



MEMORANDUM CIRCULAR NO. 06
Series of 2019

**TO : ALL DAR REGIONAL DIRECTORS,
PROVINCIAL AGRARIAN REFORM PROGRAM OFFICERS,
MUNICIPAL AGRARIAN REFORM PROGRAM OFFICERS,
AND ALL OTHER OFFICIALS AND EMPLOYEES
CONCERNED**

**SUBJECT : OPERATING PROCEDURES ON THE IMPLEMENTATION
OF RELEVANT PROVISIONS OF JOINT DAR-DOJ
ADMINISTRATIVE ORDER NO. 7, S. 2019 PURSUANT
TO EXECUTIVE ORDER NO. 75, S. 2019**

PREFATORY STATEMENT

Pursuant to E.O. No. 75, s. 2019, Joint DAR-DOJ Administrative Order (A.O.) No. 07, s. 2019, Subject: Implementing Rules and Regulations of Executive Order No. 75, Series of 2019 "Directing All Departments, Bureaus, Offices And Instrumentalities Of The Government To Identify Land Owned By The Government Devoted To Or Suitable For Agriculture For Distribution To Qualified Beneficiaries" was issued.

In order to operationalize the relevant provisions of the aforesaid Joint AO, with regard to identification, validation, segregation, transfer and distribution of all coverable government-owned lands (GOLs), this Memorandum Circular (MC) is issued for the guidance and reference of all concerned.

OPERATING PROCEDURES

Section 1. Identification of GOLs

- 1.1.** The DAR Office of the Undersecretary for Field Operations, through the DAR Regional Directors (RDs), shall direct the Provincial Agrarian Reform Program Officers II (PARPOs) to prepare the initial inventory of coverable GOLs in their respective jurisdictions.
- 1.2.** The DAR Provincial Office (DARPO) shall consolidate DAR's initial inventory of coverable GOLs with the list submitted by the departments, bureaus, offices, and other instrumentalities of the government.

- 1.3.** The DAR Regional Office (DARRO) and DARPO shall coordinate with the DENR-Regional Office and Provincial Environment and Natural Resources Office (PENRO) to:
- a.** Review the DARPO's initial inventory and identify additional GOLs from the records of the DENR which were not included in the list submitted by the departments, bureaus, offices and other instrumentalities of the government;
 - b.** Gather technical data relative to the GOLs such as land classification, technical description, location, land use/ cover and survey plan; and
 - c.** Gather pertinent ownership documents such as titles, proclamation and tax declaration in the records of the DENR.
- 1.4.** The DARRO and DARPO shall gather lacking documents, if any, from other sources.
- 1.5.** In case a particular land in the DAR inventory is not among those submitted by the departments, bureaus, offices and other instrumentalities of the government, the DARPO shall request the agency concerned to submit pertinent documents on the subject land.
- 1.6.** The DARPO shall submit its inventory of coverable GOLs to the DARRO for approval. The DARRO shall consolidate and submit the approved inventory of coverable GOLs to DARCO Undersecretary, Field Operations Office (UFOO), copy furnished the Office of the Secretary (OSEC).
- 1.7.** The UFOO shall notify by providing copies of the approved inventory to the concerned departments, bureaus, offices, and other instrumentalities of the government.

Section 2. Validation of GOLs

2.1 Creation of Validation Groups

The following shall be created to conduct validation of the GOLs in the inventory to determine their coverability under CARP:

2.1.1 DAR Validation Committee – A DAR Validation Committee (DVC) shall be created, composed of the following:

Chairperson : Undersecretary, Field Operations Office (FOO)

Vice Chairpersons : Undersecretary, Legal Affairs Office (LAO)
Undersecretary, Policy, Planning and Research Office (PPRO)
Undersecretary, Support Services Office (SSO)

Members : Assistant Secretary, FOO
Assistant Secretary, LAO
Director, Bureau of Land Tenure Improvement (BLTI)
Director, Bureau of Agrarian Legal Assistance (BALA)

The DVC shall have the following functions:

- a. Review the findings and recommendations of the Field Validation Team (FVT) created under Section 2.1.2 hereof, as indorsed by the DAR Regional Director;
- b. For GOLs validated as coverable, the Chairperson of the DVC shall immediately request (GOL Form No. 3) the concerned departments, bureaus, offices or other instrumentalities of the government to execute the DOT; and
- c. Resolve issues and concerns related to the validation of coverable GOLs in the inventory.

