Documents (Certified copies of title/Tax Declaration, Survey Plan/Sketch plan certified by a License GE, LRA Certification for untitled property)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		<p>c. Actual ground re-validation to determine the coverability of the landholdings based on present land status i.e., cultivated, crops planted, suitable for agriculture, vacant, slope, and others (e.g., presence of 3 cylindrical concrete monuments that will serve as reference during segregation & subdivision survey).</p>		<ul style="list-style-type: none"> • CARPER LAD Form No. 1 (Preliminary OCI) • CARPER LAD Form No. 1A (Transmittal of LAD Form No. 1) • CARPER LAD Form No. 2 (Revised Certificate of Preliminary Projection) • DENR PENRO/CENRO Certified as to land classification status
	<ul style="list-style-type: none"> • DARPO/BLTI/LRA 	<ul style="list-style-type: none"> ➤ For Untitled Landholding <ul style="list-style-type: none"> a. Request BLTI to secure the LRA Certification whether the subject untitled property does not overlap with other titled or decreed properties. b. Obtain the LRA Certification and transmit the same to DARPO. Such Certification shall include, among others; the Judicial Decree number, date of issuance, name of Adjudicator, location and area. 		<ul style="list-style-type: none"> • LRA Certification
2.	<ul style="list-style-type: none"> • DARPO and DARMO/De signated Personnel 	<ul style="list-style-type: none"> • Upon validation that a particular landholding is coverable under CARP, prepare a Request for Survey Services (RSS), for approval of the PARPO. • Prepare the survey module consisting of landholdings with duly approved RSS of the PARPO for bidding or issue Survey Order to the DAR-GE in case the conduct of survey is by administration, whichever is applicable. 		<ul style="list-style-type: none"> • CARPER LAD Form No. 27 (Requisition for Survey Services on CARP-Covered Lands) • Survey Module • Survey Order

