

**ADMINISTRATIVE ORDER NO. 04
SERIES OF 2021**

SUBJECT : REVISED RULES AND PROCEDURES GOVERNING THE ISSUANCE OF DAR CLEARANCE ON LAND TRANSACTION INVOLVING AGRICULTURAL LANDS

PREFATORY STATEMENT

Section 6, paragraph 4 of Republic Act (R.A.) No. 6657, as amended, provides that *"Upon the effectivity of this Act, any sale, disposition, lease, management, contract or transfer of possession of private lands executed by the original landowner in violation of this Act shall be null and void: Provided, however, That those executed prior to this Act shall be valid only when registered with the Register of Deeds within a period of three (3) months after the effectivity of this Act. Thereafter, all Registers of Deeds shall inform the Department of Agrarian Reform (DAR) within thirty (30) days of any transaction involving agricultural lands in excess of five (5) hectares."*

Land Registration Authority (LRA) Consulta No. 1875 provides that *"failure to register a deed of sale executed before June 15, 1988 on or before September 13, 1988 or within three (3) months from the effectivity of R.A. No. 6657 renders the sale invalid and therefore not registrable."*

Section 70 of R.A. No. 6657, as amended, likewise provides that *"The sale or disposition of agricultural lands retained by a landowner as a consequence of Section 6 hereof shall be valid as long as the total landholdings that shall be owned by the transferee thereof inclusive of the land to be acquired shall not exceed the landholding ceiling provided for in this Act.*

Any sale or disposition of agricultural lands after the effectivity of this Act found to be contrary to the provisions hereof shall be null and void.

Transferees of agricultural lands shall furnish the appropriate Registry of Deeds and the Barangay Agrarian Reform Council (BARC) an affidavit attesting that his total landholdings as a result of the said acquisition do not exceed the landholding ceiling. The Register of Deeds shall not register the transfer of any agricultural land without the submission of this sworn statement together with proof of service of copy thereof to the BARC."

However, Section 4 of R.A. No. 9700, amending Section 6 of R.A. No. 6657, provides that the *"Provincial, city and municipal government units acquiring private agricultural lands by expropriation or other modes of acquisition to be used for actual, direct and exclusive public purposes, such as roads and bridges, public markets, school sites, resettlement sites, local government facilities, public parks and barangay plazas or squares, consistent with the approved local comprehensive land use plan, shall not be subject to the five (5)-hectare retention limit under this Section and Sections 70 and 73 (a) of Republic Act No. 6657, as amended: x x x."*

Finally, in order to reduce unnecessary procedures in the delivery of public service and streamline the process of securing clearances for the transfer of agricultural lands thereby reducing the number of days of processing in compliance with R.A. No. 11032, entitled "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*" and to adjust to the new normal under Proclamation No. 922 dated 8 March 2020, "*Declaring a State of Public Emergency Throughout the Philippines*," Proclamation No. 929 dated 16 March 2020, "*Declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019 (Covid-19)*," and R.A. No. 11494, otherwise known as *The Bayanihan Act II*, there is a need to revise the existing rules and guidelines on the transfer of agricultural lands.

ARTICLE I GENERAL PROVISIONS

Section 1. COVERAGE

1.1. Applicability. –This Administrative Order (A.O.), which shall also be referred to as the Rules, shall apply only to land transactions involving private agricultural lands with no Notice of Coverage (NOC) issued pursuant to R.A. No. 6657, as amended, or not covered by any agrarian reform program.

1.2. Exclusion. – The issuance of the Land Transfer Clearance (LTC) pursuant to this Administrative Order shall not apply to any form of transfer of agricultural lands covered and awarded under Presidential Decree (P.D.) No. 27, R.A. No. 6657, as amended, or under any other agrarian reform program, as the same is governed by Section 27 of R.A. No. 6657, as amended. Likewise, land transactions with exemption/exclusion/conversion Orders issued by the DAR shall not be covered by this Administrative Order.

