



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR NO. 07

Series of 2021.

TO : ALL DAR OFFICIALS AND EMPLOYEES

FROM : THE SECRETARY

SUBJECT : INTERNAL GUIDELINES AND PROCEDURES ON THE IMPLEMENTATION OF DAR ADMINISTRATIVE ORDER NO. 06, SERIES OF 2021

DATE : 25 MAY 2021

To ensure uniformity and sufficiency in the substance and the form of the requisite declarations regarding the continuous supervision and monitoring of the primary obligations of the Municipal, Provincial, and Regional Offices of the Department with regard to the delivery of the owner's duplicate copy of Emancipation Patents (EPs), Certificates of Land Ownership Award (CLOAs), and other Agrarian Reform Titles to the registered owner(s) or authorized representative(s) as contained in DAR Administrative Order No. 06, Series of 2021, the following forms shall be utilized in complying with the reportorial requirements:

- 1.0. Form No. 1 : Sworn Statement of the Heir of the Agrarian Reform Beneficiary as per Section 3.3 of DAR A.O. No. 06, Series of 2021.
- 2.0. Form No. 2 : Sworn Statement of the DAR Municipal Agrarian Reform Program Officer due to the Absence of the Registered Owner and/or the Heir of the Agrarian Reform Beneficiary issued as per Sections 3.4 and 3.10 of DAR A.O. No. 06, Series of 2021.
- 3.0. Form No. 3 : Sworn Statement of the DAR Provincial Agrarian Reform Program Officer II due to the Defect on the Technical Description Appearing on the Face of the Title Issued as per Sections 3.5 and 3.10 of DAR A.O. No. 06, Series of 2021.

4.0. Form No. 4 : Report of the Regional Director on the Total Number of EPs/CLOAs/Other Agrarian Reform Beneficiaries' Titles which have not been delivered to the Registered Agrarian Reform Beneficiaries as per Sections 3.8 and 3.10 of DAR A.O. No. 06, Series of 2021.

For the guidance of all concerned.

This Circular takes effect immediately.


ATTY JOHN R. CASTRICIONES



6:00 pm 2/21

**SWORN STATEMENT OF THE HEIR OF THE AGRARIAN REFORM BENEFICIARY
AS PER SECTION 3.3 OF DAR ADMINISTRATIVE NO. 06, SERIES OF 2021**

I, _____, of legal age, single/married, currently residing at _____, after having sworn in accordance with law, do hereby depose and state that:

- 1.0. I am an heir of the deceased Agrarian Reform Beneficiary (ARB), thus:

Name of deceased ARB : _____

Relation to deceased ARB : _____

Date of Death : _____

- 2.0. In the lifetime of _____, he/she is an Agrarian Reform Beneficiary and was awarded a parcel of land with the following descriptions:

2.1. Title Number : _____

2.2. Location of the RoD : _____

2.3. Name of the Registered Owner(s) : _____

2.4. Area of the awarded land : _____

2.5. Location of the awarded land : _____

- 3.0. I acknowledge receipt of the owner's duplicate copy of the Emancipation Patent (EP), individual Certificate of Land Ownership Award (CLOA), collective CLOA, and other titles issued on the basis of any Agrarian Reform Law which was turned over to me on _____ by _____.

(indicate name and position of DAR Official)

- 4.0. I undertake that it is my primary duty to inform the other co-heirs that the owner's duplicate copy is in my custody.
- 5.0. I shall only have the primary duty of safekeeping the document and that I shall turn over the document to the DAR or to a court of law only when instructed.
- 6.0. I shall report to the DAR Municipal Office should the title be destroyed or lost within two (2) days from discovery.

7.0. I understand that the receipt of the owner's duplicate copy of the EP/CLOA shall not in any manner be construed as conferment upon the recipient the status of an ARB or of a Reallocatee which shall be determined in a separate procedure.

IN WITNESS THEREOF, I have hereunto set my hand this _____ day of _____ 20__ in _____ City.

Affiant

Witnesses:

Co-Heir
(Co-Heir/Resident of the Barangay)

BARC Chairman or MARPO or
Barangay Official

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ at _____, affiant having exhibited to me his/her _____ with No. _____.

