ADMINISTRATIVE ORDER NO. 01 SERIES OF 2020

SUBJECT: GUIDELINES SIMPLIFYING THE LAND ACQUISITION AND DISTRIBUTION PROCESS ON CARP-COVERED PRIVATE AGRICULTURAL LANDS

PREFATORY STATEMENT

Pursuant to the directive of the President to complete the land acquisition and distribution (LAD) of the remaining private agricultural lands (PALs) covered by R.A. No. 6657, as amended, including tenanted rice and corn lands under Presidential Decree (P.D.) No. 27 by June 30, 2022, the DAR shall simplify the existing LAD process to accelerate the land distribution.

In view hereof, this Administrative Order (A.O.) is issued for the guidance and reference of all concerned.

Section 1. APPLICABILITY/COVERAGE

This order shall apply to all private agricultural lands which include the following:

- 1.1 Landholdings with issued Notice of Coverage (NOC);
- 1.2 Landholdings with orders/decisions/resolutions denying petitions for coverage and petitions for exemption and exclusion, applications for conversion and conversion/exemption and exclusion orders under revocation which has become final and executory; and
- 1.3 Landholdings with pending case and/or proceeding involving the implementation of the provisions pursuant to Section 30 of R.A. No. 9700.

Section 2. DEFINITION OF TERMS

2.1 **Simplified LAD Process**- refers to the process where the LAD activities are rationalized by lumping together into major steps, done simultaneously, or a combination thereof, to shorten the process; and

DAR CENTRAL OFFICE Elliptical Road, Diliman, Quezon City Certified True Copy

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TELEFAX: 8926-8961 WEBSITE: www.dar.gov.ph to be undertaken by DAR and other CARP implementing agencies (CIAs) within an estimated period of 112 days.

2.2 **Notice to Continue LAD Process** – refers to the notice informing the concerned public of the continuation of the LAD process, schedule of a particular landholding, and submission of qualification requirements of potential beneficiaries to become agrarian reform beneficiaries (ARBs).

Section 3. POLICY STATEMENTS

In case there is a protest on the amended Masterlist of ARBs and other agrarian related cases, the same shall be resolved in accordance with the rules and procedures provided on agrarian law implementation (ALI).

Notwithstanding any pending ALI case, the LAD process shall continue until the generation of the Certificates of Land Ownership Award (CLOA), unless otherwise suspended by the DAR Regional Director (RD), or the DAR Secretary or the Supreme Court, as the case may be.

3.2 The joint field investigation (JFI) shall be conducted based on the approved survey plan (ASP) or the advance copy of the survey plan (AdvSP) to verify the data/information contained in the claim folder (CF) for the purpose of valuation of the subject landholding.

Pending the approval by the Department of Environment and Natural Resources (DENR) of the survey plan, the certified true copy of the duly annotated title based on the AdvSP shall be used for the conduct of JFI.

In such a case, the portion/area covered under the Comprehensive Agrarian Reform Program (CARP), as reflected in the AdvSP, shall be annotated in the landowner's (LO's) original copy of title on file at the Registry of Deeds (ROD), upon transmittal of all necessary documents by the Department of Agrarian Reform Provincial Office (DARPO) requesting for the following annotation:

"Transfer in the name of the Republic of the Philippines:

By virtue o	f the request of, PARPO or
DARPO	, a portion ofis
hereby ced	ed in favor of the Republic of the Philippines on
the basis o	f advance survey plan (AdvSP). This is pursuant
to R.A. No.	, 6657, as amended. Separate title/s shall be
issued upor	n submission of approved subdivision plan (ASP)
and Certific	cate of Deposit (COD)."

The JFI Team shall be composed of the DARMO/designated personnel, Land Bank of the Philippines (LBP), LO or his authorized representative, potential ARBs, a member of the Barangay Agrarian Reform Council (BARC), or in the absence thereof, the Barangay Council, representatives of the Municipal/Provincial Agricultural Office-Department of Agriculture (MAO/PAO-DA), if there is an issue on the landholding's suitability for agriculture, and Department of Environment and Natural Resources – Community/Provincial Environment and Natural Resources Office (DENR-CENRO/PENRO), if there is any issue as to the 18% slope.

- 3.3 In case the portion/area covered under CARP is annotated in the LO's title for purposes of the conduct of JFI, the following shall be observed:
 - 3.3.1 Based on the PPU-cleared CF, Field Investigation Report (FIR), and ASP or in the absence of the ASP, the certified true copy of the duly annotated title based on the AdvSP, the Land Bank of the Philippines (LBP) may proceed in determining the value of just compensation of the subject landholding. Consequently, upon completion of the land valuation, the LBP shall prepare and send the Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to DARPO for the preparation of Notice of Land Valuation and Acquisition (NLVA).

The LBP shall issue the Certificate of Deposit (COD) only upon the receipt of the Order to Deposit LO compensation together with a copy of the AdvSP/ASP from the DARPO.

The COD, ASP, and other necessary documents shall be the basis of the ROD to: 1) cancel the LO's title for the landholding covered under CARP, in case of total coverage; 2) issue Transfer Certificate of Title (TCT)/Original Certificate of Title (OCT) in the name of the Republic of the Philippines; and, 3) issue title for the retained area/non-coverable area, if any, upon submission of ODC.

3.3.2 In case of discrepancy/ies between the AdvSP or ASP and the FIR, the appropriate adjustment shall be made to conform with the FIR.

For purposes of LO compensation, the amended/adjusted ASP shall be submitted to the LBP for adjustment of area covered and the corresponding MOV.

3.3.3 Pending the submission of the ASP, the LBP may release fifty percent (50%) of the total value of the acquired land, based on the submitted AdvSP, representing partial payment of the LO compensation [For clarification/reconcile with second paragraph of Sec. 3.3.1].

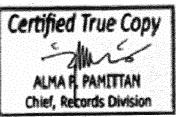
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- 3.4 Upon review of Survey Returns submitted and pre-verified using e-survey plan module of Land Administration and Management System (LAMS), those with complete forms and required documents as endorsed by DAR, shall be accepted by the DENR Regional Office and the same shall be issued a *Certificate of Acceptability*. Counting therefrom, the survey plan shall be approved within a maximum period of twenty (20) working days, if found without technical defect. To avoid bottleneck in the verification, the DAR shall ensure that submissions of its survey returns shall be well distributed in each quarter.
- 3.5 Pursuant to existing rules and procedures, the Land Distribution and Information Schedule (LDIS) shall be generated upon receipt of the Owners Duplicate Copy (ODC) of CLOA titles from the Registry of Deeds (ROD) for the computation of the land amortization schedule (LAS) which the ARB should pay to the government through LBP.

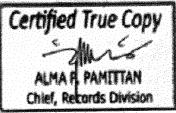
SECTION 4. OPERATING PROCEDURES

The hereunder LAD process shall be the standard for all landholdings regardless of area. The concerned DAR field officers shall introduce appropriate strategies to continue the LAD process in accordance with the procedures and timelines prescribed under this A.O.

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY TIMELINES	FORMS/ DOCUMENTS REQUIRED
	VALIDAT	4.1. PRELIMINARY ACTIVITIES ION AND PROJECTION OF LANDHOLDINGS FOR CO	
1.	DARPO/DA RMO/Desig nated Personnel/ BLTI	Based on the ownership documents and NOC issued of the landholdings, the following activity/ies shall be conducted: For Titled Landholding	 Ownership Documents (Certified copies of title/Tax Declaration,
		a. Plot and verify the Technical Description inscribed in the Title. b. Project the verified Technical Description in the DENR, CENRO/PENRO Land Classification Map and latest version of Google Earth/Map, if available and applicable.	Survey Plan/Sketch plan certified by a License GE, LRA Certification for untitled property)



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STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY TIMELINES	FORMS/ DOCUMENTS REQUIRED		
		c. Actual ground re-validation to determine the coverability of the landholdings based on present land status i.e., cultivated, crops planted, suitable for agriculture, vacant, slope, and others (e.g., presence of 3 cylindrical concrete monuments that will serve as reference during segregation & subdivision survey).	CARPER LAD Form No. 1 (Preliminary OCI) CARPER LAD Form No. 1A (Transmittal of LAD Form No. 1) CARPER LAD Form No. 2 (Revised Certificate of Preliminary Projection) DENR PENRO/CENRO Certified as to land classification status		
	• DARPO/ BLTI/LRA	 For Untitled Landholding a. Request BLTI to secure the LRA Certification whether the subject untitled property does not overlap with other titled or decreed properties. b. Obtain the LRA Certification and transmit the same to DARPO. Such Certification shall include, among others; the Judicial Decree number, date of issuance, name of Adjudicator, location and area. 	• LRA Certification		
2.	DARPO and DARMO/De signated Personnel	 Upon validation that a particular landholding is coverable under CARP, prepare a Request for Survey Services (RSS), for approval of the PARPO. Prepare the survey module consisting of landholdings with duly approved RSS of the PARPO for bidding or issue Survey Order to the DAR-GE in case the conduct of survey is by administration, whichever is applicable. 	CARPER LAD Form No. 27 (Requisition for Survey Services on CARP- Covered Lands) Survey Module Survey Order		



STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	NAMES OF THE SECURITY OF THE S	ACTIVITY		TIMELINES	FORMS/ DOCUMENTS REQUIRED
			4.2 LAD PROC	ESS PROPER		
	4.2.A IDI	NTIFICA	TION, SCREEN	ING, AND SELE	CTION (OF ARBs
3.	DARMO/ Designated Personnel	and posin the vischedul in the continu of pulor of proothe Resider Certifica	led date of pulong said Notice the f ation of LAD proc ng-pulong/activition	nspicuous places days prior to the -pulong. Indicate following: a) the ess; b) schedule es; c) submission qualification for e., payroll, SSS, Barangay/BARC	1 day	CARPER LAD Form No. 10-A (Notice to Continue LAD Process CARPER LAD Form No. 17 (Posting Compliance Certificate) CARPER LAD Form No. 30 (ARB
		 Prepare benefic accomp docume identitite 	led date which iaries shall submiton. The court of the preliminary iaries based on the lished applications/evidences	the potential t proof of identity	1 day	Application) CARPER LAD Form No. 28 Minutes of meeting
4.	DARMO/ Designated Personnel/ DARPO	Prelimi pursua amend regulat Prepare the result process by the shall be process subject munici approvements approvement approvements a	nary List of nt to Section 22 o ed and pertinctions. e the Masterlist of the screens. The Masterlist BARC or in the arrangay Council e approved by the he PARPO approin conspicuous of the landholding, being hall where the red Masterlist shall oldesignated per med whose name eliminary List inclined.	ed ARBs from the Potential ARBs from the Potential ARBs from the ent rules and of ARBs based on shall be certified absence of BARC, Chairperson, and PARPO. Ved Masterlist of places within the erangay hall and LH is located. The libe served by the ersonnel to all its are reflected in uding those not in t, and to the LO		CARPER LAD Form No. 35 (Masterlist of Qualified ARBs)
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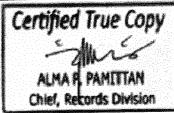
ALMA P PAMITTAN