Section 2. DEFINITION OF TERMS – For purposes of this Administrative Order, the following terms are defined, as follows:

2.1. Awarded Land – refers to an agricultural land re-distributed through any of the agrarian reform program of the State. This includes landholdings covered by Certificates of Land Ownership Award (CLOA) or Emancipation Patents (EP). However, an agricultural land with a Certificate of Land Transfer (CLT) but without a registered EP yet is not considered as an Awarded Land.

2.2. Land Transaction – refers to any sale, disposition, contract, or transfer of ownership of other agricultural lands executed by the original landowner in favor of another person.

2.3. Land Transfer Clearance (LTC) – Refers to a certification issued by the Provincial Agrarian Reform Program Officer (PARPO) II approving/denying the application/request for transfer clearance.

The LTC shall also contain brief findings of the CARPO for the Land Tenure Improvement Division (LTID) or Field Operations Division (FOD) on the verification from the Land Acquisition Distribution (LAD) Balance using the OP-tool and other

validated LAD Data Base and the recommendations of the Provincial Chief of the Legal Division approving the application/request.

2.4. Land Use Conversion – refers to the act or process of changing the current physical use of a piece of agricultural land into some other use other than the cultivation of the soil, planting of crops, growing of trees, including harvesting of produce therefrom, as approved by the DAR.

ARTICLE II INVALID LAND TRANSACTIONS

Section 3. LAND TRANSACTION. Land Transactions executed on or after 15 June 1988, which violate the ownership ceiling under Section 6 of R.A. No. 6657, as amended, shall be null and void. Those executed prior to 15 June 1988 shall not be valid, except when registered with the proper Register of Deeds within three (3) months from 15 June 1988 or until 13 September 1988.

However, those landholdings transferred by the landowner prior to 15 June 1988 and although the transfer documents were annotated with the proper Register of Deeds within three (3) months from 15 June 1988 or until 13 September 1988, the same may still be considered as invalid transfers if these were attended by circumstances intended to circumvent Section 6 of R.A. No. 6657, as amended.

Section 4. LAND USE CONVERSION. The land use conversion of private agricultural lands outside of urban areas and city limits, either in whole or in part, after 15 June 1988 is prohibited, except as provided under Section 65 of R.A. No. 6657, as amended and DAR A.O. No. 01, Series of 2002¹, as amended.

ARTICLE III VALID LAND TRANSACTIONS

Section 5. VALID LAND TRANSACTIONS. – The following are considered as valid Land Transactions:

5.1. Land transactions that may be transferred and registered by the Register of Deeds only after the issuance of a Land Transfer Clearance (LTC) by the DAR.

5.1.1 Those covering lands retained by the landowner under Section 6 of R.A. No. 6657, as amended duly certified by the PARPO II as a retention area, subject however to the tenant's right of pre-emption or redemption under Section 11 or 12 of R.A. No. 3844, as amended by R.A. No. 6389;

5.1.2 Those executed and entered into on or after 15 June 1988 in full observance of the required five (5)-hectare aggregate landownership

¹ A.O. No. 1, Series of 2002, "Comprehensive Rules on Land Use Conversion".

ceiling of the transferee as defined under Section 6 of R.A. No 6657, as amended and with the pre-requisite LTC from the DAR.

5.2 Land transactions that may be registered by the Register of Deeds even without prior clearance/LTC issued by the DAR:

- 5.2.1** Deed of extra-judicial partition of the property of a deceased who died prior to 15 June 1988;
- 5.2.2** Deed of partition of property owned in common by co-owners prior to 15 June 1988;
- 5.2.3** Sub-division of title without change of ownership;
- 5.2.4** Deed of real estate mortgage executed by the original landowner or beneficiary; and
- 5.2.5** Expropriation or acquisition through other modes by the provincial, city, and municipal government of private agricultural lands to be used for actual, direct, and exclusive public purposes, such as roads and bridges, public markets, school sites, resettlement sites, local government facilities, public parks and barangay plazas or squares, consistent with the approved local comprehensive land use plan.