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
4.2 LAD PROCESS PROPER				
4.2.A IDENTIFICATION, SCREENING, AND SELECTION OF ARBs				
3.	<ul style="list-style-type: none"> DARMO/ Designated Personnel 	<ul style="list-style-type: none"> Prepare Notice to continue LAD Process and post the same in conspicuous places in the vicinity, three (3) days prior to the scheduled date of pulong-pulong. Indicate in the said Notice the following: a) the continuation of LAD process; b) schedule of pulong-pulong/activities; c) submission of proof of identities as qualification for the potential ARBs (i.e., payroll, SSS, Residence Certificate, Barangay/BARC Certification, Voters ID); and, d) filling-out ARB Application. Conduct “pulong-pulong” on the scheduled date which the potential beneficiaries shall submit proof of identity and fill-out ARB application. Prepare the Preliminary List of potential beneficiaries based on the submitted duly accomplished application form, documents/evidences as proofs of identities, and attested list of tenants/lessees/regular farmworkers, from the LO, if any. 	<p>1 day</p> <p>1 day</p>	<ul style="list-style-type: none"> CARPER LAD Form No. 10-A (Notice to Continue LAD Process) CARPER LAD Form No. 17 (Posting Compliance Certificate) CARPER LAD Form No. 30 (ARB Application) CARPER LAD Form No. 28 Minutes of meeting
4.	<ul style="list-style-type: none"> DARMO/ Designated Personnel/ DARPO 	<ul style="list-style-type: none"> Screen and select qualified ARBs from the Preliminary List of Potential ARBs pursuant to Section 22 of RA No. 6657, as amended and pertinent rules and regulations. Prepare the Masterlist of ARBs based on the results of the screening and selection process. The Masterlist shall be certified by the BARC or in the absence of BARC, the Barangay Council Chairperson, and shall be approved by the PARPO. Post the PARPO approved Masterlist of ARBs in conspicuous places within the subject landholding, barangay hall and municipal hall where the LH is located. The approved Masterlist shall be served by the MARPO/designated personnel to all concerned whose names are reflected in the Preliminary List including those not in the approved Masterlist, and to the LO 	5 days	<ul style="list-style-type: none"> CARPER LAD Form No. 35 (Masterlist of Qualified ARBs)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		<p>who submitted attested list of lessees/tenants/farmworkers.</p> <ul style="list-style-type: none"> In case any interested party files a written protest/petition, the PARPO shall conduct compulsory arbitration within three (3) days from the receipt of the said protest. In case the decision of the PARPO in the arbitration results in the amendment of the Master list, the Amended List shall be posted again for another three (3) days in conspicuous places. Thereafter the MARPO shall proceed with the completion of the LAD process of the subject LH pursuant to Section 59, A.O. No. 7, Series of 2011, as amended. 	<p>3 days</p> <p>3 days</p>	<ul style="list-style-type: none"> Copy of Written Protest/Petition CARPER LAD Form No. 35 (Amended Masterlist of Qualified ARBs)
5.	<ul style="list-style-type: none"> DARMO/ Designated Personnel/ Concerned ARBs/ Concerned Judge CARPO ARBDD/MARPO/DF 	<ul style="list-style-type: none"> Prepare the Oath of ARB and facilitate the signature and oath taking of the ARBs before a Judge, based on the PARPO approved/amended Masterlist of ARBs. Provide copy of the approved/Amended Masterlist of ARBs to DARPO-Agrarian Reform Beneficiaries Development Division (ARBDD) for the commencement of activity/ies on the organization of the individual ARBs into ARBOs, including assistance and facilitation for the registration or renewal registration of the ARBOs with the concerned agencies (i.e., CDA, DOLE, etc). 	1 day	<ul style="list-style-type: none"> CARPER LAD Form No. 37 (Revised January 5, 2017) [Oath of ARB] CARPER LAD Form No. 31/35 Approved/ Amended Masterlist of ARBs
4.2.B CONDUCT OF LAND SURVEY				
6.	<ul style="list-style-type: none"> DAR Geodetic Engineer/ Survey Contractor / ARB Concerned /DARMO/ Designated personnel 	<ul style="list-style-type: none"> In the conduct of actual land use, segregation of coverable from non-coverable areas, and subdivision survey of the acquired areas of the subject landholding, the MARPO/SARPT/ARPT/designated personnel shall ensure that the following is in order: <ul style="list-style-type: none"> Conduct of pulong-pulong with the ARBs concerned who are included in the approved/amended Masterlist. 	5 days	<ul style="list-style-type: none"> CARPER LAD Form No. 31/35 Approved/ Amended Masterlist of ARBs Copy of accomplished Segregation and Subdivision Survey Returns (SRs)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		<ul style="list-style-type: none"> b. Segregation of the coverable from non-coverable areas, and subdivide the coverable area/s based on the approved Masterlist of ARBs including the proper planting of monuments. c. Submission of the accomplished survey returns (SRs) upon completion of field works and submit the same to the DARPO-Operations Division. 		
7.	<ul style="list-style-type: none"> • DARPO 	<ul style="list-style-type: none"> • The DARPO shall: <ul style="list-style-type: none"> a. Evaluate and finalize the submitted copy of SRs; b. Submit the SRs together with the necessary documents to DARRO; and c. Provide a copy of the AdvSP to the following: <ul style="list-style-type: none"> - One (1) copy for ROD, together with the PARPO's request for the annotation of the portion/area covered under CARP in the LO's title on file with the ROD; and - Two (2) copies for the CF. 	<ul style="list-style-type: none"> 1 day 1 day 	<ul style="list-style-type: none"> • Evaluated SRs • AdvSP • CARPER LAD Form No. 57-A (Request to ROD for Annotation of the Portion Covered Under CARP in the LO's Title) • SRs • Documentary Requirements
8.	<ul style="list-style-type: none"> • DARPO 	<p>Simultaneous with the indorsement of the SRs to the DENR-Regional Office by the DARRO, The PARPO shall:</p> <ul style="list-style-type: none"> a. In case of an AdvSP <ul style="list-style-type: none"> ➤ Request the ROD to annotate in the LO's title on file with the ROD the portion/area covered under CARP acquired by the DAR as reflected in the AdvSP 	<ul style="list-style-type: none"> 2 days 1 day 	<ul style="list-style-type: none"> • ASP • Copy of the advance SP (AdvSP) • CARPER LAD Form No. 57-A (Request to ROD for Annotation of the Portion