Chief, Records Division

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE		ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
			no submitted attested list of ssees/tenants/farmworkers.		
		pr cc	case any interested party files a written otest/petition, the PARPO shall conduct impulsory arbitration within three (3) ays from the receipt of the said protest.	3 days	 Copy of Written Protest/Petition
	•	ar th po co M of po	case the decision of the PARPO in the bitration results in the amendment of e Master list, the Amended List shall be sted again for another three (3) days in anspicuous places. Thereafter the ARPO shall proceed with the completion the LAD process of the subject LH ursuant to Section 59, A.O. No. 7, Series 2011, as amended.	3 days	CARPER LAD Form No. 35 (Amended Masterlist of Qualified ARBs)
5.	DARMO/ Designated Personnel/ Concerned ARBs/ Concerned Judge	si b	epare the Oath of ARB and facilitate the gnature and oath taking of the ARBs efore a Judge, based on the PARPO oproved/amended Masterlist of ARBs.	1 day	• CARPER LAD Form No. 37 (Revised January 5, 2017) [Oath of ARB]
	CARPO ARBDD/MA RPO/DF	Ma Re (A ac ind as re AF	ovide copy of the approved/Amended sterlist of ARBs to DARPO-Agrarian form Beneficiaries Development Division RBDD) for the commencement of tivity/ies on the organization of the dividual ARBs into ARBOs, including sistance and facilitation for the gistration or renewal registration of the BOs with the concerned agencies (i.e., DA, DOLE, etc).		CARPER LAD Form No. 31/35 Approved/ Amended Masterlist of ARBs
			4.2.B CONDUCT OF LAND SURVE	. Y	
6.	DAR Geodetic Engineer/ Survey Contractor / ARB Concerned /DARMO/ Designated personnel	co th la M pe in	gregation of coverable from non- verable areas, and subdivision survey of		CARPER LAD Form No. 31/35 Approved/ Amended Masterlist of ARBs Copy of accomplished Segregation and Subdivision Survey Returns



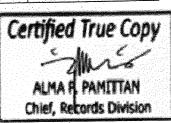
	and the day of the latter of t			
STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		 b. Segregation of the coverable from non-coverable areas, and subdivide the coverable area/s based on the approved Masterlist of ARBs including the proper planting of monuments. c. Submission of the accomplished survey returns (SRs) upon completion of field works and submit the same to the DARPO-Operations Division. 		
7.	DARPO	The DARPO shall: a. Evaluate and finalize the submitted copy of SRs;		• Evaluated SRs
		b. Submit the SRs together with the necessary documents to DARRO; and		
		c. Provide a copy of the AdvSP to the following: - One (1) copy for ROD, together with the PARPO's request for the annotation of the portion/area covered under CARP in the LO's title on file with the ROD; and - Two (2) copies for the CF.		AdvSP CARPER LAD Form No. 57-A (Request to ROD for Annotation of the Portion Covered Under CARP in the LO's Title)
	• DARRO	 Upon evaluation on the consistency and correctness of the SRs, the DARRO shall indorse the same together with all the necessary documents to the DENR Regional Office for approval. 		SRsDocumentary Requirements
8.	• DARPO	Simultaneous with the indorsement of the SRs to the DENR-Regional Office by the DARRO, The PARPO shall:		• ASP
		 a. In case of an AdvSP Request the ROD to annotate in the LO's title on file with the ROD the portion/area covered under CARI acquired by the DAR as reflected in the AdvSP 	3	Copy of the advance SP (AdvSP) CARPER LAD Form No. 57-A (Request to ROD for Annotation of the Portion



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STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	MELINES	FORMS/ DOCUMENTS REQUIRED
		b. In case of an approved ASP		Covered Under
	• DARPO	Proceed to the conduct of JFI		CARP in the LO's Title)
	• ROD	Upon receipt of the Request and copy of		ROD's Letter
	,,,,,,	the ADvSP, the ROD shall annotate the		(Informing and
		portion/area covered under CARP in the		Providing DAR
		LO's title on file and inform the DARPO and		of a certified-
		provide copy of the duly annotated LO's		true copy of the
		title.		duly annotated
				LO's title based
				on the AdvSP)
				Copy of AdvSP
9.	• DENR-	Conduct Inspection, Verification and		• SRs
	Regional	Approval of Surveys (IVAS) upon		Documentary
	Office	submission of complete survey returns and		Requirements
	-	documentary requirements with the DENR Regional Office.		
		Regional Office.		
		 Notify the DAR of the status of the 		
		submitted SRs on or before the fifth day	Maximum of 20	
		trom receipt of the came	working	
		Prepare sepia reproducible and white print	days	• ASP with
		copies of the ASP and copies of Certified		Certified TDs
		Technical Descriptions (TDs) of all lots		
		within the survey project and transmit the		
		same to DARRO/DARPO/Contractor- surveyor/DAR's GE.		
		Sulveyor/DAK's GL.		
	4.	.C CONDUCT OF JOINT FIELD INVESTIGATI	ON (JF	9
10.	•DARMO/		1 day	• CF
	designated	prepare and submit error-free and		
	personnel/DA RPO/other	complete CF to the DARPO.		• CARPER LAD
	concerned	Upon receipt of the certified true copy of !	5 days	Form No. 45-A
		the duly annotated title based on the	/	(Notice to
		AdvSP from ROD or ASP from the		Conduct Joint
		DENR/DARRO/contractor/surveyor/DAR		Field
		GE, the DARPO shall notify the concerned		Investigation)
		agencies/parties of the conduct of JFI five (5) days prior to the scheduled date.		• CARPER LAD
		(5) days prior to the scheduled date.		Form No. 46
	• JFI Team		3 days	(Field
		shall conduct field investigation and submit		Investigation
		the duly accomplished Field Investigation		Report) (Revised 2020)
L	1	Report (FIR) to the PARPO for his/her		1 (1.0.41304 2020)



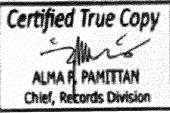
STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		concurrence, within three (3) days from the conduct of FI. • The JFI Team shall indicate in the FIR that the data and information and land use/s contained in the AdvSP or ASP tally/ies with the FIR.		
		4.2.D LAND VALUATION, LO COMPENSA AND GENERATION AND REGISTRATION	ATION, OF CLOA	
11.	• DAR-LBP PPU	Upon verification of CF, prepare and submit to DARPO the checklist of required documents in the processing of CF with corresponding recommendation.		CARPER LAD Form No. 48 (Checklist of Required Documents for the DAR-LBP Pre-Processing Unit) (Revised 2020)
	• DARPO	 Simultaneous with the submission of the PPU-cleared CF to DARPO, advise the LO to submit to LBP-AOC additional documents applicable under different situations. The certified true copy of the duly annotated title based on the AdvSP, in the LO's title on file at ROD shall be used, in lieu or in the absence of the ASP pending its approval by the DENR. 		CARP LAD Annex B (List of Documents Required Under Different Situations)
		Based on the PPU-cleared CF, FIR, and approved survey plan (ASP), the DARPO shall prepare the Memorandum Request to Value Land and Pay Land Owner and transmit the same together with the completed CFs with ASP and FIR to the LBP-AOC.	1	CARPER LAD Form No. 49 (Memorandum Request to Value Land and Pay LO) Revised 2020) ASP or AdvSP FIR Certified true copy of duly annotated LO's title CARPER LAD Form 50



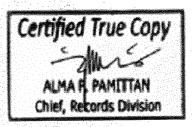
STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE		ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
					(Memorandum of Valuation) LVW
12.	• LBP	•	The LBP shall value the subject landholding and issue Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to the PARPO.		 CARPER LAD Form No. 51 (Notice of Land Valuation and Acquisition) CARPER LAD
	• DARPO/ LO		Upon receipt of the MOV and LVW from LBP, the PARPO shall issue a Notice of Land Valuation and Acquisition (NLVA) together with MOV and LVW and Reply Form to the LO through registered mail. The LO shall be given thirty (30) days from receipt of the NLVA whether to accept or reject it. Subsequently, the PARPO shall order the LBP to deposit in the name of LO, the cash and bonds covering the compensation and proceeds for his/her landholding and	Maximum of 20 days	Form No. 53 (Landowners Reply to NLVA) CARPER LAD Form No. 54 (Order to Deposit Landowner/ Cooperation) CARPER LAD Form No. 55 (Certification of
	• LBP	•	issue the corresponding COD to the PARPO. Issue the COD to DARPO and notify the LO regarding the issued COD to		Deposit)
			In case there is amendment/adjustment of the land value due to discrepancy between the duly annotated AdvSP and ASP, the LBP may release to the LO fifty percent (50%) of the total value of the land acquired.		
13.	• DARPO		thin five (5) days upon receipt of the D, the DARPO shall: Transmit the COD, together with a copy of the ASP with certified TDs and a written request to the ROD for the following:	1 day	CARPER LAD Form No. 55 (Certificate of Deposit) ASP with Narrative TDs
	• ROD		a.1 Cancel the LOs title, in case of total coverage;	Maximum of 20 days (inclusive	• CARPER LAD



STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	FORMS/ NES DOCUMENTS REQUIRED
		a.3 Issue separate titles for the LOs regist	n O's in the Name of RP) and RP Title n of Regular Titles for non- dual CARPable areas
	• DARPO	b. Upon receipt of the TCT in the name of the Republic of the Philippines (RP) from ROD, the DARPO shall: b.1 Generate OCT-CLOA for untitled landholding or TCT-CLOA for titled landholding using the appropriate Judicial Form based on Land Distribution Folders (LDF), ASP with narrative TD; and b.2 Forward to ROD the duly signed and sealed individual CLOAs for registration.	CLOAS/TCT-CLOAS LDF ASP with Certified TDS Signed and Sealed Individual CLOAS CARPER LAD Form No. 64 (Transmit Memorandum to ROD for CLOA Registration) (Revised 2020)
	• ROD	 Upon receipt of the duly signed and sealed CLOA, the ROD shall: a. Register the generated individual CLOA; b. Release the Owners' Duplicate Copy (ODC) of the TCT-CLOAs/OCT-CLOAs to the PARPO or his/her authorized representative. 	
4.2.	E DISTRIBUTI	ON OF CLOAS AND INSTALLATION OF ARBS ON	
14.	• DARPO	Upon receipt of owner's duplicate copy (ODC) of OCT-CLOA/TCT CLOA from ROD, the DARPO shall:	ODC of OCT- CLOAs/ TCT- CLOAs
		a. reproduce two (2) copies of ODC for 3 DARPO's and DARMO's files; da	ays



STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE		ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
		b.	record essential details of the ODC OCT-CLOAs/TCT-CLOAs in the CLOA Registry Book/Designated Logbook and maintain a Record Book of all CLOAtitles issued in all municipalities/cities within the province;		
		с.	Provide photocopies of ODC of TCT-CLOAs/OCT-CLOA and ASP to the Municipal Assessor's Office for the preparation of individual tax declaration to the ARBs; and		 Photocopies of ODC of TCT- CLOAs/OCT- CLOAs and ASP
		d.	Prepare the Land Distribution and Information Schedule (LDIS) per landholding; accomplish Part I of the Form and transmit the same to LBP-AOC for the completion of Part II thereof pursuant to pertinent guidelines and procedures.		CARPER LAD Form No. 47 (Land Distribution and Information Schedule)
	LBP-AOC		vide a copy of the duly accomplished IS to the DARPO.		
15.	DARMO/DAR PO/ARB/ DND- AFP/DILG- PNP, if necessary		e DARMO and DARPO shall undertake following activities, if applicable: For LHs under normal conditions; distribute the ODC of the CLOA title and immediately install the ARBs to the awarded land; or	1 day	CARPER LAD Form No. 68 "Writ of Installation" CARPER LAD
		b.	awarded land by the ARBs would imperil or endanger their lives, the Taskforce on ARB installation shall assume responsibility;		Form No. 69 (Request Letter to PNP/DND) CARPER LAD Form No. 68-A (Physical
	DARPO/DAR MO	C.	Facilitate registration of ARBOs with concerned agencies.		Installation of ARBs) CARPER LAD Form No. 68-B Notice to ARB for Physical Installation in the Landholding)



Section 5. FUNDING

The amount necessary for the implementation of this Order shall be charged from the regular DAR and CARP implementing agency funds.