ARTICLE IV

RECOGNITION OF TENANT'S RIGHTS OF PRE-EMPTION AND REDEMPTION

Section 6. TENANT'S RIGHT OF PRE-EMPTION – In case the agricultural lessor decides to sell the landholding, the agricultural lessee shall have the preferential right to buy the same under reasonable terms and conditions: Provided, That the entire landholding offered for sale must be pre-empted by the DAR upon petition of the lessee or any of them: Provided, further, That where there are two or more agricultural lessees, each shall be entitled to the said preferential right only to the extent of the area actually cultivated by him. The right of pre-emption shall be exercised in accordance with Section 11 of R.A. No. 3844, as amended, and other agrarian reform laws, rules and regulations.

Section 7. TENANT'S RIGHT OF REDEMPTION – In case the landholding is sold to a third person without the knowledge of the agricultural lessee, the latter shall have the right to redeem the same at a reasonable price and consideration: Provided, That where there are two or more agricultural lessees, each shall be entitled to said right of redemption only to the extent of the area actually cultivated by him. The right of the redemption under this Section may be exercised within one hundred eighty (180) days from notice in writing which shall be served by the vendee on all lessees affected and the DAR upon the registration of the sale, and shall have priority over any other right of legal redemption. The redemption price shall be the reasonable price of the land at the time of the sale. Likewise,

the right of redemption shall be exercised in accordance with Section 12 of R.A. No. 3844, as amended, and other agrarian reform laws, rules and regulations.

ARTICLE V APPLICATION PROCESS

Section 8. MANNER OF FILING – The applicant-transferor and transferee, or the duly authorized representative shall file a written application/request for the issuance of an LTC before the DAR Provincial Office (DARPO) of the place where the property is registered with the Register of Deeds. (LTC Form No. 1- Application for the Issuance of LTC)

The applicant or his duly-authorized representative may also opt to file their application electronically using the official e-mail address of the DARPO. In such cases of online filing, the applicant must submit his written application/request together with mandatory documentary requirements and proof of payment of filing fee as enumerated under Section 10 hereof. The electronic copy of the said application/request and its annexes shall be accepted only in a Portable Document Format (PDF) Form. The DAR Office shall subsequently require the submission of the hard/printed copy of the submitted documents via registered mail or by personally submitting the same, in order to verify the authenticity of the documents.

The applicant may also store the files, application/request and documentary requirements, in a portable storage device, such as USB Flash/Thumb Drives; Compact Discs (CD), or Digital Versatile Discs (DVDs) which shall be properly labelled as to their contents and submit the same to the DARPO in a sealed envelope through the Postal Office or by any other accredited couriers.

Section 9. FILING FEE – A filing fee of Two Thousand Pesos (PhP 2,000.00) for every land transaction shall be collected by the issuing DARPO through its cashier or through on-line banking, and deposited to the Bureau of Treasury (BTr) local accounts to be provided by their respective DARPO.

Section 10. DOCUMENTARY REQUIREMENTS – The written application/request shall be accompanied by the following mandatory documentary requirements:

- 10.1.** Official Receipt (O.R.) or deposit slip issued by the bank officially designated to receive payment, showing proof of payment of filing fee;
- 10.2.** Original copy of the notarized instrument or deed conveying or transferring the ownership of the subject landholding;
- 10.3.** Electronic copy of the title of the landholding subject of the transaction issued within six (6) months prior to the date of filing, or the certified true copy of the current Tax Declaration in case the landholding is untitled. If the original title on file with the Register of Deeds was lost, a certification by the concerned Register of Deeds, attesting as to the fact of such loss shall be sufficient;

