

**[DAR ADMINISTRATIVE ORDER NO. 04,s. 1998,
March 04, 1998]**

**REVISION OF A.O. NO. 5, SERIES OF 1996, RE: RULES AND
PROCEDURES GOVERNING THE ISSUANCE OF IDENTIFICATION
CARDS (IDS) TO ALL AGRARIAN REFORM BENEFICIARIES
(ARBS)**

I. PREFATORY STATEMENT

Section 15 of Republic Act No. 6657, as implemented by Administrative Order No. 10, Series of 1989, provides that the DAR, in coordination with the Barangay Agrarian Reform Committee (BARC), shall register all agricultural lessees, tenants and farmworkers who are qualified beneficiaries of the CARP.

The objective of the said provision of law and its implementing guidelines is to develop a databank of potential and qualified beneficiaries of the CARP and to identify the actual farmer-beneficiaries for the effective implementation of the program. However, in order to give full recognition to the farmers/farmworkers, there is a need to provide them with an Identification Card (ID) as proof of their being bona fide beneficiaries of the agrarian reform program. Such IDs shall be issued individually to agrarian reform beneficiaries (ARBs) nationwide.

II. POLICY STATEMENT

A. Identification Cards (IDs) shall be issued to Agrarian Reform Beneficiaries (ARBs) who have received duly registered Emancipation Patents (EPs) or Certificates of Land Ownership Award (CLOAs) or other similar Titles issued under the Agrarian Reform Laws, and to holders of registered Leasehold Contracts.

B. Beneficiaries who are found to have violated the provisions of R.A. No. 6657 and other existing agrarian laws and issuances shall be delisted from the masterlist of qualified beneficiaries and the IDs issued in their favor rescinded and cancelled by the DAR through the PARO. In addition to the cancellation of IDs, the cancellation of registered leasehold contracts or EPs/CLOAs, by the DAR Adjudication Board pursuant to Administrative Order No. 02, Series of 1994, entitled, "Rules Governing the Correction and Cancellation of Registered/Unregistered Emancipation Patents (EPs), and Certificates of Land Ownership Award (CLOAs) Due to Unlawful Acts and Omissions or Breach of Obligations of Agrarian Reform Beneficiaries (ARBs) and for other Causes", shall also be undertaken.

C. All EP/CLOA numbers covering singular or multiple awarded lands (i.e., cases where an ARB has been awarded more than one lot) shall be entered on the ID. If the said ARB commits violation/s affecting only one or more of his/her multiple landholdings (i.e., not on all his awarded lots) and is sanctioned pursuant to A.O.

No. 2, Series of 1994, the ID shall not be cancelled. Instead, only the EP/CLOA number covering subject lot/s shall be crossed out on the ID and duly initialed by the MARO.

The DAR Adjudication Board (DARAB) shall have jurisdiction in the matter of cancellation of registered EPs/CLOAs, other similar titles and leasehold contracts and disqualification of ARBs. Orders issued by the DARAB, Regional Agrarian Reform Adjudicator (RARAD) and Provincial Agrarian Reform Adjudicator (PARAD), shall be final and executory. Copies shall be furnished the DARPO for purposes of the rescinding and cancellation of IDs.

The cancellation of IDs shall be done administratively by the DAR.

D. To facilitate and systematize the issuance of IDs to the ARBs and to avoid duplication, the Location Code system used by the DAR Management Information Service (MIS) shall be adopted in the numbering of IDs. The code consists of six (6) characters. The Region, the Province, and the Municipality are assigned two (2) characters each. An additional six (6) characters shall be provided to represent the beneficiary's number within the specific municipality (see Annex "A").

E. Funds needed for the generation of IDs shall be charged to the respective DARPOs under their regular allotment for supplies and materials.

F. The IDs shall be controlled, issued and signed by the Provincial Agrarian Reform Officer (PARO) for the Secretary of Agrarian Reform and shall contain the ARB's personal circumstances and other information (see Annex "B"). The IDs shall be officially used by the ARB in identifying himself/herself as an ARB and in securing credit assistance and other support services that may be extended by concerned government agencies.

G. In the case of new/incoming beneficiaries, IDs shall be immediately generated after the registration of EPs/CLOAs, or other similar Titles under the Agrarian Reform Laws and leasehold contracts, and distributed with the said registered documents.

H. IDs shall be validated once every year based on the MARO's inspection of the ARB's performance pursuant to M.C. No. 14, Series of 1996, entitled "Operationalizing the ARB Monitoring System" and M.C. No. 19, Series of 1996, entitled "Guidelines and Procedures Governing the Monitoring of Violations and Circumventions Committed by the Agrarian Reform Beneficiaries (ARBs), Providing Sanctions therefor and Filing of Appropriate Administrative, Quasi-Judicial and/or Criminal Actions." Validation of IDs shall be done through the MARO's initialing of the same, or by the BARC Chairman as authorized by the MARO.

III. COVERAGE

This Administrative Order shall apply to all agrarian reform beneficiaries with registered EPs/CLOAs, or other similar Titles issued under agrarian reform laws and to holders of registered leasehold contracts.

IV. PROCEDURE