Section 6. MONITORING AND REPORTING

A monthly report shall be prepared and submitted by the DARPO to the UFOO through the LTI Monitoring Division-BLTI, to monitor and update the status of the LAD Process.

Section 7. TRANSITORY PROVISIONS

Lands with on-going LAD processes under workable CARP-covered landholdings pursuant to A.O. No. 7, Series of 2011, as amended, shall continue to be processed in accordance with this A.O.

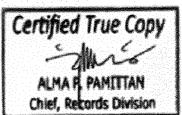
The rules and regulations under A.O. No. 06, Series of 2015 and Memorandum Circular (MC) No. 03 Series of 2016 shall continue to be adapted for tenanted rice and corn lands covered under P.D. No. 27/E.O. No. 228.

Section 8. SEPARABILITY CLAUSE

In the event that any provision of this Order or any part hereof is declared invalid, illegal, or unconstitutional, the provisions not thereby affected shall remain in full force and effect.

Section 9. REPEALING CLAUSE

The provisions of DAR A.O. No. 07, Series of 2011, "Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 3, Series of 2012, "Amendments to the Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 04, Series of 2014, "Amendments to the Revised Rules and Procedures Governing Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", and all other issuances or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.



Section 10. EFFECTIVITY CLAUSE

This Order shall take effect ten (10) days after its publication in a two (2) newspapers of general circulation and its registration with Office of the National Administrative Register (ONAR).

Diliman, Quezon City, 30 JULY 2020

Certified True Copy

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		ARIAN REFORM	
R	egion No		
Provin	ce of		
Municipal	ity of		
	,		
NOTICE T	O CONTINU	E LAD PROCESS	
			Date
		그 그 참 되면 활동하는	
To whom it may concern:			
Pursuant to Republic Act (RA) N			
	20, and position of the contract of the contra	per Notice of under Compi f Agrarian Reform	Coverage (NOC) rehensive Agrarian shall continue land
Registered Owner/s			
OCT/TCT/Tax Dec. No.			
Lot No. and Approved Sui	rvev No		
Total Area			
Location of Property			
In view of the foregoing and farmers/workers in the subject I scheduled on discuss/undertake the following	landholding ar	e invited to attend	
1. Details on the LAD pro	ocess and the	Schedule of activiti	es;

2. Submit photocopies of original copies of proofs of qualifications to become an agrarian reform beneficiaries (ARBs) i.e. community tax certificate, barangay certificate as permanent/bonafide resident of the barangay, voters' identification card/certified copy of voters' registration record, payslip/payroll, and other identification document with probative value or

other proof that will establish your qualifications; and

CARPER Form No. 10-A

3. Fill-out/ accomplish FB Application Form (CARPER Form No. 30)

Municipal Agrarian Reform officer/Designated Personnel (Signature Over Printed Name)

Copy Distribution:

Original

CF

Duplicate

For Posting

Triplicate

BARC/Barangay Chairperson

Quadruplicate :

DARMO/Designated Personnel File

Quintuplicate :

DARPO File

		of the Philippingion No	es)	
NOTICE (For DARMO/Designate	ed Personnel,			Bgy. Council,
Date				
Sir/Madam:				
Pursuant to Republic Act , Series 2020, please be in the Joint Field Investigation covered under the Compresschedules:	e informed tha on (JFI) to be	t you or your au conducted at the	thorized represent the following agricu	tative to participate alture landholding/s
Name of Landowner (Last Name, First Name, Middle Initial)	OCT/TCT No.	Total Area per OCT/TCT/TD (No. of Has.)	Location of Property	Schedule of JFI (Date and Time)
You participation/presen details/information, you ma Provincial Office (DARPO) telephone numbers Thank you for your particithe agrarian reform program.	y coordinate located at	(landline),		of the DAR , with (cellular/mobile).
Very truly yours,				
Provincial Agrarian Reform (Signature Over Printed		ficer		
Copy Distribution: Original - DARMO/Designa Duplicate - CF Triplicate - DARPO File	ted Personnel, LE	BP, LO, Potential AF	RB, BARC/Bgy. Counci	I, DENR, MAO/PAO-DA

CARPER-LAD Form No. 46

(Revised 2020)

Republic of the Philippines

	ENT OF AGRARIAN REFO	RM
	Region No	
	nce of	
Municip	ality of	
FIELD I	NVESTIGATION REPORT	
Date/s of Actual F Investigation	Field :	
Barangay	•	vos
City/Municipality/District Province		
A. LANDOWNER/OFFEROR	LANDHOLDING I	D NO.:
Name of Registered Owner/s (Last Name, First Name, Middle Initial)	Authorized Representative/Offeror (Last Name, First Name, Middle Initial)	Postal Address
·		
(Han additional about if account		
(Use additional sheet, if necessary		

B. LANDHOLDING INFORMATION

1. DESCRIPTION OF LAND

OCT/TCT No.				TD No.			
Lot No.				Survey No.			
Approved Sub	division Pla	an					
Total Area per OCT/TCT			Has.	Total Area per TD			
Area acquired	for compe	nsati	on (in has.)	. 14.64. 1.165.354	Has		
Area Excluded	I/Not for C	ompe	nsation (in has.)		Has		
Covere	d by PD 27	/EO 2	228		Has		
Awarde	Awarded to Children as Preferred Beneficiaries Ha						
Retenti	on Area				Has		
Others	Specify				Has		
					<u> </u>		

CARPER-LAD Form No. 46

(Revised 2020)

	•	appropria	te box)		
☐ 18% Dev	ow 18% slope 9ir 6 slope and abov 7 sloped (in has.) developed (in has	/e _}			
	undeveloped and	l of no use shall not	s within the landho to the LO shall be exceed 10% of s.	e acquii	red and valued
. PRESE	NT PHYSICAL S	STATUS (F THE LAND		
Sub	ject property i	s present	ly being cultiva	ted.	
			tly idle but was	ひと はんらい おめば しんい	ously planted
	sjeet property i	s piesen	cry rate bat was	in	
☐ Sui		ture and	been cultivated recommended f		uisition:
Sui Note:	table to agricul hat: Suitable to agricul Suitable to agricul For idle and/or a (DA) Certification SSIBILITY TO/A	ture and is. riculture abandonea n as to its	recommended (hect	f or acq tares. epartme	ent of Agricult
☐ Sui	table to agricul hat: Suitable to agricul Suitable to agricul For idle and/or a (DA) Certification SSIBILITY TO/A	ture and is. riculture abandonea n as to its	recommended (hect lands, secure Des	tares. epartme	ent of Agricult riate box)
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Sui Note:	table to agricul hat Suitable to agricul Suitable to agricul For idle and/or a (DA) Certification SSIBILITY TO/A ROAD TYPE	ture and is. riculture abandoned a as to its	recommended (hech lands, secure Description suitability. ILITY OF (Check propriate distance om landholding	tares. approp L (cor	ent of Agricult riate box) and Surface acrete, asphal
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SHECDULE O	F LAND USES PER AF	PPROVED SUBDI	VISION PLAN:
LOT NO.	AREA (HAS.)	LAND USE	REMARKS
		1, 1430) - 1, 1440 (1)	
			事。 建聚基苯

1. Permanent Crops

Crops/Fruit/Trees/		troduce lease ch		Incom Producin Fruit Bea	g or			
Commercial Trees	LO's	FB's	Others (Please specify)	Quantity	Ave. Age	Quantity	Ave. Age	
	-							

2. Infrastructures

		troduc Please c		Floor Area	Estimated		
Type of Infrastructure	LO's	FB's	Others (Please specify)	(m²) or Prod'n Capacity	Remaining Useful Life	Present Condition	Funded by
			1 1 kg N 2 1				

	ITS/RECOMMENDATIONS	
DARMO:		
LBP:		
DA (If necessary):		
DENR (If necessary):	
CERTIFICATION		
ontained in this report ubject property and th	are based on actual field in	at the data and information envestigation conducted on tood of the correct to the best of o
nowledge.		
urthermore, we herebontained in the AdvSP		d information and land use tted for approval to DENR
urthermore, we herebontained in the AdvSP		
urthermore, we herebontained in the AdvSP ally/ies with this FIR. Municipal Agraio	or adjusted AdvSP submi rian Reform Program ignated Personnel	
ontained in the AdvSP ally/ies with this FIR. Municipal Agraio	or adjusted AdvSP submi	tted for approval to DENR

CARPER-LAD Form No. 46

(Revised 2020)

	entative (If necessary) re Over Printed Name)	Date
-	sentative (If necessary)	Date
(Signatul	re Over Printed Name)	
NOTED BY:		
	en Reform Program Officer II re Over Printed Name)	Date
	rarian Operations Center re Over Printed Name)	Date
Distribution of Copies:		
Original (white) :	CF	
Duplicate (green) :	님 - TLO	
Triplicate (pink) :	DARPO	
Quadruplicate (yellow) :	DARMO/Designated Personnel	
Quintuplicate :	DA · · · · · · · · · · · · · · · · · · ·	
Sextuplicate :	DENR HELD IN THE SECOND	

CARPER LAD Form No. 48 (Revised 2020)

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

CHECKLIST OF DOCUMENTARY REQUIREMENT IN THE CLAIMFOLDER FOR TRANSMITTAL TO LBP

I.

