

Republic of the Philippines  
**DEPARTMENT OF AGRARIAN REFORM**  
Region No. \_\_\_\_\_  
Province of \_\_\_\_\_  
Municipality of \_\_\_\_\_

**CLAIM FOLDER (CF) TRANSMITTAL MEMORANDUM**

\_\_\_\_\_  
Date

FOR : \_\_\_\_\_  
**Provincial Agrarian Reform Officer II**

SUBJECT : **CLAIM FOLDER OF** \_\_\_\_\_

The attached claim folder (CF) pertinent to the agricultural land of \_\_\_\_\_  
located at \_\_\_\_\_ is transmitted to your Office with the following documents:

**FOR TITLED PROPERTIES**

- Conduct of Preliminary Ocular Inspection of Landholdings for Coverage under CARP (CARPER LAD Form No. 1)
- Duly Notarized Landowner's Letter Offer (CARPER LAD Form No.18)
- Acceptance Letter for VOS (CARPER LAD Form No. 20)
- Duly accomplished and signed Landowner Information Sheet {LOIS} CARPER LAD Form No. 19)
- ROD certified copies of OCT/TCT No. \_\_\_\_\_
- Photocopy of ODC, if available
- Assessor's certified copy of latest Tax Declaration in the name of the registered owner
- Copy of Approved Survey Plan certified by DENR-LMS
- CF Documentation Memorandum (CARPER LAD Form No. 11)
- Certification of Posting Compliance (Authorized Representative/Official of the BARC, Municipal/City and Barangay (CARPER LAD Form No. 17)
- BIR filed Audited Financial Statement supported by accounting records or MARO's Certification on LO's Failure to Submit BIR-filed Audited Financial Statement (CARPER LAD Form No. 42)
- Notice of Coverage (CARPER LAD Form No. 3) and, if applicable, Directive to MARO to Proceed with the Coverage of Agricultural Lands with NOCs (CARPER LAD Form No. 10)
- Copy of Request on the Conduct of Field Investigation for LBP, DENR, BARC/Barangay Council, and/or LGU-MAO, whenever necessary (CARPR LAD Form No. 44)
- Copy of Notice on the Conduct of FI for LO & Potential ARBs(CARPER LAD Form No. 45)
- Copy of Perimeter Land Use Map
- Copy of Advance Survey (Segregation/Subdivision) Plan, if ongoing verification at DENR
- Others : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR UNTITLED PROPERTIES**

- Conduct of Preliminary Ocular Inspection of Landholdings for Coverage under CARP (CARPER LAD Form No. 1)
- Duly Notarized Landowner's Letter Offer (CARPER LAD Form No. 18)
- Duly accomplished and signed Landowner Information Sheet [LOIS] (CARPER LAD Form No. 19)
- Acceptance Letter of VOS (CARPER LAD Form No. 20)
- Assessor's certified copy of latest Tax Declaration from the Assessor's file in the name of the claimant
- DENR Certification that the tract of land covered by the survey within an area classified as alienable and disposable pursuant to DAR-DENR-LBP Joint M.C. No. 12 Series of 1994 as reconciled with R.A. No. 7196  
Plane Coordination of Points duly Certified by the Chief Survey Division of DENR
- Instruments of acquisition covering the subject property, such as deeds of sale, donation, transfer, etc. in favor of claimant and those of his predecessor/s-in-interest
- Certification of the Assessor concerned showing the Tax Declaration issued, the declarant/s, the area covered, and the basis for the issuances and cancellations thereof up to the tax declaration issued in the name of the claimant as well as any existing liens on the current and previous tax declaration, where applicable
- Certification from the Clerk of Court concerned whether or not their property/ies identified in the Approved Survey Plan is/are covered by land Registration proceedings or any civil case, and if the same has been used as a bond in other court actions
- Certification from the Assessor's office concerned that per their records, the property/ies as appearing in the Approved Survey Plan is/are free from all liens and encumbrances
- LRA certification that the property is not within any decreed or titled property
- CF Documentation Memorandum (CARPER LAD Form No. 11)
- Notice of Coverage (CARPER LAD Form No.3) and, if applicable, Directive to MARO to Proceed with the Coverage of Agricultural Lands with NOCs
- Certification of Posting Compliance for NOC or Letter Offer and Acceptance Letter (CARPER LAD Form No. 17)
- Publication of the NOC, if applicable
- BIR filed Audited Financial Statement supported by accounting records or MARO's Certification on LO's Failure to Submit BIR-filed Audited Financial Statement (CARPER LAD Form No. 42)
- BARC Certified Master List of Qualified ARBs Approved by the PARO (CARPER LAD Form No. 31) or Amended Master List of ARBs (CARPER LAD Form No. 35)
- Copy of Request on the Conduct Field Investigation for LBP/Barangay Council, DENR, and/or LGU- MAO, if necessary (CARPER LAD Form No. 44)
- Copy of Notice on the Conduct of FI for LO and ARBs (CARPER LAD Form No. 45)
- Copy of Perimeter Land Use Map
- Copy of Advance Survey (Segregation/Subdivision) Plan, if ongoing verification at DENR
- Others : \_\_\_\_\_  
\_\_\_\_\_

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**Municipal Agrarian Reform Officer**  
(Signature over Printed Name)

Copy Distribution:

Original - CF  
Duplicate - DARMO File