

[MEMORANDUM CIRCULAR NO. 01, January 30, 2018]

REVISED SYSTEMS AND PROCEDURES FOR THE REQUISITION, ISSUANCE, UTILIZATION, AND ACCOUNTING OF EP/CLOA JUDICIAL FORMS AND THE CONTROL OF THE USE OF SIGNING AND SEALING MACHINES

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To ensure the effective utilization and accurate accounting of the Judicial Forms (JFs) Used for the generation of Emancipation Patents (EPs) and Certificates of Land Ownership Award (CLOAs), and the control o the use of the signing and sealing machines and guarantee their integrity, the following systems and procedures are hereby promulgated:

I. System and Procedures on the Requisition, Issuance, Utilization and Accounting of Judicial Forms^[1]

A. Requisition of JFs

Department of Agrarian Reform Provincial Office (DARPO)

1. The Provincial Judicial Form Account Officer (JFAO) shall review the Judicial Forms Inventory Report (JFIR) or LAD EP/CLOA Form No. 1 of the province every year of the month;

2. In the event that the quantity of JFs at the DARPO has reached the Minimum Stock Volume (MSV) based on its projected consumption of JFs for the year, the JFAO shall request for the issuance of the required JFs from the DAR Regional Office (DARRO) using Requisition for JFs or RJF (LAD EP/CLOA Form No 2). The Land Acquisition and Distribution (LAD) EP/CLOA Form No. 2 shall be accomplished in two (2) copies indicating the quantity of JFs being requisitioned and the remaining stocks on hand, and forward the same, together with the JFIR to the Chief Agrarian Reform Program Officer (CARPO) for Land Tenure Services or Field Operations Division (LTS/FOD);

The MSV of the province (MSVp) shall be computed based on the following formula (See Annex "A") for the Sample Computation):

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for the Sample
Computation):

MSVp - AMoCp (Average
Monthly Consumption of
the Province)

AMoCp = Where:
Projected Consumption of
JFs for the Year
12 Months

The formula for computing
the total number of judicial
forms to be requested by
the province shall be (See
Annex "A" for the
Illustrative Sample):

$$= MSV \times 3$$

Where:

QRJF = Number/Quantity of the
DARPO's Request for
Judicial Forms

MSV = Minimum Stock Volume

3 =
is a constant denoting the
number of months in a
quarter

3. The CARPO for LTS/FOD shall review the request for JFs and recommend the same for the approval and signature of the Provincial Agrarian Reform Program Officer II (PARPO II);

4. The PARPO II shall approve and sign the RJFs of the province; and

5. The JFAO shall forward the request for JFs to the Records Section for proper recording and transmittal to the DARRO.

Department of Agrarian Reform Regional Office (DARRO)

1. The Regional JFAO shall review the JFIR every end of the month;

3. In case the JFs at the DARRO have reached the MSV based on its projected consumption of JFs for the year, the JFAO shall request for the issuance of the required JF from the Bureau of Land Tenure Improvement (BLTI) using LAD EP/CLOA Form No. 1.

Two (2) copies of the RJF (LAD EP/CLOA Form No. 2) shall be prepared, and the same, together with the JFIR, shall be forwarded to the CARPO for LTS/FOD;

The formula for the computation of MSV of the region (MSVr) shall be: (See Annex "B" for the Sample Computation).

MSV = AMoCr (Average Projected Monthly Consumption of JFS of the Region)

$$\text{AMoCr} = \frac{\sum_{i=1}^n P_i}{12 \text{ mos.}} = \frac{(P_1 + P_2 + \dots P_n)}{12 \text{ mos.}}$$

Where:

$\sum_{i=1}^n P_i$ = "Total Projected Consumption of JFs for the Year of all Provinces

P_1 = Projected Consumption of JF for the Year of Province 1

P_2 = Projected Consumption of JF for the Year of Province 2

P_n = Projected Consumption of JF for the Year of the nth Province.

3. The CARPO for LTS/FOD shall review the request for JFs and recommend the same for approval by the Regional Director (RD);
4. The RD shall approve and sign the RJFs of the region; and
5. The JFAO shall forward the RJF to the Records Section for recording purposes. Immediately after recording, the Records Section shall forward the same to the BLTI-DARCO.