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PF	RIOF	R TO CONDUCT OF JOINT DAR-LBP FIELD INVESTIGATION (JFI)	
A.	<u>Tit</u>	led Property	
	1.	Certificate of Title of Property (latest copy duly-certified by concerned CENRO)	
В.	<u>Un</u>	titled 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	
	2.	LRA Certification that the property is not within any decreed or titled property duly Signed by the authorized official	
C.	Со	mmon Requirements for Titled and Untitled Properties	
	1.	Tax Declaration of the Property (latest available copy duly-certified by the concerned Municipal/City Assessor	
		집은 인민들이 되는 그리는데 그리는 학생들은 전쟁을 가게 되었다.	
	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 2020) Land Use per FI annotated on the ASP TRANSMITTAL OF CF TO LBP III. ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING: 10. Copy of the AdvSP or ASP, as the case maybe, cleared by the PPU to have conformed with the duly accomplished FIR 11. Memorandum Request to Value (CARPER LAD No. 49, Revised 2020) IV. RELEASE OF MEMORANDUM OF VALUATION (MOV) ALL DOCUMENTS LISTED ABOVE, PLUS THE FOLLOWING: 12. Application to Purchase and Farmer's Undertaking (APFU) (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: 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)

CARPER LAD Form No. 49

(Revised 2020)

Republic of the Philippines

			of	IAN REFORM	
	RE	QUEST TO VALU	JE LAND AND	PAY LANDOWN	ER
MEMORA	NDUM				
FOR		THE PRESIDE Land Bank of th Malate, Manila			
THRU		THE MANAGER Agrarian Opera		LBP	
FROM		THE PROVINC	CIAL AGRARI	AN REFORM PRO -	GRAM OFFICER
SUBJECT		the state of the s		AND PAY LANDO	
We are	forw	arding herewith		m folder in together with	the name of the supporting
) pert acquisition distribution	inent to qual 657, as	attached checklist o his/her agricu Voluntary Offer to alified agrarian ref	6 of required of Itural land wow Sell (VOS) or form beneficial	documents) (CARP hich has been co f Compulsory Ad ries (ARBs) pursua oject landholdings	PER LAD Form No. onsidered for Capacition (CA) for ont to Republic Act
Lot No Appro	ved Su	No. : rvey No. : roperty :		tal Area Title/TD ea Acquired (has.)	

It is requested that LBP shall:

- 1. Determine the value of the land and improvements/facilities thereon based on existing guidelines;
- 2. Notify the undersigned of the value of the land through a Memorandum of Valuation (CARP-LAD Form No. 50) together with the Land Valuation Worksheet. Within days from receipt of this Memorandum Request.

Please sign the acknowledgement receipt below for our reference and file.

Name	and Signature	 Date
Dogie	onal Director	나이는 그는 하지 않는데 아이를 모든 사람들은 바라를 하고 있다.
Regit	mai Director	

ACKNOWLEDGEMENT

WE ACKNOWLEDGE RECEIPT OF THE ABOVE-NAMED CLAIM FOLDER FOR LAND VALUATION AND LANDOWNER'S COMPENSATION TOGETHER WITH THE RELEVANT DOCUMENTS PER ATTACHED CARPER-LAD FORM NO. 48-R (Revised 2014)

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	Addition of the second of the	
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	그 이 얼굴하다 하는 사람들이 그 살아 되었다.	[교통 사고리 그렇게 하는 사람들은 것이 그리고 그리고 사람들이 없다고 있다.
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	Name and Signature	
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Attached: as stated

Copy Distribution:

Original : LBP
Duplicate : LO
Triplicate : CF
Quadruplicate : DARPO

Quintuplicate : DARMO/Designated Personnel

Republic of the Philippines

DEPARTMENT OF AGRARIAN REFORM

	Region		
Province			

REQUEST THE ROD FOR ANNOTATION OF THE PERIOD COVERED UNDER CARP IN THE LO's title

Date	
FOR :	
TOK .	Register of Deeds
ED OM	
FROM :	Provincial Agrarian Reform Program Officer II
Subject :	Request for Annotation of the Portion/Area Covered Under CARP in the LO's Title
Administrative Or	der No, Series of 2020, provides the following annotation:
"Transfer ir	the name of the Republic of the Philippines:
favor of the plan (AdvS Separate t	If the request of, PARPO of DARPO, a portion of is hereby ceded in Republic of the Philippines on the basis of advance survey SP). This is pursuant to R.A. No. 6657, as amended. itle/s shall be issued upon submission of approved plan (ASP) and Certificate of Deposit (COD)."
original copy o portion/area/hect	regoing, may we request to annotate in the landowner's (LOs) fittle on file at the Registry of Deeds (RODs), the ares covered under Comprehensive Agrarian Reform Program ted in the Advance Survey Plan (AdvSP). The agricultural is as follows:
Nam	e of Landowner :
ОСТ,	/TCT/TD No. :
Lot r	No. and Survey No. :
Tota	l Area (has.)
Loca	tion of property :

Further, provide us a certified true copy of the duly annotated title based on the AdvSP to be used for the conduct of Joint Field Investigation (JFI) for the said landholding by the DAR, LBP, and other concerned.

Thank you for your prompt action.

Provincial Agrarian Reform Program Officer II

(Signature Over Printed Name)

Copy Distribution:

Original : ROD Duplicate : CF

Triplicate : DARPO's file

CARPER LAD Form No. 64 (Revised 2020)

Republic of the Philippines

	DEPARIMENT OF AC		
	Region No.		
	Province of		
	Municipality of		
Transmit	tal Memorandum to R	OD of CLOAs for R	egistration
Date			
MEMORANDUM			
FOR :			
R	egistry of Deeds of		
FROM :			
	rovincial Agrarian Ref	orm Program Offic	cer II
SUBJECT : C	LOAs for Registration		
May we transmit the Beneficiaries (ARBs)	following CLOAs for Re within the Landholding	gistration in the nar of	me of Agrarian Reform
covered by TCT/OCT	within the Landholding No	, TD No	and located
at (Municipality, Bar	angay)		<u> </u>

					То	be filled up b	y the ROD
-	Name of ARB	CLOA Serial No.	Lot No. and	Area	1	OA-Title CT/TCT)	Remarks (ROD to
	(Family Name, First Name, Middle Initial)	(OCT or TCT)	Survey No.	(sq.m.)	No.	Date Registered (MM/DD/ YYYY)	indicate signed or returned with reason)
		Transition of the state of the					

	······		
		지수, 무슨을 받아 하면 하는데 아이들이 모르는데?	
hereof. Pursuant to t reckoning date of the Entry Book. All CLOAs immediately to the P	the Joint DAR-LRA Memo registration of the CLOAs sentered in the Primary E	cessed within two (2) days from receip brandum Circular No. 20, S. 1997, the shall be the date of entry in the Primar Entry Book shall be signed and release on Program Officer (PARPO) or his/he	e y d
Provincial Agrarian	Reform Program Office	er II	
(Signature	over printed name)		
	(Please do not	======================================	-
Action by the ROI):	Remarks:	
No. of CLOAs signed DAR No. of CLOAs defect to DAR			
Name and Signatur or Authorized R	e of the ROD epresentative		
Copy Distribution: Original : DAI Duplicate : ROI Triplicate : DAI	RPO		

CARPER LAD Form No. 64 (Revised 2020)

ADDITIONAL SHEET FOR THE TRANSMITTAL OF SIGNED AND SEALED CLOAS

·		***************************************		То	be filled up b	y the ROD	
Name of ARB	CLOA Serial No.	Lot No.	Area	CLOA-Title (OCT/TCT)		Remarks (ROD to	
(Family Name, First Name, Middle Initial)	(OCT or TCT)	Survey No.	(sq.m.)	No.	Date Registered (MM/DD/ YYYY)	indicate signed or returned with reason)	
: :							
		4,000,000					

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.

Republic of the Philippines **DEPARTMENT OF AGRARIAN REFORM**

		Region No.		
	Pro	vince of		
	A CONTRACTOR OF A CONTRACTOR O	cipality of		
NOTICE TO	-	GRARIAN REFORM PHYSICAL INSTA	 A second of the control of the control	IES (ARB/s)
	TOR	FIII SICAL INSTA		
			Date	
		ct (RA) No. 6657 a		NAME OF A REPORT OF THE PARTY O
		e informed that the	and the control of th	
will be phy		ed in the landl		
			ame of former	
	OCI/ICI/ID N	o/s		and located
aton		(date), at		(time):
UII		(uate), at		(tirrie).
Name	of ARB/s	CLOA Serial No.	OCT/TCT No.	Area (sqm.)
- :				
	(please	e use additional sheet, i	necessary)	
right as owner	s of the CARP-	ey are enjoined to -awarded lands thro heduled date of A	ough their coopera	tion and active
undersigned a	t the soonest t	concerns regardii ime possible at the	Department of A	grarian Reform
Provincial Offic	ce (DARPO) at			(address).
		Very truly	/yours,	
			Agrarian Reform Pr Signature Over Printed	
Copy Distribution:				
Original :	CF			
Duplicate : Triplicate :	ARBs DARPO's File			

CARPER Form No. 68-B (Revised 2020)

Republic of the Philippines

DEPARTMENT OF AGRARIAN REFORM

Region Municipality of Province of

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DESCRIPTION OF LANDHOLDING Former LO :	20

OCT/TCT/Tax Dec. No.: Location of Property:

PHYSICAL INSTALLATION OF ARBs IN THE LANDHOLDING

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Physical installation undertaken by:

Municipal Agrarian Reform Officer/ (Signature Over Printed Name)

Certified by:

Provincial Agrarian Reform Program Officer (Signature Over Printed Name)

Date

Date

Original-DARMO/Designated Personnel Duplicate- DARPO Triplicate-ARBs Copy Distribution

CERTIFICATION

This is to certify that Administrative Order No. 01, Series of 2020 entitled "GUIDELINES SIMPLIFYING THE LAND ACQUISITION AND DISTRIBUTION PROCESS ON CARP-COVERED PRIVATE AGRICULTURAL LANDS" was published today, 04 August 2020, in the Philippine Star and The Manila Times newspapers.

Issued this 4th day of August 2020 for whatever purpose it may serve.

CLEON LESTER G CHAVE Director, Public Assistance and Media Relations Service



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF AGRARIAN REFORM Tunay na Pagbabago sa Repormang Agraryo

ADMINISTRATIVE ORDER NO. 01 **SERIES OF 2020**

SUBJECT: GUIDELINES SIMPLIFYING THE LAND ACQUISITION AND DISTRIBUTION PROCESS ON CARP-COVERED PRIVATE **AGRICULTURAL LANDS**

PREFATORY STATEMENT

Pursuant to the directive of the President to complete the land acquisition and distribution (LAD) of the remaining private agricultural lands (PALs) covered by R.A. No. 6657, as amended, including tenanted rice and corn lands under Presidential Decree (P.D.) No. 27 by June 30, 2022, the DAR shall simplify the existing LAD process to accelerate the land distribution.

In view hereof, this Administrative Order (A.O.) is issued for the guidance and reference of all concerned.

Section 1, APPLICABILITY/COVERAGE

This order shall apply to all private agricultural lands which include the following:

- 1.1 Landholdings with Issued Notice of Coverage (NOC);
- 1.2 Landholdings with orders/decisions/resolutions denying petitions for coverage and petitions for exemption and exclusion, applications for conversion and conversion/ exemption and exclusion orders under revocation which has become final and executory; and
- 1.3 Landholdings with pending case and/or proceeding involving the implementation of the provisions pursuant to Section 30 of R.A. No. 9700.