- 10.4.** Affidavit of aggregate landholding by the transferee including the spouse, if married, attesting that the transferee has not exceeded the landownership ceiling or limit of ownership as provided under Section 6 of R.A. No. 6657, as amended;
- 10.5.** Affidavit of the transferor expressly stating the following:
 - 10.5.a.** The land subject of the transaction is his retention area;
 - 10.5.b.** The land subject of the transaction is not tenanted; and if the land is tenanted, a statement showing compliance with the tenants' right of pre-emption or redemption as stipulated under Sections 11 and 12 of R.A. No. 3844, as amended, and attaching therein the required Written Notices to the concerned tenants and the proof of receipts; and
 - 10.5.c.** There is no pending case before the regular courts or any other tribunal involving the land subject of the transaction. If there is a case before the regular courts or any other tribunal, the same had been decided with finality.
- 10.6.** Original or certified copy of certificate of aggregate landholding of both the transferor and transferee including their spouses, if married, to be issued within six (6) months prior to the time of filing by the Municipal and Provincial Assessor's of the place of residence of the applicant and where the property is located. If the place of residence of either or both the transferee and transferor, or if the land is situated in a highly urbanized or chartered city, the required certification must be issued by the City Assessor within the same period; and
- 10.7.** Certification to be issued within three (3) days from the written request by the Municipal Agrarian Reform Program Officer (MARPO) (LTC Form No. 2-MARPO Certification) or any official designated by the PARPO II expressly stating the following:
 - 10.7.a.** Presence or absence of agricultural tenants and leaseholders, farmworkers, actual tillers, and occupants, and others directly working in the subject land;
 - 10.7.b.** Any actual change of use, premature conversion/ development of the land without the required Order of Conversion from the DAR; and/or
 - 10.7.c.** Any form of conflict of claims involving the land by and between the families or third person claimant.

Section 11. INITIAL EVALUATION TO DETERMINE THE COMPLETENESS OF THE DOCUMENTARY REQUIREMENTS - Within the same day from receipt of the application/request, either through e-mail or personally, the DARPO through the Agrarian Legal Assistance Division (ALAD) shall make an initial evaluation of the application/request together with all the mandatory documentary requirements. If complete and the application/request was filed through e-mail, the ALAD shall issue a Notice through e-mail also acknowledging the receipt of the application/request and completeness of all documentary requirements (LTC Form No. 3 Acknowledgement Receipt). The date when the said Notice attachment was emailed is the official date of receipt of the application/request. If the application/request has incomplete documentary requirements, a similar Notice shall be emailed to the applicant informing him/her of the lacking documents, and the emailed application/request shall be returned and considered as not officially filed. Once the lacking documents are complete, the applicant may re-file the application.

Section 12. INCOMPLETE DOCUMENTARY REQUIREMENTS - No written application/request filed personally or through e-mail shall be accepted unless all the documents under Section 11 hereof are submitted and attached to the request as provided under Section 10 hereof.

Section 13. PROCESSING OF THE COMPLETE APPLICATION/REQUEST - Upon issuance of notice acknowledging the receipt of the application/request together with all documentary requirements, either personally or through electronic filing, the same shall be processed, as follows:

- 13.1** The Provincial Chief of the Legal Division or his duly assigned Legal Officer shall prepare the LTC Folder which should include the receipt or official filing of the application/request, mandatory documentary requirements, and other necessary documents, if warranted. After the assignment of LTC docket number and entry in the Legal Cases Monitoring System (LCMS), the LTC Folder shall be immediately forwarded to the LTID or FOD;
- 13.2** Upon receipt of the LTC Folder, the CARPO of the LTID or the FOD shall immediately conduct a proper verification from the available records whether the land subject of the application/request is covered under any agrarian reform program or included in the CARPER LAD Database using the MARPO's Optool and other validated LAD data. In case of a retained area, to determine whether the transferor was granted retention area and/or that a Certificate of Retention has been issued in his favor by the DAR;
- 13.3** If the subject land is not covered by P.D. No. 27, E.O. No. 228, R.A. No. 6657, as amended, or any other agrarian reform law, the CARPO of the LTID or the FOD, or the latter's duly authorized representative shall issue a brief certification attesting to such fact in the LTC (LTC Form No. 4 - Certification: Attestation and Recommendation). The same procedure applies if the land is the retained area of the applicant;

13.4 On the other hand, if the subject land is covered by any of the aforesaid agrarian reform laws, the CARPO of the LTID or the FOD, or the latter's representative shall, in the same manner provided under Section 13.3 hereof will issue a brief certification attesting to such fact in the LTC (LTC Form No. 4 - Certification: Attestation and Recommendation);

13.5 The Provincial Chief of the Legal Division or the latter's duly assigned Legal Officer shall likewise issue a brief report together with his/her recommendation for the approval or denial of the application/request (LTC Form No. 4 - Certification: Attestation and Recommendation); and

13.6 The PARPO II, within three (3) days from the official filing of the application/request, shall review the report and recommendation of the CARPO for the LTI or the FOD, as well as the Chief of the Legal Division. Thereafter, the PARPO II shall decide whether to deny or approve the application/request and cause to issue the Certification on the LTC. (LTC Form No. 5).