The DVC shall be assisted by a Secretariat to be composed of the following:

Head : Assistant Director, BLTI

Members : Chief, LTI Documentation and
Coordination Division (LTIDCD)-BLTI
Chief, Claims & Conflicts Division
(CCD)-BALA
A member each from ULAO, UPPRO,
USSO, AFMAO and ALAO
Legal Staff, BALA
Technical Staff, BLTI (2)
Support Staff, BLTI (3)

The Secretariat shall perform the following functions:

- a.** Receive and record the Field Validation Reports (FVR) submitted to DVC;
- b.** Conduct initial evaluation of the FVR including the attached documents as to completeness thereof;
- c.** Coordinate with field offices and concerned agencies;
- d.** Schedule DVC meetings and prepare/send Notice of Meeting;
- e.** Prepare agenda folder for deliberation of DVC;
- f.** Prepare minutes/ agreements of the DVC meeting; and
- g.** Prepare the following documents, whichever is applicable:
 - i. Memorandum on Disapproval of GOL;
 - ii. Request for Execution of Deed of Transfer (DOT);
 - iii. Draft Deed of Transfer;
 - iv. Notice to Proceed Acquisition (NTPA);
 - v. Request for the Issuance of the Certificate of No Filing of Request for Conciliation/No Settlement; and

vi. Directive to Proceed Acquisition & Distribution Process.

h. Maintain the records of the proceedings of the deliberation of the DVC including the database on the Inventory of coverable GOLs.

2.1.2 Field Validation Team (FVT) – A Field Validation Team shall be created to be composed of the following:

Team Leader : Provincial Agrarian Reform Program Officer (PARPO) II

Asst. Team Leader : Chief, Land Tenure Improvement Division (LTID)
Chief, Field Operations Division (FOD)

Members : Chief, Legal Division-DAR Provincial Office (DARPO)
Chief, Program Beneficiaries Development Division (PBDD)
Regional/Provincial Geodetic Engineers
Municipal Agrarian Reform Program Officer (MARPO) concerned

The FVT shall perform the following functions:

- a. Conduct validation of the coverable GOL in accordance with pertinent rules and regulations;
- b. Submit validation report with findings, recommendations and complete supporting documents to the DVC, thru the Regional Director;
- c. Present the validation report for the deliberation of the DVC;
- d. Request technical assistance from DA and DENR, if necessary; and

- e. Perform other functions as may be directed by the DVC.

Section 3. Validation and Segregation Survey

- 3.1.** The UFOO, through the DARRO, shall direct the DARPO to conduct field validation to determine the coverability of the GOLs listed in the inventory.
- 3.2.** The FVT shall make an initial projection of the coverable GOL in the DENR Land Classification Maps to determine whether the areas are alienable and disposable (A&D).
- 3.3.** The PARPO, as head of the FVT, shall notify the concerned departments/ bureaus/ offices/instrumentalities, claimants and actual occupants within five (5) days prior to the conduct of the field validation using GOL Form No. 1 (Notice of Field Validation).
- 3.4.** The FVT shall undertake field validation, inspection and gathering of necessary data to determine the possible acquisition of the coverable GOLs, such as but not limited to the following:
 - i. Suitability of such area for agricultural purposes and land classification;
 - ii. The area is no longer actually, directly, and exclusively used for the purpose for which the same has been reserved or acquired;
 - iii. The area is no longer necessary for the purpose it has been reserved or acquired as evidenced by the absence of agency approved development plan, funding proposal submitted to the DBM or the appropriate agency, or proof of firm funding commitment from the grantor;
 - iv. Agricultural activity in the area; and
 - v. Presence of occupants, farmer-tillers, lessees, or private claimants/ owners within the property, if any.
- 3.5.** After the findings of the FVT that only a portion of coverable GOL is acquirable under CARP, segregation survey shall be conducted to delineate the metes and bounds of such area.
- 3.6.** The FVT shall prepare field validation report (FVR) of its findings and recommendations including the technical description of the

acquirable area and submit the same to the DVC, through the DAR Regional Director.

- 3.7. The DVC shall deliberate on the FVR, whether to approve or disapprove the acquisition of validated coverable GOL under CARP. If approved, the DVC shall request for the execution of the DOT. Otherwise, the DVC shall inform the PARPO on the disapproval of acquisition of coverable GOL (GOL Form No. 2) to be signed by the Chairperson of DVC, copy furnished the concerned departments, bureaus, offices or other instrumentalities of the government.