Section 2. DEFINITION OF TERMS

- 2.1 Simplified LAD Process- refers to the process where the LAD activities are rationalized by lumping together into major steps, done simultaneously, or a combination thereof, to shorten the process; and to be undertaken by DAR and other CARP implementing agencies (CIAs) within an estimated period of 112
- 2.2 Notice to Continue LAD Process- refers to the notice informing the concerned public of the continuation of the LAD process, schedule of a particular landholding. and submission of qualification requirements of potential beneficiaries to become agrarian reform beneficiaries (ARBs).

Section 3. POLICY STATEMENTS

3.1 In case there is a protest on the amended Masterlist of ARBs and other agrarian related cases, the same shall be resolved in accordance with the rules and procedures provided on agrarian law implementation

Notwithstanding any pending ALI case, the LAD process shall continue until the generation of the Certificates of Land Ownership Award (CLOA), unless otherwise suspended by the DAR Regional Director (RD), or the DAR Secretary or the Supreme Court, as the case may be.

3.2 The joint field investigation (JFI) shall be conducted based on the approved survey plan (ASP) or the advance copy of the survey plan (AdvSP) to verify the data/information contained in the claim folder (CF) for the purpose of valuation of the subject landholding.

Pending the approval by the Department of Environment and Natural Resources (DENR) of the survey plan, the certified true copy of the duly annotated title based on the AdvSP shall be used for the conduct of JFI

In such a case, the portion/area covered under the Comprehensive Agrarian Reform Program (CARP), as reflected in the AdvSP, shall be annotated in the landowner's (LO's) original copy of title on file at the Registry of Deeds (ROD). upon transmittal of all necessary documents by the Department of Agrarian Reform Provincial Office (DARPO) requesting for the following annotation:

"Transfer in the name of the Republic of the Philippines:

, PARPO of DARPO By virtue of the request of is hereby ceded in a portion of favor of the Republic of the Philippines on the basis of advance survey plan (AdvSP). This is pursuant to R.A. No. 6657, as amended. Separate title/s shall be issued upon submission of approved subdivision plan (ASP) and Certificate of Deposit (COD).

The JFI Team shall be composed of the DARMO/designated personnel. Land Bank of the Philippines (LBP), LO or his authorized representative, potential ARBs, a member of the Barangay Agrarian Reform Council (BARC), or in the absence thereof, the Barangay Council, representatives of the Municipal/Provincial Agricultural Office-Department of Agriculture (MAO/PAO-DA), if there is an issue on the landholding's suitability for agriculture, and Department of Environment and Natural Resources - Community/Provincial Environment and Natural Resources Office (DENR-CENRO/PENRO), if there is any Issue as to the 18% slope

- 3.3 In case the portion/area covered under CARP is annotated in the LO's title for purposes of the conduct of JFI, the following shall be observed:
 - 3.3.1 Based on the PPU-cleared CF, Field Investigation Report (FIR), and ASP or in the absence of the ASP, the certified true copy of the duly annotated title based on the AdvSP, the Land Bank of the Philippines (LBP) may proceed in determining the value of just

The LBP shall issue the Certificate of Deposit (COD) only upon the receipt of the Order to Deposit LO compensation together with a copy of the AdvSP/ASP from the DARPO.

The COD, ASP, and other necessary documents shall be the basis of the ROD to: 1) cancel the LO's title for the landholding covered under CARP, in case of total coverage; 2) issue Transfer Certificate of Title (TCT)/Original Certificate of Title (OCT) in the name of the Republic of the Philippines; and, 3) issue title for the retained area/non-coverable area, if any, upon submission of ODC.

3.3.2 In case of discrepancy/ies between the AdvSP or ASP and the FIR the appropriate adjustment shall be made to conform with the FIR.

For purposes of LO compensation, the amended/adjusted ASP shall be submitted to the LBP for adjustment of area covered and the corresponding MOV.

- 3.3.3 Pending the submission of the ASP, the LBP may release fifty percent (50%) of the total value of the acquired land, based on the submitted AdvSP, representing partial payment of the LO compensation [For clarification/reconcile with second paragraph of Sec. 3.3.1].
- 3.4 Upon review of Survey Returns submitted and pre-verified using e-survey plan module of Land Administration and Management System (LAMS), those with complete forms and required documents as endorsed by DAR, shall be accepted by the DENR Regional Office and the same shall be issued a Certificate of Acceptability. Counting therefrom, the survey plan shall be approved within a maximum period of twenty (20) working days, if found without technical defect. To avoid bottleneck in the verification, the DAR shall ensure that submissions of its survey returns shall be well distributed in each quarter.
- 3.5 Pursuant to existing rules and procedures, the Land Distribution and Information Schedule (LDIS) shall be generated upon receipt of the Owners Duplicate Copy (ODC) of CLOA titles from the Registry of Deeds (ROD) for the computation of the land amortization schedule (LAS) which the ARB should pay to the government through LBP.

SECTION 4. OPERATING PROCEDURES

The hereunder LAD process shall be the standard for all landholdings regardless of area. The concerned DAR field officers shall introduce appropriate strategies to continue the LAD process in accordance with the procedures and timelines prescribed under this A.O.

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	FORMS/ DOCUMENTS REQUIRED
4,1	PRELIMINARY AC FOR COVERAGE	TIVITIES VALIDATION AND PRO	IECTION OF L	ANDHOLDINGS
1.	- DARPO/JJA RMO/Desig nated Personnel/ BLTI	Based on the ownership documents and NOC issued of the landholdings, the following activity/ies shall be conducted: For Titled Landholding at Plot and verify the Technical Description inscribed in the Title. Project the verified Technical Description in the DENR, CENRO/PENRO Land Classification Map and latest version of Google Earth/Map, if available and applicable. Actual ground re-validation to determine the coverability of the landholdings based on present land status i.e., cultivated, crops planted, suitable for agriculture, vacant, slope, and others (e.g., presence of 3 cylindical concrete monuments that will serve as reference during segregation & subdivision survey).		Ownership Documents (Certified copies of title/ Tax Declaration, Survey Plan/ Sketch plan certified by a License GE, LR. Certification for untitled property CARPER LA Form No. 1. (Preliminary OC CARPER LA Form No. 1. (Transmittal of LAD Form No. 1. (Transmittal of LAD Form No. 2. (Revised Certificate Certificate Preliminary Projection) DENR PENRO/ CENRO Certifie as to land olassification
	• DARPO/ BLTI/ ERA	> For Untitled Landholding a. Request BLT1 to secure the LRA Certification whether the subject untitled property does not overlap with other titled or decreed properties. b. Obtain the LRA Certification and transmit the same to DARPO. Such Certification shall include, among others the Judicial Decree number the Judicial Decree number date of Issuance, name of Adjudicator, location and area		LRA Certification
2	DARPO and DARMO/ De signated Personnel	Upon validation that a particular landholding coverable under CARP prepare a Request for Survey Services (RSS), for approva of the PARPO. Prepare the survey module consisting of landholding with duly approved RSS of the PARPO for bidding o issue Survey Order to the DAR-OE in case the conduct of survey is by administration whichever is applicable.		CARPER LAD Form No. 27 (Requisition for Survey Services on CARP-Coverse Lands) Survey Module Survey Order

	I.2.A IDENTIFIC RMO/	ATION, SCREENING, AND SELECTION Prepare Notice to continue 1 day LAD Process and post the	I. CARPER LAD
Des	signated sonnei	in the vicinity, three (3) days prior to the scheduled date of pulong-pulong indicate in the said Notice the following:	Form No. 10-A (Notice to Continue LAD Process CARPER LAD Form No.
		a) the continuation of LADI process; b) schedule of pulong-pulong/activities; c) submission of proof of identities as qualification for the potential ARBs (i.e., payroll, SSS, Residence	17 (Posting Compliance Certificate) - CARPER LAD Form No. 30 (ARB Application)
		Certificate, Barangay/BARC Certification, Voters ID); and, d) filling-out ARB Application. Conduct "pulong-pulong" on 1 day the scheduled date which the	CARPER LAD Form No. 28 Minutes of meeting
		potential beneficiaries shall submit proof of identity and fill-out ARB application. Prepare the Preliminary List of potential beneficiaries based on the submitted duly accomplished application	
	ARMO/	form, documents/evidences as proofs of identities, and attested list of tenants/ lessees/regular farmworkers, from the LO, If any.	. CARPER
P	skignated sregniel/ ARPO	ARBs from the Preliminary List of Potential ARBs pursuant to Section 22 of RA No. 6657, as amended and pertinent rules and regulations. • Prepare the Masterlist of	LAD Form No. 35 (Masterlist of Qualified ARBs)
	•	ARBs based on the results of the screening and selection process. The Masterlist shall be certified by the BARC or in the absence of BARC, the Barangay Council Chairperson, and shall be	
		approved by the PARPO. Post the PARPO approved Masterlist of ARBs in conspicuous places within the subject landholding, barengey hall and municipal	7
		hall where the LH is located. The approved Masterlist shall be served by the MARPO/ designated personnel to all concerned whose names are reflected in the Preliminary	
	Agail No Pigabe	Liet including those not in the approved Masteriat, and to the LO who submitted attested list of lessees/ tenants/farmworkers. In case any interested party 3 daylines a written protest/detition.	/s - Copy of Written Protest/Petition
		files a written protest/petition, the PARPO shall conduct compulsory arbitration within three (3) days from the receipt of the said protest. In case the decision of the 3 days from the said protest.	ys - CARPER
	e de la companya de	PARPO in the arbitration results in the amendment of the Master list, the Amended List shall be posted again for another three (3) days in conspicuous places. Thereafter the MARPO shall proceed with the completion of the LAD process of the subject LH pursuant to	LAD Form No 35 (Amended Masterlist of Qualified ARBs
	DARMO/ Designated Personnel/ Concerned ARBs/ Concerned	Section 59, A.O. No. 7, Series of 2011, as amended. Prepare the Oath of ARB and facilitate the signature and oath taking of the ARBs before a Judge, based on the PARPO approved/amended Masterlist of ARBs.	Y CARPER LAD Form No. 37 (Revised January 5 2017) (Oath of
•	Judge CARPO ARBDO MA RPO/DF	Amended Masteriist of ARBs to DARPO-Agrarian Reform Beneficiaries Development Division (ARBDD) for the commencement of activity/ lies on the organization of	CARPER LAD Form No. 31/35 Approve Amended Masterlist or ARBs
		the individual ARBs into ARBOs, including assistance and facilitation for the registration or renewal registration of the ARBOs with the concerned agencies (i.e., CDA, DOLE, etc).	
6.	DAR Geodetic Engineer/Surve Contractor/ ARB Concerned DARMO/ Designated	of coverable from non- didicoverable areas, and subdivision survey of the acquired areas of	CARPER LAD Form No 31/35 Approvi Amended Masterlist of ARBs
Province I	personnel	the subject landholding, the MARPO/SARPT/ARPT/	Copy of accomplished Segregation and Subdivisi