Doc. No. _____

Page No. _____

Book No. _____

Series of 20_____

SWORN STATEMENT OF THE DAR MUNICIPAL AGRARIAN REFORM PROGRAM OFFICER DUE TO THE ABSENCE OF THE REGISTERED OWNER AND/OR THE HEIR OF THE AGRARIAN REFORM BENEFICIARY ISSUED AS PER SECTIONS 3.4 AND 3.10 OF DAR ADMINISTRATIVE ORDER NO. 06, SERIES OF 2021.

I, _____, of legal age, single/married, currently residing at _____, after having sworn in accordance with law, do hereby depose and state that:

1.0. I am the Municipal Agrarian Reform Program Officer of the DAR Municipal Office of _____.

2.0. The subject title may be identified, as follows:

2.1. Title number : _____

2.2. Name of the Register of Deed's Office : _____

2.3. Date of issuance of the Title : _____

2.4. Name of the registered owner(s) : _____

2.5. Area of the awarded land : _____

3.0. The actual conditions of the subject landholding are as follows:

3.1. The actual activity(ies) on the landholding is/are

_____.

3.2. The improvement(s) and structure(s) on the landholding include(s) _____

_____.

3.3. The known occupant(s) is/are _____

_____.

3.4. The known tiller(s) is/are _____

_____.

4.0. The delivery of the owner's duplicate copy of the Emancipation Patent (EP), individual Certificate of Land Ownership Award (CLOA), collective CLOA, and other titles issued on the basis of any Agrarian Law cannot be undertaken due to the absence of the

registered owner/heir of the deceased Agrarian Reform Beneficiary's (ARB) heir.

- 5.0. There was an attempt to deliver the owner's duplicate copy of the title, but neither the ARB nor an heir can be located despite diligent efforts to locate the said persons.

or

The collective CLOA issued in the name of a cooperative has no officer qualified under Section 3.3 of DAR Administrative Order No. __, Series of 2021 that can be located who can receive the said owner's duplicate copy.

- 6.0. I execute this Sworn Statement to attest to the truth of the foregoing facts based on personal knowledge and authentic documents or records.

IN WITNESS THEREOF, I have hereunto set my hand this _____ day of _____
20__ in _____ City.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ at _____, affiant having exhibited to me his/her _____ with No. _____.

Doc. No. _____

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SWORN STATEMENT OF THE DAR PROVINCIAL AGRARIAN REFORM PROGRAM OFFICER II DUE TO THE DEFECT ON THE TECHNICAL DESCRIPTION APPEARING ON THE FACE OF THE TITLE ISSUED AS PER SECTIONS 3.5 AND 3.10 OF DAR ADMINISTRATIVE ORDER NO. 06, SERIES OF 2021 (FOUR COPIES)

I, _____, of legal age, single/married, currently residing at _____, after having sworn in accordance with law, do hereby depose and state that:

1.0. I am the Provincial Agrarian Reform Program Officer II of the DAR Provincial Office of _____.

2.0. The subject title may be identified, as follows:

2.1. Title Number : _____

2.2. Name of the Register of Deeds Office : _____

2.3. Date of issuance of the Title : _____

2.4. Name of the registered owner(s) : _____

2.5. Area of the awarded land : _____

3.0. The following specific technical defects appearing on the face of the title constitute as the reason(s) for the continued possession of the owner's duplicate copy of the Emancipation Patent (EP) or Certificate of Land Ownership Award (CLOA) by the Regional, Provincial, and Municipal Offices beyond one hundred eighty (180) days from the issuance of the RP Title or beyond thirty (30) days from the time that the concerned PARPO II received the owner's duplicate of the EP, CLOA, or any other title issued under any Agrarian Reform Law, thus:

(use additional sheets, if necessary)

4.0. I execute this Sworn Statement to attest to the truth of the foregoing facts based on personal knowledge and authentic documents or records.

IN WITNESS THEREOF, I have hereunto set my hand this _____ day of _____
20__ in _____ City.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ at
_____, affiant having exhibited to me his/her _____ with No.
_____.

Doc. No. _____

Page No. _____

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