Section 4. Transfer of GOLs

After the DVC has requested for the execution of the DOT, the following activities shall be undertaken:

- 4.1. The DVC, upon receipt of the duly executed DOT from the departments, bureaus, offices, and other instrumentalities of the government concerned, shall inform the UFOO who shall immediately direct the PARPO concerned, to proceed with the process of land acquisition and distribution of the subject landholding (GOL Form No. 7), in accordance with RA 6657, as amended, other pertinent policies, rules and regulations as contemplated under Section 5, hereof.
- 4.2. In case of refusal or failure to execute a DOT (GOL Form No. 4) within fifteen (15) days from receipt of the Request (GOL Form No. 3), the DVC shall inform the UFOO who shall immediately issue NTPA (GOL Form No. 5) to the concerned agency/instrumentality, copy furnished DARPO, ULAO and OSEC.
- 4.3. After fifteen (15) days from the receipt of the NTPA by the concerned agency/ instrumentality, the UFOO shall request a Certification of No Request for Conciliation (GOL Form No. 6) from Department of Justice- Dispute Resolution Committee (DOJ-DRC).
- 4.4. In case there is a duly-filed Request for Conciliation by the concerned departments, bureaus, offices, and other instrumentalities of the government resulting to settlement, the DAR UFOO shall immediately issue a directive to the DARPO to proceed with the LAD process based on the settlement agreement.

- 4.5.** In case there is No Settlement within thirty (30) days from receipt of Request for Conciliation by the DOJ-DRC, the UFOO shall request a Certification of No Settlement. Upon receipt thereof, the UFOO shall immediately issue a directive to the DARPO to proceed with the LAD Process (GOL Form No. 7).

Section 5. Process on Land Distribution

The DAR shall undertake the following activities in accordance with RA No. 6657, as amended, DAR A.O. No. 07, Series of 2011, as amended, and other pertinent rules and regulations:

- 5.1** The identification, screening and selection of qualified agrarian reform beneficiaries (ARBs);
- 5.2** Conduct of subdivision survey to subdivide the validated coverable GOL into sub-lots for distribution to qualified beneficiaries;
- 5.3** Generation, registration and distribution of Certificate of Land Ownership Award (CLOA) to ARBs. The land awarded to an ARB shall be under an individual CLOA covering one contiguous lot or several parcels of land cumulated up to a maximum of three (3) hectares.
- 5.4** Installation of ARB CLOA - Title holders to the awarded land shall be installed and orientation/briefing on their rights and responsibilities shall be conducted.
- 5.5** Undertake capacity building preparatory activities in the provision of the necessary support services and onward activities to sustain development of the newly CLOA awarded beneficiaries.

Section 6. Monitoring – The status of the implementation of EO 75, s. 2019, with regard to identification, validation, transfer and distribution of all validated coverable GOLs, shall be monitored by the Planning Service (PS) - Policy, Planning & Research Office (PPRO).

Section 7. Reporting - A quarterly report on the status of implementation of E.O. 75, s. 2019 (i.e. approved coverable GOLs, validated, transferred and distributed GOLs) shall be submitted by the PARPO, through the RD, to the UFOO and UPPRO-PS.

This Memorandum Circular shall take effect immediately.

Diliman, Quezon City, JUL 30 2019.

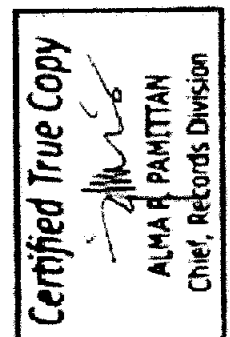

ATTY. JOHN R. CASTRICIONES
Secretary

Department of Agrarian Reform
Office of the Secretary


ISU-19-08451

Attached Forms :

- GOL Form No. 1 - Notice of Field Validation
- GOL Form No. 1-A - Field Validation Report
- GOL Form No. 2 - Memorandum for disapproval of validated non-coverable GOL
- GOL Form No. 3 - Request for Execution of Deed of Transfer (DOT)
- GOL Form No. 4 - Deed of Transfer
- GOL Form No. 5 - Notice To Proceed Acquisition (NTPA)
- GOL Form No. 6 - Request for the Certification of No Filing of Request for Conciliation
- GOL Form No. 6-A - Request for Certification of No Settlement
- GOL Form No. 7 - Directive to Proceed Acquisition and Distribution Process