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
	<ul style="list-style-type: none"> DARPO 	b. In case of an approved ASP <ul style="list-style-type: none"> ➤ Proceed to the conduct of JFI 		Covered Under CARP in the LO's Title)
	<ul style="list-style-type: none"> ROD 	<ul style="list-style-type: none"> Upon receipt of the Request and copy of the ADvSP, the ROD shall annotate the portion/area covered under CARP in the LO's title on file and inform the DARPO and provide copy of the duly annotated LO's title. 		<ul style="list-style-type: none"> ROD's Letter (Informing and Providing DAR of a certified-true copy of the duly annotated LO's title based on the AdvSP) Copy of AdvSP
9.	<ul style="list-style-type: none"> DENR-Regional Office 	<ul style="list-style-type: none"> Conduct Inspection, Verification and Approval of Surveys (IVAS) upon submission of complete survey returns and documentary requirements with the DENR Regional Office. Notify the DAR of the status of the submitted SRs on or before the fifth day from receipt of the same. Prepare sepia reproducible and white print copies of the ASP and copies of Certified Technical Descriptions (TDs) of all lots within the survey project and transmit the same to DARRO/DARPO/Contractor-surveyor/DAR's GE. 	Maximum of 20 working days	<ul style="list-style-type: none"> SRs Documentary Requirements ASP with Certified TDs
4.2.C CONDUCT OF JOINT FIELD INVESTIGATION (JFI)				
10.	<ul style="list-style-type: none"> DARMO/ designated personnel/DARPO/other concerned JFI Team 	<ul style="list-style-type: none"> The DARMO/Designated Personnel shall prepare and submit error-free and complete CF to the DARPO. Upon receipt of the certified true copy of the duly annotated title based on the AdvSP from ROD or ASP from the DENR/DARRO/contractor/surveyor/DAR GE, the DARPO shall notify the concerned agencies/parties of the conduct of JFI five (5) days prior to the scheduled date. The Joint Field Investigation (JFI) Team shall conduct field investigation and submit the duly accomplished Field Investigation Report (FIR) to the PARPO for his/her 	1 day 5 days 3 days	<ul style="list-style-type: none"> CF CARPER LAD Form No. 45-A (Notice to Conduct Joint Field Investigation) CARPER LAD Form No. 46 (Field Investigation Report) (Revised 2020)

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		<p>concurrence, within three (3) days from the conduct of FI.</p> <ul style="list-style-type: none"> The JFI Team shall indicate in the FIR that the data and information and land use/s contained in the AdvSP or ASP tally/ies with the FIR. 		
4.2.D LAND VALUATION, LO COMPENSATION, AND GENERATION AND REGISTRATION OF CLOA				
11.	<ul style="list-style-type: none"> DAR-LBP PPU 	<ul style="list-style-type: none"> Upon verification of CF, prepare and submit to DARPO the checklist of required documents in the processing of CF with corresponding recommendation. 	1 day	<ul style="list-style-type: none"> CARPER LAD Form No. 48 (Checklist of Required Documents for the DAR-LBP Pre-Processing Unit) (Revised 2020)
	<ul style="list-style-type: none"> DARPO 	<ul style="list-style-type: none"> Simultaneous with the submission of the PPU-cleared CF to DARPO, advise the LO to submit to LBP-AOC additional documents applicable under different situations. <p>The certified true copy of the duly annotated title based on the AdvSP, in the LO's title on file at ROD shall be used, in lieu or in the absence of the ASP pending its approval by the DENR.</p>		<ul style="list-style-type: none"> CARP LAD Annex B (List of Documents Required Under Different Situations)
		<ul style="list-style-type: none"> Based on the PPU-cleared CF, FIR, and approved survey plan (ASP), the DARPO shall prepare the Memorandum Request to Value Land and Pay Land Owner and transmit the same together with the completed CFs with ASP and FIR to the LBP-AOC. 	3 days	<ul style="list-style-type: none"> CARPER LAD Form No. 49 (Memorandum Request to Value Land and Pay LO) Revised 2020) ASP or AdvSP FIR Certified true copy of duly annotated LO's title CARPER LAD Form 50

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
				(Memorandum of Valuation) • LVW
12.	• LBP	• The LBP shall value the subject landholding and issue Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to the PARPO.	Maximum of 20 days	• CARPER LAD Form No. 51 (Notice of Land Valuation and Acquisition) • CARPER LAD Form No. 53 (Landowners Reply to NLVA) • CARPER LAD Form No. 54 (Order to Deposit Landowner/ Cooperation) • CARPER LAD Form No. 55 (Certification of Deposit)
	• DARPO/ LO	• Upon receipt of the MOV and LVW from LBP, the PARPO shall issue a Notice of Land Valuation and Acquisition (NLVA) together with MOV and LVW and Reply Form to the LO through registered mail. The LO shall be given thirty (30) days from receipt of the NLVA whether to accept or reject it. Subsequently, the PARPO shall order the LBP to deposit in the name of LO, the cash and bonds covering the compensation and proceeds for his/her landholding and issue the corresponding COD to the PARPO.		
	• LBP	• Issue the COD to DARPO and notify the LO regarding the issued COD to DARPO. • In case there is amendment/adjustment of the land value due to discrepancy between the duly annotated AdvSP and ASP, the LBP may release to the LO fifty percent (50%) of the total value of the land acquired.		
13.	• DARPO	• Within five (5) days upon receipt of the COD, the DARPO shall: a. Transmit the COD, together with a copy of the ASP with certified TDs and a written request to the ROD for the following:	1 day	• CARPER LAD Form No. 55 (Certificate of Deposit) • ASP with Narrative TDs
	• ROD	a.1 Cancel the LOs title, in case of total coverage;	Maximum of 20 days (inclusive)	• LDF • CARPER LAD Form No. 57