Section 14. REMEDY – The applicant or any person adversely affected by the LTC may file an original Agrarian Law Implementation (ALI) case before the Office of the Regional Director pursuant to DAR A.O. No. 03, Series of 2017.²

Section 15. VALIDITY OF THE LTC - The duly signed Certification on the LTC issued by the PARPO II shall remain effective for a period of six (6) months immediately after its issuance. This is without prejudice on the part of the concerned applicant/party to file the application/request for a new issuance of Certification on the LTC for the purpose of the same transaction.

Section 16. REVOCATION OF THE LTC – In case of findings of misrepresentation or fraud committed by any person in securing the Certification on the LTC, the DAR shall revoke the previously issued LTC in the form of a PARPO II Certification stating the basis thereof, copy furnished the concerned applicant, the Register of Deeds, or any affected person. (LTC Form No. 6 – Certification: Revocation of Previously Issued Certified on LTC)

In case a new title has already been registered as a result of the previously issued LTC, the person adversely affected by the LTC or the PARPO II shall initiate, simultaneously with the revocation of the LTC, the corresponding petition for annulment of the Deed of Transfer before the Office of the Provincial Agrarian Reform Adjudicator (PARAD) pursuant to DAR Memorandum Circular (M.C.) No. 2, Series of 2001³ and/or other existing agrarian laws and jurisprudence on the matter, without prejudice to the filing of criminal case.

² A.O. No. 3, Series of 2017, "Rules for Agrarian Law Implementation (ALI) Cases".

³ M.C. No. 2, Series of 2001, "Guidelines on Annulment of Deeds of Conveyance of Lands Covered by the Comprehensive Agrarian Reform Program (CARP) Executed in Violation of Section 6, Paragraph 4 of Republic Act (RA) No. 6657".

**ARTICLE VI
REPORTING AND MONITORING**

Section 17. For purposes of monitoring, the issuance of the DAR Land Transfer Clearance, as well as the corresponding inventory list whether such is required, shall be generated from LCMS pursuant to DAR M.C. No. 12, Series of 2019 on the Guidelines in the Implementation of an Integrated Information Technology-Aided PME System recognizing the LCMS as an integral component of the IT Plan Me System of the Department. The monitoring report shall be prepared and submitted to Undersecretary for Policy, Planning and Research Office (UPPRO) through the Director of the Planning Service (PS), copy furnished the Undersecretary for Legal Affairs Office (ULAO) through the Director of the Bureau of Agrarian Legal Affairs (BALA), and the Undersecretary for Field Operations Office (UFOO) through the Director the Bureau of Land Tenure Improvement (BLTI), and the concerned Regional Office. (LTC Form No. 7)

**ARTICLE VII
FINAL PROVISIONS**

Section 18. TRANSITORY – The provisions of this Administrative Order shall apply only to all applications filed on or after its effectivity.

Section 19. SUSPENSION OF THE RULES – The DAR Secretary may suspend the applications of these Rules in order to serve and protect the interest of justice and equity.

Section 20. REPEALING CLAUSE – This Administrative Order repeals or modifies A.O. No. 1, Series of 1989⁴ and all other issuances that are inconsistent herewith.

Section 21. SEPARABILITY CLAUSE – Any judicial pronouncement declaring as unconstitutional any provision of this Administrative Order shall not affect the validity of the other provisions hereof.


