



**MEMORANDUM CIRCULAR NO. 25**  
**Series of 2020**

**TO :** **FIELD OPERATIONS SECTOR**  
**ALL REGIONAL DIRECTORS**  
**ALL PROVINCIAL AGRARIAN REFORM**  
**PROGRAM OFFICERS II**

**SUBJECT :** **SUSPENSION OF PERSONAL PICK-UP OF JUDICIAL**  
**FORMS DURING THE PERIOD OF THE COVID-19**  
**PANDEMIC**

**DATE :** **28 SEPTEMBER 2020**

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Pursuant to Proclamation Nos. 922 and 929, Series of 2020, and Resolution No. 67, Series of 2020, issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, classifying certain Provinces, Highly Urbanized Cities, and Independent Component Cities under the General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ) until September 30, 2020, and consistent with the latest Memoranda issued by the undersigned, the following is hereby accordingly ordered:

1. Suspend certain provisions of the DAR Memorandum Circular No. 1 Series of 2018 - "Revised Systems and Procedures for the Requisition, Issuance, Utilization, and Accounting of EP/CLOA Judicial Forms and the Control of the Use of Signing and Sealing Machines".

Referring in particular to the Issuance of Judicial Forms (JFs) or ITEM NO. B(4), under "1. SYSTEM AND PROCEDURES ON THE REQUISITION, ISSUANCE, UTILIZATION, AND ACCOUNTING OF JUDICIAL FORMS which states:


"The designated BLTI JFAO shall issue the requested JFs on a first-in, first-out (FIFO) basis and **personally deliver** (emphasis supplied) the same to the concerned DARRO in case the requesting Regional JFAO could not personally claim the JFs.";

2. Upon receipt of the Requisition for Judicial Form (RJF) and after the validation of the RJFs by the Chief Agrarian Reform Program Officer (CARPO) of the LTI Documentation and

Coordination Division- Bureau of Land Tenure Improvement) (LDCD-BLTI) and upon approval thereof by the BLTI Director, the BLTI-DARCO (DAR Central Office) Judicial Form Account Officer (JFAO) is hereby directed to plastic-wrap the requested JFs and transmit the same to the Records Division of the Administrative Service for sending and delivery to the concerned DARRO (DAR Regional Office) via available courier service;

3. Simultaneous with the delivery of the JFs, the BLTI-DARCO JFAO shall mail the second copy of the Issuance Voucher to the concerned Regional Director, i.e., Attention: "The Regional Judicial Form Account Officer (RJFAO)";
4. The Regional JFAO, upon receipt of the requested Judicial Form, shall sign the mailed Issuance Voucher and send it back to BLTI-DARCO JFAO;
5. The BLTI-DARCO JFAO shall ensure that the signed Requisition for Judicial Forms; Issuance Voucher received by the DARCO Records Officer; Proof of Delivery Issued by the Courier; and Issuance Voucher from the Concerned Regional Judicial Form Account Officer are intact for records purposes; and
6. These temporary measures shall be observed until such time that the community quarantine is lifted and the different modes of transportation are back to normal.

For strict compliance and guidance.

  
**ATTY. JOHN R. CASTRICIONES**  
Secretary

**Department of Agrarian Reform**

Office of the Secretary



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