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		a.2 Issue Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines (RP); and a.3 Issue separate titles for the LOs retained areas and other Non-CARPable areas, if any, upon submission of ODC.	of annotation of LO's title and registration of individual CLOAs)	(Request of Issuance of TCT in the Name of RP) <ul style="list-style-type: none"> RP Title Regular Titles for non-CARPable areas
	<ul style="list-style-type: none"> DARPO 	b. Upon receipt of the TCT in the name of the Republic of the Philippines (RP) from ROD, the DARPO shall: b.1 Generate OCT-CLOA for untitled landholding or TCT-CLOA for titled landholding using the appropriate Judicial Form based on Land Distribution Folders (LDF), ASP with narrative TD; and b.2 Forward to ROD the duly signed and sealed individual CLOAs for registration.	4 days	<ul style="list-style-type: none"> OCT-CLOAs/TCT-CLOAs LDF ASP with Certified TDs Signed and Sealed Individual CLOAs CARPER LAD Form No. 64 (Transmit Memorandum to ROD for CLOA Registration) (Revised 2020)
	<ul style="list-style-type: none"> ROD 	<ul style="list-style-type: none"> Upon receipt of the duly signed and sealed CLOA, the ROD shall: a. Register the generated individual CLOA; b. Release the Owners' Duplicate Copy (ODC) of the TCT-CLOAs/OCT-CLOAs to the PARPO or his/her authorized representative. 		
4.2.E DISTRIBUTION OF CLOAs AND INSTALLATION OF ARBs ON THE AWARDED LAND				
14.	<ul style="list-style-type: none"> DARPO 	<ul style="list-style-type: none"> Upon receipt of owner's duplicate copy (ODC) of OCT-CLOA/TCT CLOA from ROD, the DARPO shall: a. reproduce two (2) copies of ODC for DARPO's and DARMO's files; 	3 days	<ul style="list-style-type: none"> ODC of OCT-CLOAs/ TCT-CLOAs

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		<p>b. record essential details of the ODC OCT-CLOAs/TCT-CLOAs in the CLOA Registry Book/Designated Logbook and maintain a Record Book of all CLOA-titles issued in all municipalities/cities within the province;</p>		
		<p>c. Provide photocopies of ODC of TCT-CLOAs/OCT-CLOA and ASP to the Municipal Assessor's Office for the preparation of individual tax declaration to the ARBs; and</p>		<ul style="list-style-type: none"> • Photocopies of ODC of TCT-CLOAs/OCT-CLOAs and ASP
		<p>d. Prepare the Land Distribution and Information Schedule (LDIS) per landholding; accomplish Part I of the Form and transmit the same to LBP-AOC for the completion of Part II thereof pursuant to pertinent guidelines and procedures.</p>		<ul style="list-style-type: none"> • CARPER LAD Form No. 47 (Land Distribution and Information Schedule)
	<ul style="list-style-type: none"> • LBP-AOC 	<ul style="list-style-type: none"> • Provide a copy of the duly accomplished LDIS to the DARPO. 		
15.	<p>DARMO/DARPO/ARB/DND-AFP/DILG-PNP, if necessary</p>	<ul style="list-style-type: none"> • The DARMO and DARPO shall undertake the following activities, if applicable: <ul style="list-style-type: none"> a. For LHs under normal conditions; distribute the ODC of the CLOA title and immediately install the ARBs to the awarded land; or 	1 day	<ul style="list-style-type: none"> • CARPER LAD Form No. 68 "Writ of Installation"
		<ul style="list-style-type: none"> b. If the taking possession of the awarded land by the ARBs would imperil or endanger their lives, the Taskforce on ARB installation shall assume responsibility; 	2 days	<ul style="list-style-type: none"> • CARPER LAD Form No. 69 (Request Letter to PNP/DND) • CARPER LAD Form No. 68-A (Physical Installation of ARBs)
	DARPO/DARMO	<ul style="list-style-type: none"> c. Facilitate registration of ARBOs with concerned agencies. 		<ul style="list-style-type: none"> • CARPER LAD Form No. 68-B Notice to ARB for Physical Installation in the Landholding)

Section 5. FUNDING

The amount necessary for the implementation of this Order shall be charged from the regular DAR and CARP implementing agency funds.