Section 22. EFFECTIVITY CLAUSE – This Administrative Order shall take effect upon ten (10) days after its publication in two (2) national newspapers of general circulation, pursuant to Section 49 of R.A. No. 6657, as amended, and in compliance with the mandate of the Office of the ARTA, after its registration at the Office of the National Administrative Registry (ONAR).

Diliman, Quezon City MAY 17 2021 .

Published in two (2) National Newspaper
of General Circulation

1. Manila Times
2. Daily Tribune

Date of Publication: June 30, 2021


ATTY. JOHN R. CASTRICIONES
Secretary



⁴ A.O. No. 1, Series of 1989, “Rules and Procedures Governing Land Transaction”.

Republic of the Philippines)
 City/Municipality of _____)S.s.
 Province of _____)

LTC Application No. ____

APPLICATION FOR ISSUANCE OF LAND TRANSFER CLEARANCE

WE, _____ and _____, both of legal age, Filipino citizens, married/single and residents of _____, after being sworn in accordance with law, hereby depose and state:

1. We are the parties in a _____ involving a parcel of land covered by TCT/OCT No. _____, with Lot No. _____, Survey No. _____, with an area of _____ (hectares), more or less, and located at _____ or declared under Tax Declaration (TD) No. _____;
2. This application for the issuance of Land Transfer Clearance (LTC) is not contrary to law because both of us are qualified to dispose and acquire the land described above. In addition, the said land is neither covered under the agrarian reform program nor within the CARPER LAD Balance, and that the deed/contract will not violate the retention limit provided under the law;
3. In support thereto and in compliance with DAR A.O. No.____, Series of 2020, the mandatory documents are hereto attached and made integral parts hereof as (please check appropriate box) :

3.1 FOR THE TRANSFEROR:

- Official Receipt and Electronic Copy of the Title : Annex ____
- Deed or document to be registered : Annex ____
- Affidavit of Aggregate Landholding : Annex ____
- Affidavit of Retention, Non-Tenancy/tenancy with compliance of tenant’s right of Pre-emption and/or Redemption and no pending case before the regular courts or any other tribunal involving the land subject of the transaction, if there is a case before the regular courts or any other tribunal the same had been decided with finality : Annex ____
- Municipal Assessor’s Certificate of Aggregate Landholding : Annex ____
- City Assessor’s Certificate of Aggregate Landholding : Annex ____
- Provincial Assessors Certificate of Aggregate Landholding : Annex ____

3.2 FOR THE TRANSFEREE:

- Affidavit of Aggregate Landholding : Annex ____
- Municipal Assessor’s Certificate of Aggregate Landholding : Annex ____

- City Assessor's Certificate of Aggregate Landholding : Annex __
- Provincial Assessors Certificate of Aggregate Landholding : Annex __
- Municipal Agrarian Reform Program Officer : Annex __ Certification (LTC Form No. 2)

4. Having submitted/attached hereof the mandatory documents as required under DAR A.O. No. __, Series of 2020, I/we hereby file this instant application/request to facilitate the issuance of the corresponding Certificate on LTC.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of ____ 20__ at _____, Philippines.

Applicant

ID No. _____
Date Issued: _____
Place Issued: _____

Applicant

ID No. _____
Date Issued: _____
Place Issued: _____

SUBSCRIBED AND SWORN to before me this __ day of __ 20__ at _____, affiants upon exhibiting to me their duly issued government IDs with details stated above.

NOTARY PUBLIC

Doc No. ____;
Book No. ____;
Page No. ____;
Series of 20__

Copy Distribution:
Original - DARPO/LTC Folder
Duplicate - Applicant

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Region ____
Province of _____

MARPO CERTIFICATION

THIS IS TO CERTIFY that the identified land registered in the name of _____ covered by OCT/TCT No. _____, with Lot No. _____, Approved Survey No. _____, an area of _____ (hectares), more or less and located at _____ or declared under Tax Declaration (TD) No. _____ had undergone verification from available records of this Office, and results of field investigation conducted state, as follows (Please check appropriate box):

- There are agricultural tenants/leaseholders, farmworkers, actual tillers, and other workers directly tiling on the subject land;
- There are no agricultural tenants/leaseholders, actual tillers, and other workers directly tiling on the subject land;
- There are no erected/ongoing constructions of buildings or non-agricultural related development/activities which would warrant the filling of an illegal conversion or premature conversion case pursuant to R.A. No. 6657, as amended by R.A. No. 9700, and R.A. No. 8435, and its pertinent rules and regulations; and
- There are no conflict of claims involving the subject land by and between the families or third person claimant.