7.		The DARPO shall: Evaluate and finalize the submitted copy of SRs; Submit the SRs together with the necessary documents to DARBO and	1 day	Evaluated SRs
	e Annie i	DARRO, and Provide a copy of the AdvSP to the following: One. (1) copy for ROD, together with the PARPO's request for the annotation of the portion/area covered under CARP in the LO's title on file with the ROD; and Two (2) copies for the CF.		AdvSP CARER LAD Form No. 57-A (Request to ROD for Annotation of the Portion Covered Under CARP in the LO's Title)
	• DARPO	Two (2) copies for the CF. Upon evaluation on the consistency and correctness of the SRs, the DARRO shall indorse the same together with all the necessary documents to the DENR Regional Office for approval.	1 day	SRs Documentary Requirements
8.	• DARPO			Copy of the advance SP (AdvSP) C A R P E R LAD Form No. 57-A (Request to ROD for Annotation of the Portion
	• DARPO	b. In case of an approved ASP > Proceed to the conduct of JFI	77.77	Covered Under CARP in the LO's Title)
	• _ROD	Upon receipt of the Request and copy of the ADvSP, the ROD shall annotate the portion/area covered under CARP in the LO's title on file and inform the DARPO and provide copy of the duly annotated LO's title.		ROD'S Letter (Informing and Providing DAR of a certified- true copy of the duly annotated LO's title based on the AdvSP) Copy of AdvSP
9.	DENR-Regional Office	Conduct Inspection, Verification and Approval of Surveys (IVAS) upon submission of complete survey returns and documentary requirements with the DENR Regional Office. Notify the DAR of the status of the submitted SRs or or before the fifth day from receipt of the same.	Maximum	SRs Documentary Requirements
		Prepare sepia reproducible and white print copies of the ASP and copies of Certified Technical Descriptions (TDs) of all lots within the survey project and transmit the same to DARRO/DARPO/ Contractor-surveyor/DAR's GF	days	ASP with Centified TDs
10.	DARMO/ designated personnel/ DA RPO/other concerned	DADUCT OF JOINT FIELD INVES The DARMO/Designate Personnel shall prepara and submit retror-free and complete CF to the DARPO. Upon receipt of the certified true copy of the dut annotated title based on the AdvSP from ROD or ASI from the DENZ/DARRO contractor/surveyor/DAR GE the DARPO shall notify the concerned agencies/partie of the conduct of JFI five (6 are prior to the schedule	il 1 day	CARPER LAD Form No. 45-A (Notice to Conduct Joint Field Investigation)
	• JFI Team	days prior to the schedule date. The Joint Field Investigatio (JFI) Team shall conduct field investigation and submitted duly accomplished Fiel investigation Report (FIF to the PARPO for his/his concurrence, within three (3 days from the conduct of FI. The JFI Team shall indicat in the FIR that the data an information and land use contained in the AdvSP.	n 3 days	CARPER LAD Form No. 46 (Field Investigation Report) (Revised 2020

4212.4ME (18	o to treat in the Enda Cathy residues in the City	Commission of Adaptive and Section of	tragal paral de l'esta	95
11.	• DAR-LBP PPU	Upon verification of CF, prepare and submit to DARPO the checklist of required documents in the processing of CF with corresponding recommendation.	f day •	CARPER LAD Form No. 48 (Checklist of Required Documents for the DAR-LBP Pre-Processing Unit) (Revised
	• DARPO	Simultaneous with the submission of the PPU-cleared CF to DARPO, advise the LO to submit to LBP-AOC additional documents applicable under different situations. The certified true copy of the duly annotated title based on the AdvSP, in the LO's title on file at ROD shall be used, in lieu or in the absence of the ASP pending its approval by the DENR.	•	2020) CARP LAD Annex B (List of Documents Required Under Different Situations)
		Based on the PPU-cleared CF, FIR, and approved surply plan (ASP), the DARPO shall prepare the Memorandum Request to Value Land and Pay Land Covner and transmit the same together with the completed CFs with ASP and FIR to the LBP-AOC.	4	CARPER LAD Form No. 49 (Memorandum Request to Value Land and Pay LO) Revised 2020) ASP or AdvSP FIR Certified true copy of duly annotated LO's title CARPER LAD 50 (Memorandum of Valuation)
12.	· LBP	The LBP shall value the subject landholding and issue Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to the PARPO! Upon receipt of the MOV and	,	CARPER LAD Form No. 51 (Notice of Land Valuation and Acquisition) CARPER LAD
	• DARPG/LO	Upon receipt of the MOV and LWV from LBP, the PARPO shell issue a Notice of Land Valuation and Acquisition (NLVA) together with MOV and LWV and Reply Form to the LO through registered mail. The LO shell be given thirly (30) days from receipt of the NLVA whether to accept or relect it. Subsequently, the PARPO shell order the LBP to deposit in the name of LO, the cash and bonds covering the compensation and proceede for higher landholding and issue the corresponding COD to the PARPO. Issue the COD to DARPO and	Maximum > of 20 working days	Form No. 53 (Landowners Reply to NLVA) CARPER LAD Form No. 54 (Order to Deposit Landowner/ Cooperation) CARPER LAD Form No. 55 (Certification of Deposit)
	• LBP	Issue the COD to DARPO and notify the LO regarding the issued COD to DARPO. In case there is amendment/adjustment of the iand value due to discrepancy between the duly annotated AdvSP and ASP, the LBP may release to the LO fifty percent (50%) of the total value of the iand acquired.		
13.	• DARPO	 Within five (5) days upon receipt of the COD, the DARPO shall: a. Transmit the COD, together with a copy of the ASP with certified TDs and a written request to the ROD for the following: 	1 day	CARPER LAD Form No. 55 (Certificate of Deposit) ASP With Narrative TDs
	• ROD	a.1 Cancel the LOs title, in case of total coverage; a.2 Issue Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines (RP); and a.3 Issue separate titles for the LOs retained areas and other Non-CARPable areas, if any, upor submission of ODC.	of 20 days (inclusive of annotation of LO's title and registration of individual CLOAs)	LDF CARPER LAD Form No. 57 (Request of Issuance of TCT in the Name of RP) RP Title Regular Titles for CARPable areas
	• DARPO	b. Upon receipt of the TCT in the name of the Republic of the Philippines (RP) from ROD the DARPO shall: b.1 Generate OCT-CLOA for untitled landholding or TCT-CLOA for titler landholding using the appropriate Judicia Form based on Land Distribution Folders (LDF), ASP with narrative TD; and b.2 Forward to ROD the duly signed and sealed individual CLOA*	like .	CARP stille a ligas OCT-CLOAS TCT-CLOAS LDF ASP with Certified TDs Signed and Sealed Individual CLOAS CARPER LAD Form No. 64 (Transmit Memorandum to ROD for CLOA Registration) (Revised 2020)
	• ROD	for registration. Upon receipt of the duly signed and sealed CLOA the ROD shall: a. Register the generated individual CLOA; b. Release the Owners	i La l'éne de	(NEVISCO ZUZU)

14.	• DARPO	Upon receipt of owner's duplicate copy (ODC) of OCT-CLOA/TCT CLOA from ROD, the DARPO shall: a. reproduce two (2) copies	> 3 davs	ODC of OCT- CLOAs/ TCT- CLOAs
		of ODC for DARPO's and DARMO's files. D. record essential details of the ODC OCT-CLOAs/TCT-CLOAs in the CLOA Registry Book/Designated Logbook and maintain a Record Book of all CLOA-titles issued in all municipalities/cities within the		
		province: c. Provide photocopies of ODC of TCT-CLOAs/OCT-CLOA and ASP to the Municipal Assessor's Office for the preparation of Individual tax declaration to the ARBs; and		Photocopies of ODC of TCT- CLOAs/OCT- CLOAs and ASP
		d. Prepare the Land Distribution and Information Schedule (LDIS) per landholding; accomplish Part I of the Form and transmit the same to LBP-AOC for the completion of Part II thereof pursuant to pertinent guidelines and procedures.		CARPER LAD Form No. 47 (Land Distribution and Information Schedule)
	• LBP=AOC	Provide a copy of the duly accomplished LDIS to the DARPO.		
15.	DARMO/DAR PO/ARB/ DND- AFP/DILG-PNP, If necessary	The DARMO and DARPO shall undertake the following activities if applicable: a. For LHs under normal conditions; distribute the ODC of the CLOA title and immediately install the ARBs to the awarded land; or		CARPER LAD Form No. 68 "With of Installation" CARPER LAD Form No. 69 (Request Letter to PNP) DND)
		b. If the taking possession of the awarded land by the ARBs would imperil or endanger their lives, the Taskforce on ARB installation shall assume responsibility.	•	CARPER LAD Form No. 68-A (Physical Installation of ARBs) CARPER LAD Form No.
	DARPO/DAR MO	c. Facilitate registration of ARBOs with concerned agencies.		68-B Notice to ARB for Physical

Section 5. FUNDING

The amount necessary for the implementation of this Order shall be charged from the regular DAR and CARP implementing agency funds.

Section 6. MONITORING AND REPORTING

A monthly report shall be prepared and submitted by the DARPO to the UFOO through the LTI Monitoring Division-BLTI, to monitor and update the status of the LAD Process

Section 7. TRANSITORY PROVISIONS

Lands with on-going LAD processes under workable CARP-covered landholding pursuant to A.O. No. 7, Series of 2011, as amended, shall continue to be processed in accordance with this A.O.

The rules and regulations under A.O. No. 06, Series of 2015 and Memorandum Circula (MC) No. 03 Series of 2016 shall continue to be adapted for tenanted rice and con lands covered under P.D. No. 27/E.O. No. 228.

Section 8. SEPARABILITY CLAUSE

In the event that any provision of this Order or any part hereof is declared invalid illegal, or unconstitutional, the provisions not thereby affected shall remain in full force and effect.

Section 9. REPEALING CLAUSE

The provisions of DAR A.O. No. 07, Series of 2011, "Revised Rules and Procedure Governing the Acquisition and Distribution of Private Agricultural Lands under Republi Act (R.A.) No. 6657, As Amended", DAR A.O. No. 3, Series of 2012, "Amendment to the Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.C. No. 04, Series of 2014, "Amendments to the Revised Rules and Procedures Governin Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", and all other issuances or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 10, EFFECTIVITY CLAUSE

This Order shall take effect ten (10) days after its publication in a two (2) newspaper of general circulation and its registration with Office of the National Administrative Register (ONAR).

Diliman, Quezon City, 30 JULY 2020.



The Manila Times

TUESDAY August 4, 2020 A 7

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REPUBLIC OF THE PHILIPPINES DEPARTMENT OF AGRARIAN REFORM Tunay na Pagbabago sa Repormang Agraryo

ADMINISTRATIVE ORDER NO. 01 SERIES OF 2020

SUBJECT: GUIDELINES SIMPLIFYING THE LAND ACQUISITION AND DISTRIBUTION PROCESS ON CARP-COVERED PRIVATE AGRICULTURAL LANDS

PREFATORY STATEMENT

Pursuant to the directive of the President to complete the land acquisition and distribution (LAD) of the remaining private agricultural lands (PALs) covered by R.A. No. 6657, as amended, including tenanted rice and corn lands under Presidential Decree (P.D.) No. 27 by June 30, 2022, the DAR shall simplify the existing LAD process to accelerate the land distribution.

In view hereof, this Administrative Order (A.O.) is issued for the guidance and reference of all concerned.