Section 6. MONITORING AND REPORTING

A monthly report shall be prepared and submitted by the DARPO to the UFOO through the LTI Monitoring Division-BLTI, to monitor and update the status of the LAD Process.

Section 7. TRANSITORY PROVISIONS

Lands with on-going LAD processes under workable CARP-covered landholdings pursuant to A.O. No. 7, Series of 2011, as amended, shall continue to be processed in accordance with this A.O.

The rules and regulations under A.O. No. 06, Series of 2015 and Memorandum Circular (MC) No. 03 Series of 2016 shall continue to be adapted for tenanted rice and corn lands covered under P.D. No. 27/E.O. No. 228.

Section 8. SEPARABILITY CLAUSE

In the event that any provision of this Order or any part hereof is declared invalid, illegal, or unconstitutional, the provisions not thereby affected shall remain in full force and effect.

Section 9. REPEALING CLAUSE

The provisions of DAR A.O. No. 07, Series of 2011, "Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 3, Series of 2012, "Amendments to the Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 04, Series of 2014, "Amendments to the Revised Rules and Procedures Governing Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", and all other issuances or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 10. EFFECTIVITY CLAUSE

This Order shall take effect ten (10) days after its publication in a two (2) newspapers of general circulation and its registration with Office of the National Administrative Register (ONAR).

Diliman, Quezon City, _____ 30 JULY 2020 _____.


ATTY. JOHN R. CASTRICIONES
Secretary



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

NOTICE TO CONTINUE LAD PROCESS

Date

To whom it may concern:

Pursuant to Republic Act (RA) No. 6657, as amended and Administrative Order (AO) No. _____, Series of 2020, and per Notice of Coverage (NOC) issued/received/published on _____ under Comprehensive Agrarian Reform Program (CARP), the Department of Agrarian Reform shall continue land acquisition and distribution (LAD) process of private agricultural landholding described as follows:

Registered Owner/s	:	_____
OCT/TCT/Tax Dec. No.	:	_____
Lot No. and Approved Survey No.	:	_____
Total Area	:	_____
Location of Property	:	_____

In view of the foregoing and in order to facilitate LAD process, the concerned farmers/workers in the subject landholding are invited to attend the "Pulong-Pulong" scheduled on _____ at _____ to discuss/undertake the following:

1. Details on the LAD process and the Schedule of activities;
2. Submit photocopies of original copies of proofs of qualifications to become an agrarian reform beneficiaries (ARBs) i.e. community tax certificate, barangay certificate as permanent/bonafide resident of the barangay, voters' identification card/certified copy of voters' registration record, payslip/payroll, and other identification document with probative value or other proof that will establish your qualifications; and

3. Fill-out/ accomplish FB Application Form (CARPER Form No. 30)

**Municipal Agrarian Reform
officer/Designated Personnel**
(Signature Over Printed Name)

Copy Distribution:

Original	:	CF
Duplicate	:	For Posting
Triplicate	:	BARC/Barangay Chairperson
Quadruplicate	:	DARMO/Designated Personnel File
Quintuplicate	:	DARPO File

Republic of the Philippines
 Region No. ____
 Province of _____

NOTICE TO CONDUCT JOINT FIELD INVESTIGATION
 (For DARMO/Designated Personnel, LBP, LO, Potential ARBs, BARC/Bgy. Council,
 DENR, and MAO/PAO-DA)

 Date

Sir/Madam:

Pursuant to Republic Act (R.A.) NO. 6657, as amended, and Administrative Order (A.O.) No. ____, Series 2020, please be informed that you or your authorized representative to participate in the Joint Field Investigation (JFI) to be conducted at the following agriculture landholding/s covered under the Comprehensive Agrarian Reform Program (CARP) with corresponding schedules:

Name of Landowner (Last Name, First Name, Middle Initial)	OCT/TCT No.	Total Area per OCT/TCT/TD (No. of Has.)	Location of Property	Schedule of JFI (Date and Time)

(Add more sheets, if necessary)

You participation/presence is of utmost importance in this activity. For the more details/information, you may coordinate with _____ of the DAR Provincial Office (DARPO) located at _____, with telephone numbers _____ (landline), _____ (cellular/mobile).

Thank you for your participation/presence and cooperation/support to the implementation of the agrarian reform program.