This Certification is issued and valid only as requisite in the processing of the application/request for the Issuance of Certification on Land Transfer Clearance (LTC).

Done this __day of __20__ at _____, Philippines.

Signature Over Printed Name
MARPO/Designated Personnel

Copy Distribution:
Original-PARPO/LTC Folder
Duplicate-Applicant
Triplicate-MARPO/Designated Personnel

LTC Application No. _____

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region ____
 Province of _____

ACKNOWLEDGEMENT RECEIPT

Pursuant to Administrative Order (A.O.) No. _____, Series of 2020, the undersigned acknowledges the receipt of the duly notarized Application for Issuance of Certification on Land Transfer Clearance (LTC Form No. 1) and together with the attached mandatory documentary requirements filed by _____ and _____, to wit (check appropriate Box):

1. FOR THE TRANSFEROR:

- a. Acknowledgment Receipt and Electronic Copy of Title : Annex ____
- b. Deed or doc. To be registered : Annex ____
- c. Affidavit of Aggregate Landholding : Annex ____
- d. Affidavit of Retention, Non-Tenancy/tenancy with compliance of tenant's right of Pre-emption and/or Redemption and no pending case before the regular courts or any other tribunal involving the land subject of the transaction, if there is a case before the regular courts or any other tribunal, the same had been decided with finality : Annex ____
- e. Municipal Assessor's Certificate of Aggregate Landholding : Annex ____
- f. City Assessor's Certificate of Aggregate Landholding : Annex ____
- g. Provincial Assessors Certificate of Aggregate Landholding : Annex ____

2. FOR THE TRANSFEREE:

- a. Affidavit of Aggregate Landholding : Annex ____
- b. Municipal Assessor's Certificate of Aggregate Landholding : Annex ____
- c. City Assessor's Certificate of Aggregate Landholding : Annex ____
- d. Provincial Assessors Certificate of Aggregate Landholding : Annex ____
- e. Municipal Agrarian Reform Program Officer Certification : Annex ____
 (LTC Form No. 2)

Further, the undersigned initially examined the said application and the
aforementioned documents and found the following (Check appropriate box):

1. Complete and in order; or

2. Incomplete and with lacking documents (Specify the details):

Done this _____ day of _____ 20_____.

Signature Over Printed Name
Agrarian Reform Legal Assistance
Division/Designated Personnel

Copy Distribution:
Original-Applicant
Duplicate-DARPOS

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
 Region ____
 Province of _____

LTC Application No. ____
 Docket No. ____

CERTIFICATION
(Attestation and Recommendation)

This is to certify that pursuant to Administrative Order (A.O.) No. _____, Series of 2020 and records available of this Office, the agricultural land identified and registered in the name of _____, covered by OCT/TCT No. _____, with Lot No. _____, Approved Survey No. _____, with an area of _____ (hectares), more or less, and located at _____, or declared under Tax Declaration (TD) No. _____, has the following (Please check the appropriate box):

I. FACTS/INFORMATION OF THE SUBJECT LAND

1. NOT COVERED BY P.D. No. 27/E.O. No. 228
 - 1.1. Tenanted retained area
 - 1.2. Not tenanted retained area

2. NOT COVERED BY R.A. No. 6657, as amended by R.A. No. 9700
 - 2.1. Tenanted retained area
 - 2.2. Not tenanted retained area
 - 2.3. Personally tilled by the landowner
 - 2.4. Un-acquired portion (above 18% slope)

3. COVERED BY P.D. No. 27/E.O. No. 228
 - 3.1. CF under process
 - 3.2. Distributed but not yet documented (DNYD)
 - 3.3. Distributed but not yet paid (DNYP)
 - 3.4. Under protest

4. COVERED BY R.A. No. 6657, as amended by R.A. No. 9700
 - 4.1. CF under process
 - 4.2. Distributed but not yet documented (DNYD)
 - 4.3. Distributed but not yet paid (DNYP)
 - 4.4. Under Protest

The information and data contained in this document are true and correct to the best of my knowledge.