Section 1. APPLICABILITY/COVERAGE

This order shall apply to all private agricultural lands which include the following:

- 1.1 Landholdings with issued Notice of Coverage (NOC)
- 1.2 Landholdings with orders/decisions/resolutions denying petitions for coverage and petitions for exemption and exclusion, applications for conversion and conversion/ exemption and exclusion orders under revocation which has become final and executory; and
- 1.3 Landholdings with pending case and/or proceeding involving the implementation of the provisions pursuant to Section 30 of R.A. No. 9700.

Section 2. DEFINITION OF TERMS

- 2.1 Simplified LAD Process- refers to the process where the LAD activities are rationalized by lumping together into major steps, done simultaneously, or a combination thereof, to shorten the process; and to be undertaken by DAR and other CARP implementing agencies (CIAs) within an estimated period of 112 days.
- 2.2 Notice to Continue LAD Process- refers to the notice informing the concerned public of the continuation of the LAD process, schedule of a particular landholding, and submission of qualification requirements of potential beneficiaries to become agrarian reform beneficiaries (ARBs).

Section 3. POLICY STATEMENTS

3.1 In case there is a protest on the amended Masterlist of ARBs and other agrarian related cases, the same shall be resolved in accordance with the rules and procedures provided on agrarian law implementation (ALI).

Notwithstanding any pending ALI case, the LAD process shall continue until the generation of the Certificates of Land Ownership Award (CLOA), unless otherwise suspended by the DAR Regional Director (RD), or the DAR Secretary or the Supreme Court, as the case may be.

3.2 The joint field investigation (JFI) shall be conducted based on the approved survey plan (ASP) or the advance copy of the survey plan (AdvSP) to verify the data/information contained in the claim folder (CF) for the purpose of valuation of the subject landholding.

Pending the approval by the Department of Environment and Natural Resources (DENR) of the survey plan, the certified true copy of the duly annotated title based on the AdvSP shall be used for the conduct of JFI.

In such a case, the portion/area covered under the Comprehensive Agrarian Reform Program (CARP), as reflected in the AdvSP, shall be annotated in the landowner's (LO's) original copy of title on file at the Registry of Deeds (ROD), upon transmittal of all necessary documents by the Department of Agrarian Reform Provincial Office (DARPO) requesting for the following annotation:

"Transfer in the name of the Republic of the Philippines:

By virtue of the request of ______, PARPO of DARPO ______ is hereby ceded in favor of the Republic of the Philippines on the basis of advance survey plan (AdvSP). This is pursuant to R.A. No. 6657, as amended. Separate title/s shall be issued upon submission of approved subdivision plan (ASP) and Certificate of Deposit (COD)."

The JFI Team shall be composed of the DARMO/designated personnel. Land Bank of the Philippines (LBP), LO or his authorized representative, potential ARBs, a member of the Barangay Agrarian Reform Council (BARC), or in the absence thereof, the Barangay Council, representatives of the Municipal/Provincial Agricultural Office-Department of Agriculture (MAO/PAO-DA), if there is an issue on the landholding's suitability for agriculture, and Department of Environment and Natural Resources - Community/Provincial Environment and Natural Resources Office (DENR-CENRO/PENRO), if there is any issue as to the 18% slope.

3.3. In case the portion/area covered under CARP is annotated in the LO's title for purposes of the conduct of JFI, the following shall be observed:

224 Doesd on the PPI I-cleared CF Field Investigation Report (FIR), and

The LBP shall issue the Certificate of Deposit (COD) only upon the receipt of the Order to Deposit LO compensation together with a copy of the AdvSPIASP from the DARPO.

The COD, ASP, and other necessary documents shall be the basis of the ROD to: 1) cancel the LO's title for the landholding covered under CARP, in case of total coverage; 2) issue Transfer Certificate of Title (TCT)/Original Certificate of Title (OCT) in the name of the Republic of the Philippines; and, 3) issue title for the retained area/non-coverable area, if any, upon submission of ODC.

- 3.3.2 In case of discrepancy/ies between the AdvSP or ASP and the FIR, the appropriate adjustment shall be made to conform with the FIR.
 - For purposes of LO compensation, the amended/adjusted ASP shall be submitted to the LBP for adjustment of area covered and the corresponding MOV.
- 3.3.3 Pending the submission of the ASP, the LBP may release fifty percent (50%) of the total value of the acquired land, based on the submitted AdvSP, representing partial payment of the LO compensation [For clarification/reconcile with second paragraph of Sec. 3.3.1].
- 3.4 Upon review of Survey Returns submitted and pre-verified using e-survey plan module of Land Administration and Management System (LAMS), those with complete forms and required documents as endorsed by DAR, shall be accepted by the DENR Regional Office and the same shall be issued a Certificate of Acceptability. Counting therefrom, the survey plan shall be approved within a maximum period of twenty (20) working days, if found without technical defect. To avoid bottleneck in the verification, the DAR shall ensure that submissions of its survey returns shall be well distributed in each quarter.
- 3.5 Pursuant to existing rules and procedures, the Land Distribution and Information Schedule (LDIS) shall be generated upon receipt of the Owners Duplicate Copy (ODC) of CLOA titles from the Registry of Deeds (ROD) for the computation of the land amortization schedule (LAS) which the ARB should pay to the government through LBP.

SECTION 4. OPERATING PROCEDURES

The hereunder LAD process shall be the standard for all landholdings regardless of area. The concerned DAR field officers shall introduce appropriate strategies to continue the LAD process in accordance with the procedures and timelines prescribed under this A.O.

STEPS	DAR OFFICE/ AGENCY/ PERSON RESPONSIBLE	ACTIVITY	TIMELINES	REQUIRED
4.1.	PRELIMINARY AC FOR COVERAGE	TIVITIES VALIDATION AND PRO	ECTION OF	
1	DARPO/DA RMO/Desig nated Personnel/ BLT!	Based on the ownership documents and NOC issued of the landholdings, the following activity/ies shall be conducted: For Titled Landholding a Plot and verify the Technical Description inscribed in the Title. Project the verified Technical Description in the DENR CENRO/PENRO Land Classification Map and latest version of Google Earth/Map, if available and applicable. Actual ground re-validation to determine the coverability of the landholdings based on present land status. I.e. culfivated, crops planted, suitable for agriculture, vacant, slope, and others (e.g., presence of 3 cylindrical concrete monuments that will serve as reference during segregation.		Ownership Documents (Certified copies of title/ Tax Declaration, Survey Pien/ Sketch plan certification for untitled property CARPER LA/ Form No. 1 (Preliminary Occ.) CARPER LA/ Form No. 1A (Transmittal of LAD Form No. 1) CARPER LA/ Form No. 1 (Transmittal of LAD Form No. 2 (Revised Certificate of Preliminary Projection) DENR PENRO/ CENRO Certified as to land classification
	• DARPO/ BLTI/ LRA	> For Untitled Landholding a. Request BLTI to secure the LRA Certification whether the subject untitled property does not overlap with other titlet or decreed properties. b. Obtain the LRA Certificatior and transmit the same to DARPO. Such Certificator shall include, among others the Judicial Decree number date of Issuance, name of Adjudicator, location and area		- LRA Certification
2.	DARPO and DARMO/ De signated Personnel .	Upon validation that a particular landhoiding is coverable under CARP prepare a Request for Survey Services (RSS), for approva of the PARPO. Prepare the survey module consisting of landhoiding with duly approved RSS of the PARPO for bidding of issue Survey, Order to the DAR-GE in case the conductions.		CARPER LAD Form No 27 (Requisition for Survey Services on CARP-Coverect Lands) Survey Module Survey Order

		CATION, SCREENING, AND SE		
3.	DARMO/ Designated Personnel	Prepare Notice to continue LAD Process and post the same in conspicuous places in the vicinity, three (3) days prior to the scheduled date	n day	Form No. 10-A (Notice to Continue LAD Process
		of pulong-pulong; Indicate in the said Notice the following; a) the continuation of LAD process; b) schedule of pulong-pulong/activities;		CARPER LAD Form No. 17 (Posting Compliance Certificate)
	9.00	 c) submission of proof of identities as qualification for the potential ARBs (i.e., payroli, SSS, Residence 		CARPER LAD Form No. 30 (ARB Application) CARPER LAD
		Certificate, Barangey/BARC Certification, Voters ID); and, d) filling-out ARB Application: Conduct "pulong-pulong" on the scheduled date which the potential beneficiaries shall	1 day	Form No. 28 • Minutes of meeting
		submit proof of identity and fill-out ARB application. Prepare the Preliminary List of potential beneficiaries based on the submitted duly accomplished application form, documents/evidences as proofs of identities, and attested list of tenants/		
333	San Hawker St.	lessees/regular farmworkers, from the LO, if any.	S. Saviga	ng Kabupatèn
	DARMO/ Designated Personnel/ DARPO	Screen and select qualified ARBs from the Preliminary List of Potential ARBs pursuant to Section 22 of RA No. 8657, as amended and pertinent rules and regulations.		CARPER LAD Form No. 35 (Masterlist of Qualified ARBs)
		Prepare the Masterlist of ARBs based on the results of the screening and selection process. The Masterlist shall be certified by the BARC or in the absence of		
		BARC, the Barangay Council Chairperson, and shall be approved by the PARPO. Post the PARPO approved Masterlist of ARBs in		
		conspicuous places within the subject landholding, barangay hall and municipal hall where the LH is located. The approved Masterlist shall be served by the MARPO/		
	54	designated personnel to all concerned whose names are reflected in the Preliminary List including those not in the approved Masterlist, and to the LO who submitted		
		attested list of lessees/ tenants/farmworkers. In case any interested party files a written protest/petition, the PARPO shall conduct compulsory arbitration within		Copy of Written Protest/Petition
		three (3) days from the receipt of the said protest.		• CARPER
		In case the decision of the PARPO in the arbitration results in the amendment of the Master list, the Amended List shall be posted again for another three (3) days		LAD Form No 35 (Amended Masterlist of Qualified ARBs
		in conspicuous places. Thereafter the MARPO shall proceed with the completion of the LAD process of the subject LH pursuant to Section 59, A.O. No. 7, Series of 2011, as amended.		
3.	DARMO/ Designated Personnel/ Concerned ARBs/ Concerned Index	of 2011, as amended. Prepare the Oath of ARB and facilitate the signature and oath taking of the ARBs before a Judge, based on the PARPO approved/amended Masterlist of ARBs.		CARPER LAD Form No. 37 (Revised January 5, 2017) [Oath of ARB]
	Judge CARPO ARBDD/MA RPO/DF	Provide copy of the approved/ Amended Masterlist of ARBs to DARPO-Agrarian Reform Beneficiaries Development Division (ARBDD) for the commencement of activity.		CARPER LAD Form No. 31/35 Approved Amended Masterlist of ARBs
		les on the organization of the individual ARBs into ARBos, including assistance and facilitation for the registration or renewal registration of the ARBOs with the concerned agencies (i.e., CDA, DOLE, etc.).		
3. ∣	• DAR Geodetic	4.2.B CONDUCT OF LAND SUF In the conduct of actual land use, segregation	1-1	CARPER LAD Form No.
	Engineer/Survey Contractor/ ARB Concerned/ DARMO/ Designated personnel	of coverable from non- coverable areas, and subdivision survey of the acquired areas of the subject landholding, the MARPO/SARPT/ARPT.		31/35 Approved Amended Amesterlist of ARBs Copy of accomplished
		designated personnel shall ensure that the following is in order: a. Conduct of pulong-pulong with the ARBs concerned who are included in the approved/		Segregation and Subdivision Survey Returns (SRs)