Republic of the Philippines
Department of Agrarian Reform
Province of _____

NOTICE OF FIELD VALIDATION

Date

(Name of Head of Departments, Bureaus, Offices, and Instrumentalities of the Government)

(Address)

Dear _____:

Pursuant to Section 5 of Joint DAR-DOJ Administrative Order No. 07, Series of 2019 (Implementing Rules and Regulations of Executive Order No. 75, Series of 2019 "Directing all Departments, Bureaus, Offices, and Instrumentalities of the Government to Identify Lands Owned by the Government Devoted to or Suitable for Agriculture for Distribution to Qualified Beneficiaries"), the DAR Field Validation Team (FVT), shall undertake the validation of the coverable government owned lands (GOLs), taking into consideration their suitability for agricultural use, limitations on their use under existing laws and issuances, their respective metes and bounds, and such other relevant criteria provided in the aforementioned Joint A.O.

May we inform you that the coverable GOL as particularly described below shall be subject for validation on _____, to wit:

- OCT/TCT/ Proc No. : _____
- Tax Declaration No. : _____
- Approved Survey Plan No. : _____
- Lot No/s. : _____
- Total Area (Hectares) : _____
- Location (Municipality/ Barangay) : _____

In this regard, may we request a representative from your office to be present as observer during the said validation activities.

Should you need any clarification on this matter, you may contact Mr. /Ms.
_____ of the DAR Provincial Office of
_____ at _____ with
phone number/s _____.

We look forward to your full cooperation in this endeavor in support of the
Comprehensive Agrarian Reform Program (CARP) of the government.

Thank you.

Very truly yours,

PRINTED NAME AND SIGNATURE
PARPO II

Copy Distribution:

<i>Original</i>	-	<i>Agency/Instrumentality Concerned</i>
<i>Duplicate</i>	-	<i>DARPO</i>
<i>Triplicate</i>	-	<i>DARRO</i>
<i>Quadruplicate</i>	-	<i>DVC Secretariat</i>

Department of Agrarian Reform
Region No. _____
 Province of _____
 Municipality of _____

FIELD VALIDATION REPORT

A. NAME OF DEPARTMENT/BUREAU/OFFICE/INSTRUMENTALITY :

B. DESCRIPTION OF THE GOL

OCT/TCT Proc. No. : _____
 Tax Dec. No. : _____
 Lot Number/s : _____
 Approved Survey Plan No. : _____
 Total Area (Hectares.) : _____
 Location (Municipality, Barangay) : _____

Purpose for which Proclaimed or Acquired :

<input type="checkbox"/> Military Reservation	<input type="checkbox"/> Others (Specify)
<input type="checkbox"/> State Colleges/Universities	_____
<input type="checkbox"/> Penal Farm/Colony	_____
<input type="checkbox"/> Settlement Area	
<input type="checkbox"/> Stock Farm	

C. LAND CLASSIFICATION : A& D Forest/Timberland
 Mixed A&D/ Forest

D. STATUS OF UTILIZATION

1. Area presently used for the purpose it has been reserved or acquired, specify:

Uses	Approx Area (has)	Location	Remarks

2. Area not utilized for the purpose

Present/ Actual Status	Approx Area (Has)	Location	Remarks
1. Cultivated and suitable for agriculture (specify e.g. crops planted)			
2. Idle or vacant and suitable for agriculture (specify land use e.g. cogonal)			
3. Not suitable for agriculture (specify e.g. residential, commercial, industrial, institutional, above 18% slope, open space, eroded, etc.)			

3. With Approved Development Plan

- Yes
 - period of implementation _____
 - with funding proposal submitted to the DBM and appropriate agencies
 - proof of firm funding commitment from the grantor
- None

E. FARMER/S/WORKERS IN THE LAND

WITH FARMERS/ FARMWORKERS

1. Number of Tenant/s or Lessee/s: _____
2. Number of Regular Farmworker/s: _____
3. Number of Seasonal Farmworker/s: _____
4. Number of Other Farmworkers/ Occupants: _____
5. Cooperatives/Associations of Potential Beneficiaries

(Name/s)

6. Number of Other Workers/Occupants/Tillers Directly Working on the Land: _____

WITHOUT FARMER/S

WITH CLAIMANT/S / OCCUPANTS

F. DISCUSSION AND RECOMMENDATIONS:

Statement of issues, factual findings and recommendations

G. ANNEXES

- a. Copies of gathered documents
- b. Minutes with attendance sheet of the person/s present during the field validation activities
- c. Pictures or videos
- d. Other pertinent documents