Very truly yours,

Provincial Agrarian Reform Program Officer
 (Signature Over Printed Name)

Copy Distribution:

- Original - DARMO/Designated Personnel, LBP, LO, Potential ARB, BARC/Bgy. Council, DENR, MAO/PAO-DA
- Duplicate - CF
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Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region No. _____
Province of _____
Municipality of _____

FIELD INVESTIGATION REPORT

Date/s of Actual Field Investigation : _____
Barangay : _____ VOS
City/Municipality/District : _____
Province : _____ CA

A. LANDOWNER/OFFEROR **LANDHOLDING ID NO.:** _____

Name of Registered Owner/s (Last Name, First Name, Middle Initial)	Authorized Representative/Offeror (Last Name, First Name, Middle Initial)	Postal Address

(Use additional sheet, if necessary)

B. LANDHOLDING INFORMATION

1. DESCRIPTION OF LAND

OCT/TCT No.		TD No.	
Lot No.		Survey No.	
Approved Subdivision Plan			
Total Area per OCT/TCT		Has.	Total Area per TD
Area acquired for compensation (in has.)			Has.
Area Excluded/Not for Compensation (in has.)			Has.
	Covered by PD 27/EO 228		Has.
	Awarded to Children as Preferred Beneficiaries		Has.
	Retention Area		Has.
	Others: Specify		Has.

TOTAL Area Excluded/Not for Compensation	Has.
---	-------------

2. TOPOGRAPHY (Check appropriate box)

- Below 18% slope 9in has.) : _____
- 18% slope and above : _____
- Developed (in has.) : _____
- Undeveloped (in has.) : _____

Note: Small portions and patches within the landholding above 18% slope, undeveloped and of no use to the LO shall be acquired and valued as idle. Provided, it shall not exceed 10% of the covered landholding and there are willing takers.

3. PRESENT PHYSICAL STATUS OF THE LAND

- Subject property is presently being cultivated.**
- Subject property is presently idle but was previously planted to _____ in 19 _____**
- Subject property has never been cultivated.**
- Suitable to agriculture and recommended for acquisition: _____ has.**
- Not Suitable to agriculture: _____ hectares.**

Note: For idle and/or abandoned lands, secure Department of Agriculture (DA) Certification as to its suitability.

4. ACCESSIBILITY TO/AVAILABILITY OF (Check appropriate box)

4.1 ROAD

TYPE	Appropriate distance From landholding	Land Surface (concrete, asphalt, gravel, dirt, etc.)
<input type="checkbox"/> Barangay road	kms.	
<input type="checkbox"/> Municipal road	kms.	
<input type="checkbox"/> Poblacion	kms.	
<input type="checkbox"/> Provincial road	kms.	
<input type="checkbox"/> Market/Trading Center	kms.	
<input type="checkbox"/> National road	kms.	

4.2 TYPES OF IRRIGATION AVAILABLE

- NIA
- Communal
- Deep Well

D. REMARKS/COMMENTS/RECOMMENDATIONS:

DARMO:

LBP:

DA (If necessary):

DENR (If necessary):

E. CERTIFICATION

Under penalty of perjury, we hereby certify that the data and information contained in this report are based on actual field investigation conducted on the subject property and that the same are true and correct to the best of our knowledge.

Furthermore, we hereby certify that the data and information and land use/s contained in the AdvSP or adjusted AdvSP submitted for approval to DENR or tally/ies with this FIR.

**Municipal Agrarian Reform Program
Officer/Designated Personnel**
(Signature Over Printed Name)

Date

LBP Representative
(Signature Over Printed Name)

Date

DA Representative (If necessary)
(Signature Over Printed Name)

Date

DENR Representative (If necessary)
(Signature Over Printed Name)

Date

NOTED BY:

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

Date

Head, LBP-Agrarian Operations Center
(Signature Over Printed Name)

Date

Distribution of Copies:

Original (white)	:	CF
Duplicate (green)	:	LO
Triplicate (pink)	:	DARPO
Quadruplicate (yellow)	:	DARMO/Designated Personnel
Quintuplicate	:	DA
Sextuplicate	:	DENR

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
LAND BANK OF THE PHILIPPINES

**CHECKLIST OF DOCUMENTARY REQUIREMENT IN THE CLAIMFOLDER FOR
TRANSMITTAL TO LBP**

I. PRIOR TO CONDUCT OF JOINT DAR-LBP FIELD INVESTIGATION (JFI)

A. Titled Property

1. Certificate of Title of Property (latest copy duly-certified by concerned CENRO)

B. Untitled Property

1. DENR Certification that the subject tract/s of land, based on records and pursuant to provisions of law and DAR-DENR guidelines is/are untitled private agricultural lands (UPALs) and the landowner-claimant had acquired recognizable private right, with Conformity of the DAR PARPO
2. LRA Certification that the property is not within any decreed or titled property duly Signed by the authorized official