Date: _____

II. RECOMMENDATION:

In view of the foregoing and actual examination of mandatory documentary requirements and pertinent documents in the Land Transfer Clearance (LTC) Folder, the findings are the following (Please check the appropriate box):

1. The duly accomplished application/request (LTC Form No. 1 Application for Issuance of LTC) is in order and complete.
2. The mandatory documentary requirements and pertinent documents, if any, are complete and consistent in form and substance.
3. There is no pending case or protest or conflict of claims involving the subject land described above.
4. Other findings _____

THEREFORE, the undersigned recommends the APPROVAL / DENIAL of the said application/request for issuance of LTC.

The information and data contained in this document are true and correct to the best of my knowledge.

Signature Over Printed Name
Chief Legal Division/Authorized Legal Officer

Date: _____

Copy Distribution:
Original- PARPO II/LTC Folder
Duplicate-LTID-FOD
Triplicate- Legal Division

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Region ____
Province of _____

C E R T I F I C A T I O N
(Land Transfer Clearance)

This is to certify that the application/request for Issuance of Land Transfer Clearance (LTC) filed to this Office in the name of _____, covered by OCT/TCT No. _____, with Lot No. _____, Approved Survey No. _____, with an area of _____ hectares, more or less, and located at _____ or declared under Tax Declaration No. _____ is hereby:

APPROVED

DENIED

based on the Attestation of the CARPO-LTS/FOD and from the report and recommendation of the Chief Legal Division/Authorized Legal Officer pursuant to Administrative Order (A.O.) No. _____ Series of 2020,

Any actual change in the use of the land and/or development over the subject land, require a prior Order of Conversion or Exception/Exclusion from the Office of the DAR Regional Director.

This Office reserves the right to revoke this Certification of LTC in case of findings of misrepresentation or submission of falsified documents by either or both parties to the Deed of Transfer and any third person who may be affected by the transfer.

This Certification is hereby issued only for the purpose stated in the application/request for issuance of LTC.

Done and issued this day _____ of _____ 20____ at the DAR Provincial Office.

Signature Over Printed Name
Provincial Agrarian Reform Program Officer II

Copy Distribution:
Original-Applicant
Duplicate-LTC Folder

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM

Region _____
Province of _____

CERTIFICATION

(Revocation of Previously Issued Certification on Land Transfer Clearance)

The Certification on Land Transfer Clearance (LTC) previously issued by this Office on _____, in the name of _____, covered by OCT/TCT No. _____, with Lot No. _____, Approved Survey No. _____, covering an area of _____ hectares, more or less, and located at _____, or declared under Tax Declaration (TD) No. _____, is hereby **REVOKED**, on the basis of the following reason/s:

_____.

This new **CERTIFICATION** is hereby issued on the previously issued Certification described above, pursuant to DAR Administrative Order (A.O.) No. _____, Series of 2020 at the DAR Provincial Office (DARPO) of _____.

Signature Over Printed name of
Provincial Agrarian Reform program Officer II

Copy Distribution:
Original : Applicant
Duplicate: LTC Folder
Triplicate : Concerned ROD/Affected person/s, if necessary



REPUBLIC OF THE PHILIPPINES


DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

CERTIFICATION

This is to certify that Administrative Order No. 04, Series of 2021 entitled “**REVISED RULES AND PROCEDURES GOVERNING THE ISSUANCE OF DAR CLEARANCE ON LAND TRANSACTION INVOLVING AGRICULTURAL LANDS**” was published today, 30 June 2021, in the Manila Times and Daily Tribune newspapers.

Issued this 30th day of June 2021 for whatever purpose it may serve.



RENE E. COLOCAR
OIC-Director, PAMRS and
Concurrent Director, CaLaBaRZon