Date : _____

Prepared by:

Approved by:

PRINTED NAME AND SIGNATURE
CHIEF, LTID/ FOD

PRINTED NAME AND SIGNATURE
PARPO II

Members/Witnesses:

PRINTED NAME AND SIGNATURE

PRINTED NAME AND SIGNATURE

PRINTED NAME AND SIGNATURE

PRINTED NAME AND SIGNATURE

PRINTED NAME AND SIGNATURE

PRINTED NAME AND SIGNATURE

Republic of the Philippines
Department of Agrarian Reform
 Elliptical, Road, Diliman, Quezon City

MEMORANDUM

TO : _____
Provincial Agrarian Reform Officer II
DARPO _____

FROM : _____
Chairperson, DAR Validation Committee

SUBJECT : **Disapproval of Government-Owned Land (GOL) as**
Coverable under CARP

Based on the review and findings of the DAR Validation Committee (DVC) on the Field Validation Report (FVR), per Joint DAR-DOJ A.O. 07, S. 2019 pursuant to E. O. 75, S. 2019 involving the GOL of the

(Department/ Bureau/ Office/ Instrumentality), particularly described below is not covered under CARP, to wit:

OCT/TCT/ Proc. No.	:	_____
Tax Declaration No.	:	_____
Approved Survey Plan No.	:	_____
Lot No/s.	:	_____
Area (Hectares)	:	_____
Location (Municipality/ Barangay)	:	_____

Please be advised that the above-said GOL will be delisted as coverable in the inventory list.

Chairperson, DVC

DATE

Copy distribution:

Original	-	DARPO
Duplicate	-	Department/ Bureau/ Office/ Instrumentality concerned
Triplicate	-	UFOO
Quadruplicate	-	File Copy (DVC Secretariat)

Republic of the Philippines
Department of Agrarian Reform
Elliptical, Road, Diliman, Quezon City

REQUEST FOR EXECUTION OF DEED OF TRANSFER
(Per Landholding)

(Date)

(Name of Head/Authorized Official)

(Name of Department/ Bureau/ Office/ Instrumentality)

(Address)

Sir/Madam:

Based on the review and findings of the DAR Validation Committee (DVC) on the Field Validation Report (FVR), per Joint DAR-DOJ A.O. 07, S. 2019 pursuant to E. O. 75, S. 2019, involving the GOL of the

_____(Department/ Bureau/ Office/ Instrumentality), particularly described below is covered under CARP, to wit:

OCT/TCT/ Proc No.	:	_____
Tax Declaration No.	:	_____
Approved Survey Plan	:	_____
Lot No/s.	:	_____
Area (Hectares)	:	_____
Location (Municipality/ Barangay)	:	_____

In this regard, may we request your office to execute Deed of Transfer (DOT) in favor of the DAR over the () whole / () portion of the aforementioned GOL for acquisition and distribution to qualified beneficiaries particularly bounded and described as follows:

-Technical Description-

As specifically provided in the above-mentioned A.O., please be advised to execute the DOT within fifteen (15) days from receipt of this request.

Failure on your part to execute DOT within the prescribed period, the DAR Undersecretary, Field Operations Office (FOO) shall issue a Notice to Proceed Acquisition (NTPA: GOL Form No. 4) to the agency concerned.

Thank you very much.

Very truly yours,

Chairperson, DAR Validation Committee

Copy distribution:

<i>Original</i>	-	<i>Department/ Bureau/ Office/ Instrumentality concerned</i>
<i>Duplicate</i>	-	<i>OSEC</i>
<i>Triplicate</i>	-	<i>UFOO</i>
<i>Quadruplicate</i>	-	<i>DARRO</i>
<i>Quintuplicate</i>	-	<i>DARPO</i>
<i>Sextuplicate</i>	-	<i>File Copy (DVC Secretariat)</i>

DEED OF TRANSFER

KNOW ALL MEN BY THESE PRESENTS

This Deed of Transfer made and entered into by and between:

The _____, a Department/
Bureau/ office/ instrumentality of the government with principal office address at
_____ herein represented by its Head,
_____, hereinafter referred to as

TRANSFEROR;

-and-

The **REPUBLIC OF THE PHILIPPINES**, represented by the **DEPARTMENT OF
AGRARIAN REFORM (DAR)**, with principal office address at Elliptical Road, Diliman,
Quezon City, herein represented by its Secretary, _____
hereinafter referred to as the **TRANSFeree**.

