

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

Transmittal Memorandum to ROD of CLOAs for Registration

_____ Date

MEMORANDUM

FOR : _____
Registry of Deeds of _____

FROM : _____
Provincial Agrarian Reform Program Officer II

SUBJECT : **CLOAs for Registration**

May we transmit the following CLOAs for Registration in the name of Agrarian Reform Beneficiaries (ARBs) within the Landholding of _____, covered by TCT/OCT No. _____, TD No. _____ and located at (Municipality, Barangay) _____.

Name of ARB (Family Name, First Name, Middle Initial)	CLOA Serial No. (OCT or TCT)	Lot No. and Survey No.	Area (sq.m.)	To be filled up by the ROD		
				CLOA-Title (OCT/TCT)		Remarks (ROD to indicate signed or returned with reason)
				No.	Date Registered (MM/DD/YYYY)	

(Use additional sheet, if necessary)

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 initialed by the PARPO.

It is requested that these CLOAs shall be processed within two (2) days from receipt hereof. Pursuant to the Joint DAR-LRA Memorandum Circular No. 20, S. 1997, the reckoning date of the registration of the CLOAs shall be the date of entry in the Primary Entry Book. All CLOAs entered in the Primary Entry Book shall be signed and released immediately to the Provincial Agrarian Reform Program Officer (PARPO) or his/her authorized representative for distribution to the concerned ARBs within thirty (30) days from receipt of the Owner's Duplicate Copy/ies (ODC) from ROD in accordance with DAR AO No. 6, Series of 2021.

Provincial Agrarian Reform Program Officer II
(Signature over printed name)

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(Please do not detach)

Action by the ROD:

Remarks:

No. of CLOAs signed and returned to DAR	_____	_____
No. of CLOAs defective and returned to DAR	_____	_____

Name and Signature of the ROD or Authorized Representative

Copy Distribution:

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