

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

Transmittal Memorandum to PARO II of the Signed and Sealed CLOAs

Date

MEMORANDUM

TO : _____
Provincial Agrarian Reform Officer II

FROM : _____
Regional Director

SUBJECT : **Transmittal of Signed and Sealed CLOAs**

This is to transmit the following Signed and Sealed CLOAs in the name of ARBs within the Landholding of _____, covered by TCT/OCT No. _____, TD No. _____ and located at (Municipality, Barangay) _____ per attached Signing and Sealing Machine Utilization Recording and Reporting Sheet (CARPER LAD Annex A):

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No.	Lot No. and Survey No.	Area (sq.m.)	Date of Signing and Sealing of CLOA (MM/DD/YYYY)

(Use additional sheet, if necessary)

For the PAROs appropriate action.

Regional Director
(Signature over printed name)

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(Please do not detach)

Received by:

CARPO for Operations
Name and Signature

Attached: Signing and Sealing Machine Utilization Recording and Reporting Sheet (CARPER LAD Annex A)

Copy Distribution:

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

RPER LAD Form No. 63

CARPER LAD Form No. 63
(Revised CARP-LAD Form No. 62)

ADDITIONAL SHEET FOR THE TRANSMITTAL OF SIGNED AND SEALED CLOAs

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No.	Lot No. and Survey No.	Area (sq.m.)	Date of Signing and Sealing of CLOA (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 initiated by the Regional Director.