C. Common Requirements for Titled and Untitled Properties

1. Tax Declaration of the Property (latest available copy duly-certified by the concerned Municipal/City Assessor)
2. Preliminary Information on Landholdings Validated and Projected and Subject Of Joint Field Investigation (CARPER LAD Form Nos. 1 & 2)
3. Notice of Coverage (NOC), if under Compulsory Acquisition (CA) with Proof of Service (CARPER LAD Form No. 3)
4. Approved or Advanced copy of Subdivision/Segregation Plan (ASP or AdvSP)
5. Notarized Letter-Offer, if under Voluntary Offer to Sell (VOS) CARPER LAD Form No. 18
6. Acceptance Letter for VOS (CARPER LAD Form No. 20)
7. MARPO's Certification of LO's Failure to submit BIR-Filed Audited Financial Statement (CARPER LAD Form No. 42)

II. ACTUAL VALUATION AND APPROVAL

**ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE,
PLUS THE FOLLOWING:**

- 8. Field Investigation Report (FIR) (CARPER LAD Form No. 46, Revised 2020)
- 9. Land Use per FI annotated on the ASP

III. TRANSMITTAL OF CF TO LBP

ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING:

- 10. Copy of the AdvSP or ASP, as the case maybe, cleared by the PPU to have conformed with the duly accomplished FIR
- 11. Memorandum Request to Value (CARPER LAD No. 49, Revised 2020)

IV. RELEASE OF MEMORANDUM OF VALUATION (MOV)

ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING:

- 12. Application to Purchase and Farmer's Undertaking (APFU) (CARPER LAD Form No.37)/Oath of ARB (Revised 2017)
- 13. Land Distribution Information Schedule (LDIS) CARPER LAD Form No. 47)
- 14. Approved Subdivision/Segregation Plan

V. RELEASE OF CERTIFICATION OF DEPOSIT (COD)

**ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE,
PLUS THE FOLLOWING:**

- 15. DAR Order to Deposit LO Compensation (CARPER LAD Form No. 54, Revised) with a copy of Notice of Land Valuation and Acquisition (NLVA) CARPER LAD Form No. 51)

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Province of _____

REQUEST TO VALUE LAND AND PAY LANDOWNER

MEMORANDUM

FOR : **THE PRESIDENT AND CEO**
Land Bank of the Philippines
Malate, Manila

THRU : **THE MANAGER/HEAD**
Agrarian Operations Center, LBP

FROM : **THE PROVINCIAL AGRARIAN REFORM PROGRAM OFFICER**

SUBJECT : **REQUEST TO VALUE LAND AND PAY LANDOWNER IN THE NAME OF** _____

We are forwarding herewith the claim folder in the name of _____, together with the supporting documents (see attached checklist6 of required documents) (CARPER LAD Form No. ___) pertinent to his/her agricultural land which has been considered for acquisition under Voluntary Offer to Sell (VOS) or Compulsory Acquisition (CA) for distribution to qualified agrarian reform beneficiaries (ARBs) pursuant to Republic Act (RA) No. 6657, as amended by RA No. 9700. Subject landholdings (LHs) is described as follows:

OCT/TCT/TD No. : _____ Total Area Title/TD : _____
Lot No. : _____ Area Acquired (has.) : _____
Approved Survey No. : _____
Location of Property : _____

It is requested that LBP shall:

1. Determine the value of the land and improvements/facilities thereon based on existing guidelines;
2. Notify the undersigned of the value of the land through a Memorandum of Valuation (CARP-LAD Form No. 50) together with the Land Valuation Worksheet. Within – days from receipt of this Memorandum Request.

Please sign the acknowledgement receipt below for our reference and file.

<hr/> Name and Signature Regional Director	<hr/> Date
---	-------------------

ACKNOWLEDGEMENT

WE ACKNOWLEDGE RECEIPT OF THE ABOVE-NAMED CLAIM FOLDER FOR LAND VALUATION AND LANDOWNER'S COMPENSATION TOGETHER WITH THE RELEVANT DOCUMENTS PER ATTACHED CARPER-LAD FORM NO. 48-R (Revised 2014)

<hr/> Name and Signature LBP Representative	<hr/> Date
--	-------------------

Attached: as stated

Copy Distribution:

Original	:	LBP
Duplicate	:	LO
Triplicate	:	CF
Quadruplicate	:	DARPO
Quintuplicate	:	DARMO/Designated Personnel

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region ____
Province _____

**REQUEST THE ROD FOR ANNOTATION OF THE PERIOD
COVERED UNDER CARP IN THE LO's title**

Date _____

FOR : _____
Register of Deeds

FROM : _____
Provincial Agrarian Reform Program Officer II

Subject : **Request for Annotation of the Portion/Area Covered
Under CARP in the LO's Title**

