

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
LAND BANK OF THE PHILIPPINES

CHECKLIST OF DOCUMENTARY REQUIREMENTS IN THE CLAIM FOLDER
FOR TRANSMITTAL TO LBP

I. DOCUMENTARY REQUIREMENTS PRIOR TO CONDUCT OF JOINT FIELD INVESTIGATION
(JFI)

A. Titled Property

1. Certificate of Title of Property (latest copy duly-certified by concerned ROD)

B. Untitled Property

1. DENR Certification that the subject tract/s of land, based on records and pursuant to provisions of law and DAR-DENR guidelines is/are untitled private agricultural lands(UPALs) and the landowner-claimant had acquired recognizable private right, with Conformity of the DAR PARPO II
2. LRA Certification that the property is not within any decreed or titled property duly Signed by the authorized official

C. Common Requirements for Titled and Untitled Properties

1. Tax Declaration of the Property (latest available copy duly-certified by the concerned Municipal/City Assessor)
2. Preliminary Information on Landholdings Validated and Projected and Subject of Joint Field Investigation (CARPER LAD Form Nos. 1 & 2)
3. Notice of Coverage (NOC), if under Compulsory Acquisition (CA) with Proof of Service (CARPER LAD Form No. 3)
4. Approved or Advanced copy of Subdivision/Segregation Plan (ASP or AdvSP)
5. Notarized Letter-Offer, if under Voluntary Offer to Sell (VOS) (CARPER LAD Form No. 18)
6. Acceptance Letter for VOS (CARPER LAD Form No. 20)
7. MARPO's Certification of LO's Failure to submit BIR-Filed Audited Financial Statement (CARPER LAD Form No. 42)

II. ACTUAL VALUATION AND APPROVAL

ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE,
PLUS THE FOLLOWING:

8. Field Investigation Report (FIR) (CARPER LAD Form No. 46, Revised 2022)

9. Land Use per FI annotated on the ASP

III. TRANSMITTAL OF CF TO LBP

ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING:

10. Copy of the AdvSP or ASP, as the case maybe, cleared and certified by the by the PARPO II to have conformed with the duly accomplished FIR
11. Memorandum Request to Value Land and Pay the Landowner (CARPER LAD No. 49, Revised 2022)

IV. RELEASE OF MEMORANDUM OF VALUATION (MOV)

ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING:

12. Application to Purchase and Farmer's Undertaking (APFU) or (CARPER LAD Form No.37)/Oath of ARB (Revised 2017)
13. Land Distribution Information Schedule (LDIS) (CARPER LAD Form No. 47)
14. Approved Subdivision/Segregation Plan

V. RELEASE OF CERTIFICATION OF DEPOSIT (COD)

ALL DOCUMENTS LISTED ABOVE, WHICHEVER IS APPLICABLE, PLUS THE FOLLOWING:

15. DAR Order to Deposit LO Compensation (CARPER LAD Form No. 54, Revised) with a copy of Notice of Land Valuation and Acquisition (NLVA) (CARPER LAD Form No. 51)

VI. RECOMMENDATION

The CF of _____, embraced by OCT/TCT/TD No. _____, Lot No. _____ and Approved Survey Plan No. _____ with an area of _____ hectares (has.), more or less, and located at _____, has been reviewed/evaluated and found the same to contain sufficient and valid supporting documents pursuant to Republic Act No. 6657, as amended, Administrative Order (A.O.) No. _____, Series of _____, and other pertinent rules and regulations. The CF is hereby recommended for transmittal to LBP-Agrarian Operations Center (LBP-AOC) for valuation and payment of just compensation to the concerned landowner.

CARPO-LTS/Designated Personnel
(Signature Over Printed Name)

Date

VII. CERTIFICATION

**CARPER LAD Form No. 48
(Revised 2022)**

I hereby certify that the data, information and required documents contained in the CF described above are complete and consistent based on the rigid review and evaluation by the DAR Provincial Office. Further, I hereby clear and approve the transmittal of the said CF.

This CERTIFICATION is issued as a requisite in the determination of land value of the subject landholding by the LBP.

Provincial Agrarian Reform Officer II (PARPO II)
(Signature Over Printed Name)

Date

Copy Distribution:

Original : LBP
Duplicate : DARPO