-WITNESSETH-

WHEREAS, Section 4 of Republic Act (RA) No. 6657, as amended by RA
No. 9700, mandates, among others, regardless of tenurial arrangement and
commodity produced, all public and private agricultural lands, including all other
lands owned by the government devoted to or suitable for agriculture shall be
covered under the Comprehensive Agrarian Reform Program (CARP);

Whereas, the President of the Philippines issued E.O. No. 75, S. 2019,
directing all departments, bureaus, offices and instrumentalities of the
Government to identify lands owned by the government devoted to or suitable
for agriculture and no longer actually, directly and exclusively used or necessary
for the purpose for which they have been reserved or acquired, for distribution to
qualified beneficiaries;

WHEREAS, Joint DAR-DOJ A.O. No. 07, S. 2019 entitled, "Implementing Rules
and Regulations of E.O. No. 75, S. 2019", provides that upon the validation of
particular government owned land (GOL) as coverable under CARP, the
department/ bureau/ office /instrumentality of the government concerned shall
execute DOT in favor of the DAR, within fifteen (15) days from receipt of DAR's
request;

WHEREAS, based on the review and findings of the DAR Validation
Committee (DVC) on the Field Validation Report (FVR), involving the GOL of the
_____(Department/
Bureau/ Office/ Instrumentality), particularly described below, is covered under
CARP, to wit:

- OCT/TCT/ Proc No. : _____
- Tax Declaration No. : _____
- Approved Survey Plan : _____
- Lot No/s. : _____
- Area (Hectares) : _____
- Location (Municipality/ Barangay) : _____

Now, THEREFORE, for and in consideration of the foregoing as well as the condition set forth in E.O. 75, S. 2019, and per _____ (DOF-LBP Valuation Policy), insofar as it may be applicable, the TRANSFEROR hereby transfers, conveys, and assigns to TRANSFEREE the () whole / () portion of the GOL found to be coverable under CARP and more particularly described as follows:

"Technical Description"

The TRANSFEREE shall take physical possession of the parcel/s of land described above immediately upon execution of this Deed of Transfer.

The TRANSFEROR shall immediately surrender to the TRANSFEREE all documents pertinent to the ownership of the land in its custody such as the Owner's Duplicate Copy of the certificate of title, tax declaration, survey plan and other documents necessary to effect the transfer of ownership.

IN WITNESS WHEREOF, the parties hereto affixed their signatures this _____ at _____.

**Name of Department/ Bureau/ Office/
Instrumentality**

DEPARTMENT OF AGRARIAN REFORM

By: _____
Signature over Printed Name

By: _____
Signature over Printed Name

SIGNED IN THE PRESENCE OF:

Signature over Printed Name

Signature over Printed Name

REPUBLIC OF THE PHILIPPINES)
 _____ S.S.

BEFORE ME, a Notary Public for and in the City of _____ this _____
 day of _____, personally appeared

NAME **I.D. No. / Date of Issue** **/ Place of Issue**

Head, Dept./ Bureau/ Office/ Instrumentality

Secretary, DAR

Known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is the product of their own free and voluntary act and deed.

This instrument consists of _____ (__) pages, including this page, refers to a Deed of Transfer, duly signed by the parties and their witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date and at the place first above-written.

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____.

Republic of the Philippines
Department of Agrarian Reform
Elliptical, Road, Diliman, Quezon City

**NOTICE TO PROCEED ACQUISITION
(NTPA)**

(Date)

(Name of Head/Authorized Official)

(Name of Department/ Bureau/ Office/ Instrumentality)

(Address)

Sir/ Madam:

Section 6 of Joint DAR- DOJ Administrative Order (A.O) No. 7, Series of 2019 provides that the Undersecretary for Field Operations Office (FOO) shall issue Notice to Proceed Acquisition (NTPA) of GOL in case of failure to execute Deed of Transfer (DOT) in favor of DAR by the department/ bureau/ office/ instrumentality of the concerned government, within fifteen (15) days from receipt of the Request on the matter (GOL Form No. 2).

In view of the failure of your office to execute DOT per our request dated _____ received by your office on _____, you are hereby notified that DAR shall proceed with the process of land acquisition and distribution under CARP of your land subject of the said request.