B. Issuance of JFs

DARRO

1. Upon receipt of DARPO's RJF, the JFAO shall:
 - a. Record the same in the logbook/database designated for such purpose;
 - b. Indicate on the LAD EP/CLOA Form No. 2 the Requisition Control Number; and
 - c. Prepare and accomplish two (2) copies of the Issuance Voucher (IV) for Judicial Forms (LAD EP/CLOA Form No. 3) indicating the issuance Control Number, quantity, and serial numbers of the JFs to be issued;
2. The CARPO for LTS/FOD shall review the accuracy of the information in the RJF and the accomplished IV, and recommend the approval of the IV to the RD;
3. The RD shall approve and sign the IV, and forward both the RJF and IV to the

JFAO for the issuance of JFs;

4. The JFAO shall issue the requested JFs on a first-in, first-out (FIFO) basis and personally deliver the same to the concerned DARPO in case the requesting Provincial JFAO could not personally claim the JFs;

5. Inter-regional borrowing of JFs shall not be allowed.

BLTI-DARCO

1. The BLTI JFAO shall acknowledge receipt and record in the logbook/database the RJF submitted by the DARRO, and thereafter, review the same vis-à-vis the JFIR (LAD EP/CLOA Form No. 1);

If the information is accurate, accomplish in two (2) copies LAD EP/CLOA Form No. 3 and forward the same, together with the RJF, to the CARPO of the LTI Documentation and Coordination Division (LDCCD-BLTI). In case the information is not consistent with the JFIR, return the RJFs to the concerned DARRO with instructions to reconcile DARRO records with JFIR;

2. The CARPO of the LDCCD-BLTI shall validate the RJF of the region based on the LAD EP/CLOA Form No. 8/database and recommend the approval of the IV for JFST, to the BLTI Director;

The BLTI Director shall approve and sign the IV for JFs; and

4. The designated BLTI JFAO shall issue the requested JFs on a first-in, first-out (FIFO) basis and personally deliver the same to the concerned DARRO in case the requesting Regional JFAO could not personally claim the JFs.

C. Receipt of Issued JFs DARRO

The Regional JFAO shall undertake the following:

1. Receive the denied or returned request for JFs from the BLTI, and notify the DARPO for reconciliation of information or data;

6. Receive the issued JFs from the BLTI;

7. Inform the DARPO JFAO on the availability of the requested JFs; and,

8. File the IV.

DARPO

Upon receipt of the JFs from the DARRO, the JFAO shall record in sequence the corresponding serial numbers of the JF in the Judicial Forms Registry book/database of the DARPO (Refer to LAD EP/CLOA Annex "C" for the logbook format).

D. Storage and Safekeeping of JFs

To ensure the safety and protection of accountable JFs, the JFAOs of concerned DARPO, the DARRO and the BLTI shall store the JFs in a vault intended for the purpose. The vault for JFs must be:

1. Used exclusively for JFs and should not contain any other office documents or supplies;
2. Locked, and the keys kept by the designated JFAO, duplicates of which shall be issued to the CARPO for LTS/FOD of the concerned DARPO, DARRO or CARPO LDCD of BLTI-DARCO, and the RD/Director of the BLTI; and
3. Preferably placed in a safe room or storage that can withstand human intrusions and natural calamities (i.e., fire, flooding, etc.).

E. Utilization of JFs

DARPO

1. The Land Distribution Folder (LDF) Verifying Officer, duly-designated by the PARPO II, shall prepare and sign two (2) copies of the JF Withdrawal Slip or JFWS (LAD EP/CLOA Form No. 4);
2. The CARPO for LTS/FOD shall validate and approve the JFWS and forward the same to the JFAO for issuance of JFs;
3. The JFAO shall issue and record JFs, and ensure that the LDF Verifying Officer shall affix his or her signature in the JF logbook/database (Refer to LAD EP/CLOA Annex "C" for the logbook/database format);
4. Upon receipt of the JFs, the LDF Verifying Officer shall generate the EPs/CLOAs based on the LDF and return the generated EPs/CLOAs to the JFAO for recording purposes;
5. The JFAO shall record all pertinent information contained in the EP or CLOA using the Judicial Form Utilization Worksheet or JFUW (LAD EP/CLOA Form No. 5) according to the sequence of the serial numbers of JFs. The JFUW shall be accomplished in three (3) copies and forwarded with the generated EPs/CLOAs to the designated Verifying Officer of EPs/CLOAs duly-designated by the PARPO II;
6. The designated EP and CLOA Verifying Officer shall ensure that the EP or CLOA accomplished are error-free by validating the accuracy of the information indicated in the EPs/-CLOAs against the JFUW. He or she shall affix his or her initial below the name of the CARPO for LTS/FOD in the JFUW;

In case of spoiled EPs/CLOAs, he or she shall indicate "spoiled" in the remarks column of the JFUW and state the reason/s for its spoilage. Based on the number of spoiled JFs forwarded to the JFAO, the LDF Verifying Officer shall prepare the JFWS (LAD EP/CLOA Form No. 4) for the replacement of the spoiled EPs/CLOAs;

7. The CARPO for LTS/FOD shall sign the JFUW and recommend for the initials of the PARPO the error-free EPs/CLOAs;