7.	DARPO	The DARPO shall:	1 day	Evaluated SRs
		Evaluate and finalize the submitted copy of SRs; Submit the SRs together with the necessary documents to DARRO; and	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	- 1900 B
	2 (2 c) (2 c) (3 c) (4 c) (4 c) (4 c) (4 c)	c. Provide a copy of the AdvSP to the following: One (1) copy for ROD, together with the PARPO's request for the annotation of the portion/area covered under CARP in the LO's title on file with the ROD; and Two (2) copies for the CP.	1 day	AdvSP CARER LAD Form No. 57-A (Request to ROD for Annotation of the Portion Covered Under CARP in the LO's Title)
	- DARPO		1 day	SRs Documentary Requirements
8	DARPO	Simultaneous with the indorsement of the SRs to the DENR-Regional Office by the DARRO, The PARPO shall: a. In case of an AdvSP. Request the ROD to annotate in the LO's title on file with the ROD the portion/area covered under CARP acquired by the DAR as reflected in the Adv SP.		Copy of the advance SP (AdvSP) C A R P E R LAD Form No. 57-A (Request to ROD for Annotation of the Portion
	• DARPO	b. In case of an approved ASP Proceed to the conduct of JFI		Covered Under CARP in the LO's Title)
	• ROD	Upon receipt of the Request and copy of the ADVSP, the ROD shall annotate the portion/area covered under CARP in the LO's title on file and inform the DARPO and provide copy of the duly annotated LO's title.		ROD'S Letter (Informing and Providing DAR of a certified- true copy of the duly annotated LO's title based on the AdvSP) Copy of AdvSP
9.	DENR-Regional Office	Conduct Inspection, Verification and Approval of Surveys (IVAS) upon submission of complete survey returns and documentary requirements with the DENR Regional Office. Notify the DAR of the status of the submitted SRs on or before the fifth day from receipt of the same.	Maximum	SRs Documentary Requirements
		Prepare sepia reproducible and white print copies of the ASP and copies of Certified Technical Descriptions (TDs) of all lots within the survey project and transmit the same to DARRO/DARPO/ Contractor-surveyor/DAR's GE	daye	ASP with Certified TDs
10.	4.2.C GC	INDUCT OF JOINT FIELD INVES • The DARMO/Designated	1 day	• ICF
	designated personnel/ DA RPO/other concerned	Personnel shall prepare and submit error-free and complete CF to the DARPO. Upon receipt of the certified true copy of the duly annotated title based on the AdvSP from ROD or ASF from the DENK/DARRO contractor/surveyor/DAR GE the DARPO shall notify the concerned agencies/parties of the conduct of JFI five (5 days prior to the scheduled date.	5 days	CARPER LAD Form No. 45-A (Notice to Conduct Joint Field Investigation)
	- JFI Team	The Joint Field Investigation (JFI) Team shall conduct field investigation and submit the duly accomplished Field Investigation Report (FIR to the PARPO for his/he concurrence, within three (3 days from the conduct of FI. The JFI Team shall indicate in the FIR that the data an information and land use/scontained in the AdvSP o ASP tally/ies with the FIR.		- CARPER LAD Form No. 46 (Field Investigation Report) (Revised 2020

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11.	DAR-LBP PPU	Upon verification of CF, prepare and submit to DARPO the checklist of required documents in the processing of CF with corresponding recommendation.	ı Qay	CARPER LAD Form No. 48 (Checkilst of Required Documents for the DAR-LBP Pre-Processing Unit) (Revised 2020)
	• DARPO	Simultaneous with the submission of the PPU-cleared CF to DARPQ, advise the LO to submit to LBP-AOC additional documents applicable under different situations. The certified true copy of the duty annotated title based on the AdvSP, in the LO's title on file at ROD shall be used, in lieu or in the absence of the ASP pending its approval by		CARP LAD Annex B (List of Documents Required Under Different Situations)
		the DENR. Based on the PPU-cleared CF, FIR, and approved survey plan (ASP), the DARPO's shall prepare the Memorandum Request to Value Land and Pay Land Owner and transmit the same together with the completed CFs with ASP and FIR to the LBP-AOC.		CARPER LAD Form No. 49 (Memorandum Request to Value Land and Pay LO) Revised 2020) ASP or AdvSP FIR Certified true copy of duly annotated LO's title CARPER LAD Form Of Valuetion)
12.	- LBP	The LBP shall value the subject landholding and issue Memorandum of Valuation (MOV) together with Land Valuation Worksheet (LVW) to		CARPER LAD Form No. 51 (Notice of Land Valuation and Acquisition)
	- DARPO/LO	the PARPO. Upon receipt of the MOV and LVW from LBP, the PARPO shall issue a Notice of Land Valuation and Acquisition (NLVA) together with MOV and LVW and Reply Form to the LO through registered mail. The LO shall be given thirtly (30) days from receipt of the NLVA whether to accept or reject it. Subsequently, the PARPO shall order the LBP to deposit in the name of LO, the cash and bonds covering the compensation and proceeds for his/her landholding and issue the corresponding COD to the PARPO.	Miximum of 20 working days	CARPER LAD Form No. 53 (Landowners Reply to NLVA) CARPER LAD Form No. 54 (Order to Deposit Landowner/ Cooperation) CARPER LAD Form No. 55 (Certification of Deposit)
	- LBP	Issue the COD to DARPO and notify the LO regarding the issued COD to DARPO. In case there is amendment/adjustment of the land value due to discrepancy between the duly annotated AdvSP and ASP, the LBP may release to the LO fifty percent (50%) of the total value of the land acquired.		
13.	• DARPO	Within five (5) days upon receipt of the COD, the DARPO shall: Transmit the COD, together with a copy of the ASP with certified TDs and a written request to the ROD for the following:	1 day	CARPER LAD Form No. 55 (Certificate of Deposit) ASP with Narrative TDs
	• ROD	a.1 Cancel the LOs title, in case of total coverage; a.2 Issue Transfer Certificate of Title (TCT) in the name of the Republic of the Philippines (RP); and a.3 Issue separate titles for the LOs retained areas and other Non-CARPable areas, if any, upon submission of ODC. b. Upon receipt of the TCT in the	of 20 days (inclusive of annotation of LO's title and registration of individual CLOAs)	LDF CARPER LAD Form No. 57 (Request of ssuance of TCT in the Name of RP) RP Title Regular Titles for non-CARPable areas
	• DARPO	b. Upon receipt of the TCT in the name of the Republic of the Philippines (RP) from ROD, the DARPO shall: b.1 Generate OCT-CLOA for untitled landholding or TCT-CLOA for titled landholding using the appropriate Judicial Form based on Land Distribution Folders (LDP), ASP with narrative TD; and b.2 Forward to ROD the duly signed and sealed individual CLOAs for registration. • Upon receipt of the duly signed and sealed CLOA, the ROD shall:		OCT-CLOAs/ TCT-CLOAs LDF ASP with Certified TDs Signed and Sealed Individual CLOAs CARPER LAD Form No. 64 (Transmit Memorandum to ROD for CLOA Registration) (Revised 2020)

4.2.6	E DISTRIBUTION OF	CLOAS AND INSTALLATION OF A	RBs ON THE	
14. • DA	• DARPO	Upon receipt of owner's duplicate copy (ODC) of OCT-CLOA/TCT CLOA from ROD, the DARPO shall: reproduce two (2) copies of ODC for DARPO's and DARMO's files;	3 days	ODC of OCT- CLOAs/ TCT- CLOAs
		 b. record essential details of the ODC OCT-CLOAs/TCT- CLOAs in the CLOA Registry Book/Designated Logbook and maintain a Record Book of all CLOA-titles issued in all municipalities/cities within the province; 		
		c. Provide photocopies of ODC of TCT-CLOAs/OCT-CLOA and ASP to the Municipal Assessor's Office for the preparation of individual tax declaration to the ARBs; and		Photocopies of ODC of TCT- CLOAs/OCT- CLOAs and ASP
		d. Prepare the Land Distribution and Information Schedule (LDIS) per landholding; accomplish Part I of the Form and transmit the same to LBP-AOC for the completion of Part II flereof pursuant to pertinent guidelines and procedures,		- CARPER LAD Form No. 47 (Land Distribution and Information Schedule)
	• LBP=AOC	Provide a copy of the duly accomplished LDIS to the DARPO.		
.15.	DARMO/DAR PO/ARB/ DND- AFP/DILG-PNP, If necessary	The DARMO and DARPO shall undertake the following activities, if applicable: a. For LHs under normal conditions; distribute the ODC of the CLOA title and immediately install the ARBs to the awarded land; or		CARPER LAD Form No. 68 "Writ of Installation" CARPER LAD Form No. 69 (Request Letter to PNP/ DND)
	****	 b. If the taking possession of the awarded land by the ARBs would imperil or endanger their lives, the Taskforce on ARB installation shall assume responsibility; 		CARPER LAD Form No. 68-A (Physical Installation of ARBs) CARPER LAD Form No.
	DARPO/DAR MO	c. Facilitate registration of ARBOs with concerned agencies.		68-B Notice to ARB for Physical

Section 5. FUNDING

The amount necessary for the implementation of this Order shall be charged from the regular DAR and CARP implementing agency funds.

Section 6. MONITORING AND REPORTING

A monthly report shall be prepared and submitted by the DARPO to the UFOO through the LTI Monitoring Division-BLTI, to monitor and update the status of the LAD Process.

Section 7. TRANSITORY PROVISIONS

Lands with on-going LAD processes under workable CARP-covered landholdings pursuant to A.O. No. 7, Series of 2011, as amended, shall continue to be processed in accordance with this A.O.

The rules and regulations under A.O. No. 06, Series of 2015 and Memorandum Circular (MC) No. 03 Series of 2016 shall continue to be adapted for tenanted rice and corn lands covered under P.D. No. 27/E.O. No. 228.

Section 8. SEPARABILITY CLAUSE

In the event that any provision of this Order or any part hereof is declared invalid, illegal, or unconstitutional, the provisions not thereby affected shall remain in full force and effect.

Section 9. REPEALING CLAUSE

The provisions of DAR A.O. No. 07, Series of 2011, "Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 3, Series of 2012, "Amendments to the Revised Rules and Procedures Governing the Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", DAR A.O. No. 04, Series of 2014, "Amendments to the Revised Rules and Procedures Governing Acquisition and Distribution of Private Agricultural Lands under Republic Act (R.A.) No. 6657, As Amended", and all other issuances or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 10. EFFECTIVITY CLAUSE

This Order shall take effect ten (10) days after its publication in a two (2) newspapers of general circulation and its registration with Office of the National Administrative Register (ONAR).

Diliman, Quezon City, 30 JULY 2020.

