

**[DAR ADMINISTRATIVE ORDER NO. 19,
November 06, 1989]**

**REVISED RULES AND PROCEDURES GOVERNING VOLUNTARY
OFFER TO SELL (VOS) TRANSACTIONS AND PROVIDING A
DEADLINE FOR THE FILING THEREOF**

I

In the light of the new thrust in the implementation of the Comprehensive Agrarian Reform Program (CARP), all landowners covered by Republic Act No. 6657, known as the Comprehensive Agrarian Reform Law (CARL), shall have four (4) years from the date of effectivity of the CARL on 15 June 1988, or until 15 June 1992 within which to voluntarily offer their lands for sale to the government: provided, that lands with respect to which notices of coverage for compulsory acquisition have already been sent by the government and received by the landowner, may no longer be voluntarily offered for sale.

II

All lands which are voluntarily offered for sale to the government may no longer be withdrawn and shall immediately fall under Phase One, as provided in the CARL, Section 7.

III

All VOS transactions which are now pending before the DAR and for which no payment has been made shall be subject to the notice and hearing requirements provided in Administrative Order No. 12, Series of 1989, dated 26 July 1989. Section II, Subsection A, paragraph 3.

All VOS filed before 15 June 1988, the date of the effectivity of the CARL, shall be heard and processed in accordance with the procedures provided for in Executive Order No. 229.

Those filed after said date shall be heard and processed in accordance with procedures provided herein, except that VOS folders that have been transmitted to the central office by the regional offices before the effectivity of this Administrative Order shall be processed in accordance with Administrative Order No. 12, Section II, subsection C, paragraphs 1, 2 and 3 and this Administrative Order, Section III, subsections F and G, insofar as applicable.

A. The Municipal Agrarian Reform Officer (MARO) —

1. The landowner or his duly designated representative shall accomplish the VOS documents (CARP VOS Forms Nos. 1 and 1.a) and submit them to the Municipal Agrarian Reform Officer (MARO) of the municipality where the land is located.
2. Upon receipt of the duly accomplished CARP VOS Forms Nos. 1 and 1.a and the supporting documents, the MARO shall prepare the Voluntary Offer Claim Folder (VOCF) and direct the landowner to submit the following documents unless they have already been submitted with the VOS:

For Titled Property

- a) Certified photocopy of Certificate of Title of the land offered for sale. In case Certificate of Title is not yet in the name of landowner/ offeror, request the landowner to submit instruments of acquisition such as Deed of Sale, Deed of Donation, etc. It shall be sufficient that, through the series of documents submitted, the landowner/ offeror can establish his ownership of the land.

After the documents of ownership have been submitted, assist the landowner in securing or transferring the Certificate of Title in his name to enable him to collect payment from LBP.

- b) Certified photocopy of the latest tax declaration.
- c) Copy of survey/sketch plan, if any.
- d) Photocopy of Sworn Statement on Landowners Registration (Listasaka I and II).

For Untitled Property

- a) Certified copy of Deed of Sale/Transfer and pertinent documents to prove ownership for a period of at least 10 years.
- b) Certified photocopy of the latest tax declaration, including a history of tax assessments and/or a listing of declared owners for the last ten (10) years immediately preceding the VOS.
- c) Copy of survey/sketch plan.

3. With the assistance of the Barangay Agrarian Reform Council (BARC) representative and the participation of the Land Bank Field Representative, and on the basis of the ocular inspection of the property and the documents submitted, the MARO shall accomplish the MARO Investigation Report (CARP VOS Form No. 2) and the Summary Investigation Report of Findings and Evaluation (CARP VOS Form No. 3). He shall also ensure that the Applicant's Information Sheet (CARP VOS

Form No. 4), Beneficiaries Undertaking (CARP VOS Form No. 5) and Transmittal Report (CARP VOS Form No. 6) to the PARO are in order.

The MARO, the BARC representative and the LBP representative shall certify that all information contained in the above mentioned forms have been examined and verified by them and that the same are true and correct.

4. The MARO shall then conduct the preliminary conference/meeting in accordance with Administrative Order No. 12, Section II, subsection A, paragraph 3, using CARP VOS Form No. 7.

5. The MARO shall submit the completed case folder to the Provincial Agrarian Reform Officer (PARO).

6. The MARO shall ensure that the procedure outlined in Subsection A of this Section, paragraphs 1, 2, 3, 4 and 5, are completed within thirty (30) days from the submission by the landowner or his representative of all the documents required under Section III, subsection A, paragraph 2, hereof.

B. The Provincial Agrarian Reform Officer (PARO) —

1. Upon receipt of the case folder from the MARO, the PARO shall proceed in accordance with the procedures laid down in Administrative Order No. 12, Section II, Subsection B, paragraphs 1, 2, 3 and 4, except with respect to lands voluntarily offered for sale before 15 June 1988, the valuation of which shall be computed in accordance with Administrative Order No. 5, Series of 1988, entitled simplified Guidelines in the Processing of Voluntary Offer to Sell Involving Landholdings Covered by Executive Order No. 229.

2. Within ten (10) working days from receipt from the MARO, the PARO shall complete the processing and transmit the case folder to the DAR Central Office through the Bureau of Land Acquisition and Distribution (BLAD) or, with respect to lands with areas not exceeding ten (10) hectares, to the Regional Director (RD).

C. The Bureau of Land Acquisition and Distribution (BLAD) or Regional Director (RD) —

1. Upon receipt of the case folder from the PARO, the DAR Central Office, through the BLAD, or the RD, with respect to lands with areas not exceeding ten (10) hectares, shall review, evaluate and determine the valuation of the property covered by the case folder within five (5) working days from receipt from the PARO. A Summary Review and Evaluation Report (CARP VOS Form No. 8) shall be prepared and duly certified by the BLAD Director or the RD and the personnel directly participating in the review and valuation. This report