Thank you.

Very truly yours,

Undersecretary, Field Operations Office

Copy distribution:

Original	- Department/ Bureau/ Office/ Instrumentality
Duplicate	- OSEC
TriPLICATE	- DARRO
Quadruplicate	- DARPO
Quintuplicate	- DVC Secretariat

Republic of the Philippines
Department of Agrarian Reform
Elliptical, Road, Diliman, Quezon City

**REQUEST FOR CERTIFICATION
NO REQUEST FOR CONCILIATION**

Date

Head

Dispute Resolution Committee
Department of Justice

Sir/ Madam:

This refers to the Notice to Proceed Acquisition (NTPA) issued by the DAR dated _____ and received on _____ by the concerned department/ bureau/ office/ instrumentality of the government, a copy of which is attached hereto for your reference.

Pursuant to Section 11 of Joint DAR-DOJ Administrative Order No. 7, s. 2019, the concerned department/ bureau/ office/ instrumentality may file Request for Conciliation before the Dispute Resolution Committee (DRC).

In this regard, we are requesting herewith a certification of **No Request for Conciliation** filed by the aforementioned government entity within fifteen (15) days from receipt of the NTPA.

Thank you.

Very truly yours,

Undersecretary, Field Operations Office

Copy distribution:

Original	- DOJ-DRC
Duplicate	- Department/ Bureau/ Office/ Instrumentality
Triplicate	- OSEC
Quadruplicate	- DARRO
Quintuplicate	- DARPO
Sextuplicate	- DVC Secretariat

Republic of the Philippines
Department of Agrarian Reform
 Elliptical, Road, Diliman, Quezon City

**REQUEST FOR CERTIFICATION OF
 NO SETTLEMENT**

 Date

Head
 Dispute Resolution Committee
 Department of Justice

Sir/ Madam:

This refers to the Request for Conciliation dated _____ and filed by the concerned department/ bureau/ office/ instrumentality of the government, a copy of which is attached hereto for your reference.

Pursuant to Sections 11 and 12 of Joint DAR-DOJ Administrative Order No. 7, s. 2019, may we request for a copy of Settlement Agreement Certificate of No Settlement involving government-owned land (GOL) shall be issued to the DAR

particularly described as follows:

OCT/TCT / Proc. No.	:	_____
Tax Declaration No.	:	_____
Approved Survey Plan No.	:	_____
Lot No/s.	:	_____
Area (Hectares)	:	_____
Location (Municipality/Barangay)	:	_____

The said GOL was issued with Notice to Proceed Acquisition (NTPA) on _____ to Department/ Bureau/ Office/ Instrumentality _____.

The abovesaid certification shall be the DAR's basis to proceed with the land acquisition and distribution process despite the filing of protest of the concerned department/ bureau/ office/ instrumentality.

Thank you.

Very truly yours,

Chairperson, DAR Validation Committee

Republic of the Philippines
Department of Agrarian Reform
 Elliptical, Road, Diliman, Quezon City

DIRECTIVE TO PROCEED LAD PROCESS

MEMORANDUM

TO : _____
Regional Director
 DAR Region _____

THRU : _____
Provincial Agrarian Reform Officer II
 DAR Provincial Office
 Province of _____

FROM : **The Undersecretary**
 Field Operations Office

Pursuant to Executive Order No. 75, s. 2019 and Joint DAR-DOJ No. 07, s. 2019, you are hereby directed to immediately proceed with the land acquisition and distribution process of the government-owned land (GOL) of the Department/ Bureau/ Office / Instrumentality _____ particularly described as follows:

OCT/ TCT/ Proc No. : _____
 Tax Declaration No. : _____
 Approved Survey Plan : _____
 Lot No/s. : _____
 Area (Hectares) : _____
 Location (Municipality/ Barangay) : _____

In accordance with: (check appropriate box/s)

- | | |
|---|---------------|
| <input type="checkbox"/> Deed of Transfer (DOT) | Dated : _____ |
| Notice to Proceed (NTPA) with: | |
| <input type="checkbox"/> Certification of No Request for Conciliation | Dated : _____ |
| <input type="checkbox"/> Certification of No Settlement | Dated : _____ |
| <input type="checkbox"/> Settlement Agreement | Dated : _____ |

For immediate compliance.

Undersecretary, Field Operations Office

Date

Copy distribution:

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| Original | - DARPO |
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