Administrative Order No. ____, Series of 2020, provides the following annotation:

"Transfer in the name of the Republic of the Philippines:

*By virtue of the request of _____, PARPO of DARPO
_____, a portion of _____ is hereby ceded in
favor of the Republic of the Philippines on the basis of advance survey
plan (AdvSP). This is pursuant to R.A. No. 6657, as amended.
Separate title/s shall be issued upon submission of approved
subdivision plan (ASP) and Certificate of Deposit (COD)."*

In view of the foregoing, may we request to annotate in the landowner's (LOs) original copy of title on file at the Registry of Deeds (RODs), the portion/area/hectares covered under Comprehensive Agrarian Reform Program (CARP) as reflected in the Advance Survey Plan (AdvSP). The agricultural landholding described as follows:

Name of Landowner : _____
OCT/TCT/TD No. : _____
Lot No. and Survey No. : _____
Total Area (has.) : _____
Location of property : _____

Further, provide us a certified true copy of the duly annotated title based on the AdvSP to be used for the conduct of Joint Field Investigation (JFI) for the said landholding by the DAR, LBP, and other concerned.

Thank you for your prompt action.

Provincial Agrarian Reform Program Officer II

(Signature Over Printed Name)

Copy Distribution:

Original : ROD
Duplicate : CF
Triplicate : DARPO's file

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(Use additional sheet, if necessary)

It is requested that these CLOAs shall be processed within two (2) days from receipt hereof. Pursuant to the Joint DAR-LRA Memorandum Circular No. 20, S. 1997, the reckoning date of the registration of the CLOAs shall be the date of entry in the Primary Entry Book. All CLOAs entered in the Primary Entry Book shall be signed and released immediately to the Provincial Agrarian Reform Program Officer (PARPO) or his/her authorized representative for distribution to the concerned ARBs.

Provincial Agrarian Reform Program Officer II

(Signature over printed name)

=====

(Please do not detach)

Action by the ROD:

Remarks:

No. of CLOAs signed and returned to DAR	_____	_____
No. of CLOAs defective and returned to DAR	_____	_____

Name and Signature of the ROD or Authorized Representative

Copy Distribution:

Original : DARPO
 Duplicate : ROD
 Triplicate : DARMO
 Quadruplicate : LDF

ADDITIONAL SHEET FOR THE TRANSMITTAL OF SIGNED AND SEALED CLOAs

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No. (OCT or TCT)	Lot No. and Survey No.	Area (sq.m.)	To be filled up by the ROD		
				CLOA-Title (OCT/TCT)		Remarks (ROD to indicate signed or returned with reason)
				No.	Date Registered (MM/DD/YYYY)	

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. Each additional sheet should be initialed by the PARPO.

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region No. _____
Province of _____
Municipality of _____

**NOTICE TO QUALIFIED AGRARIAN REFORM BENEFICIARY/IES (ARB/s)
FOR PHYSICAL INSTALLATION**

Date

Pursuant to Republic Act (RA) No. 6657 and Administrative Order (AO) No. _____, Series of 2020, please be informed that the following ARB CLOA-Title Holders will be physically installed in the landholding previously owned by _____ (name of former landowner/s), embraced by OCT/TCT/TD No/s. _____ and located at _____, on _____ (date), at _____ (time):

Name of ARB/s	CLOA Serial No.	OCT/TCT No.	Area (sqm.)

(please use additional sheet, if necessary)

As qualified ARBs, they are enjoined to assert and exercise their vested right as owners of the CARP-awarded lands through their cooperation and active participation during the scheduled date of ARB installation on the subject landholding.

Should you have any concerns regarding this matter, please visit the undersigned at the soonest time possible at the Department of Agrarian Reform Provincial Office (DARPO) at _____ (address).

Very truly yours,

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

Copy Distribution:

Original : CF
Duplicate : ARBs
Triplicate : DARPO's File

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Municipality of _____

Province of _____

Region _____

DESCRIPTION OF LANDHOLDING

Former LO : _____

Total Area : _____

OCT/TCT/Tax Dec. No. : _____

Location of Property : _____

PHYSICAL INSTALLATION OF ARBs IN THE LANDHOLDING

No.	Name of ARB	Serial Number	OCT/TCT of CLOA	Area	Date of Registration at ROD	Date of Installation	Signature

Physical installation undertaken by:

Certified by:

Municipal Agrarian Reform Officer/
(Signature Over Printed Name)

Provincial Agrarian Reform Program Officer
(Signature Over Printed Name)

Date

Date

Copy Distribution
Original-DARMO/Designated Personnel
Duplicate- DARPO
Triplicate-ARBs