

**[DAR ADMINISTRATIVE ORDER NO. 04, S. 2000,
August 29, 2000]**

**REVISING ADMINISTRATIVE ORDER NO. 02, SERIES OF 1996
ENTITLED "REVISED RULES AND PROCEDURES GOVERNING THE
ACQUISITION OF AGRICULTURAL LANDS SUBJECT OF
VOLUNTARY OFFER TO SELL AND COMPULSORY ACQUISITION
PURSUANT TO REPUBLIC ACT NO. 6657", AS AMENDED BY
ADMINISTRATIVE ORDER NO. 01, SERIES OF 1998**

I. PREFATORY STATEMENT

To facilitate the issuance of RP titles, hence expedite the acquisition of agricultural lands subject of VOS and CA under the Comprehensive Agrarian Reform Program, and ensure proper selection and installation of qualified Agrarian Reform Beneficiaries, the operating procedures prescribed under Section IV.A.6 of DAR Adm. Order No. 02 (1996), as amended by DAR Adm. Order No. 01 (1998) are hereby revised as follows:

II. OPERATING PROCEDURES

1. The DAR Municipal Office shall proceed with the screening of ARBs and the land survey activities as provided for under the Joint DAR-LBP Memorandum Circular No. 04 (1995) and DAR Adm. Order No. 02 (1996). If the whole property is covered, only a boundary or perimeter sketch plan, certified by a licensed geodetic engineer is required. However, if the property is partially covered, a segregation survey plan approved by the DENR must be submitted.

2. The landowner's claim folder shall be forwarded to LBP for processing and approval, without attaching the Application/s to Purchase and Farmers' Undertaking (APFU, CARP Form No. 4). In lieu thereof, a listing of all the proposed ARBs and their respective addresses shall be attached to the claim folder plus a certification that these ARBs have been apprised of their rights and responsibilities concerning the land awarded, to be signed by the Provincial Agrarian Reform Officer (see attached CARP Form No. 4.a). In doing so, the PARO shall see to it that there are enough ARBs to justify the total area covered by CARP. In other words, the individual area of farmlot to be awarded to each and every ARB shall not exceed 3 hectares if the total area covered by CARP is divided by the total number of ARBs.

3. Strict compliance with pertinent rules and regulations in the final screening and selection of potential ARBs shall be observed. The APFU shall be prepared by the MARO before requesting LBP to pay or deposit the compensation proceeds in cash and in bonds in favor of the