

**[DAR ADMINISTRATIVE ORDER NO. 03, S. OF
2008, June 16, 2008]**

**GUIDELINES GOVERNING THE ARB CARDING AND
IDENTIFICATION SYSTEM AND ITS MAINSTREAMING IN THE
LAND ACQUISITION AND DISTRIBUTION PROCESS**

I. PREFATORY STATEMENT

Pursuant to paragraph 4 of Section 22 of Republic Act No, 6657, the Department of Agrarian Reform (DAR) is mandated to adopt a system monitoring the record of performance of each agrarian reform beneficiary (ARB). Concomitantly, the ARB Carding and identification (ID) System under Memorandum Circular (M.C.) No. 4, Series of 2006, ^[1] was operationalized as a mechanism of the DAR to monitor the whereabouts and status of ARBs in relation to land ownership, socioeconomic conditions, and access to support services. This further provides the DAR with information on the magnitude of the ARBs still owning, cultivating, and making the lands awarded to them more productive.

To ensure that the goals and objectives of the CARP are achieved, there is a need to Mainstream the ARB Carding and ID System in the land acquisition and distribution (LAD) process. In view thereof, this Administrative Order (A.O.) is hereby issued to integrate and institutionalize the ARB Carding and ID System in the DAR's LAD procedures as a means to documents the status of the ARBs, aid in policy and program development, research and advocacy resource allocation, and in monitoring and evaluation of program interventions to ARBs

II. COVERAGE

The ARB Carding and ID System shall cover all ARBs who have been issued individually or collectively, and duly registered Emancipation Patents (EPs), Certificates of Land Ownership Award (CLOAs), titles to agricultural landed estates, and Homestead Patents (HPs) on settlement areas. It shall also cover ARBs under leasehold contract

III. POLICY STATEMENT

A. The mainstreaming of the ARB Carding and ID System process shall be done in the following areas: a) documentation of ARBs; b) integration in the computation of the coparameter for LAD and leasehold documentation; and c) performance of roles and conditions of the concerned units of DAR.

B. The integration of the ARB Carding and ID System in the LAD process shall follow the existing procedures in the issuance of EP/CLOA but shall use two distinct approaches. The first approach is the mainstreaming of the carding system for new agrarian reform beneficiaries (ARBs) in the LAD process and the second approach

would be the profiling or back tracking of ARBs already covered by the agrarian reform program.

C. The targets set under M.C. No. 4, series of 2006 shall be completed by end of CY 2008 Starting CY 2009, the ARB Carding target shall include ARBs covered prior to CY2000 the ARBs to be covered within the current year. The targets for this activity shall be included in the annual work and financial plan for LAD and non LAD.

D. The ARB Carding targets shall be included in the Performance Contracts of the Director of the Management Information Service (MIS), Regional Directors (RDs), and Provincial Agrarian Reform Officers (PAROs). It shall also be included in the System Performance Evaluation and Employee Development (SPEED) of DAR Regional Office (DARRO) and DAR Provincial Office (DARPO) staff handling the ARB Carding System, as well as those of Municipal Agrarian Reform Officers (MAROs).

E. For a more systematized procedure to operationalize the ARB Carding and ID System, the ARB ID shall be generated, composed of eleven (11) digits, comprising of a six-digit Rurban Code and a five-digit sequence number. This shall serve as the ARB's unique identification number.

F. The ARB ID card issued to ARBs who are under leasehold contracts shall remain valid even if actual land transfer is carried out by the Department provided that it is still within the validity date and no cancellation order has been issued.

G. Beneficiaries whose qualification is subject of exclusion proceedings shall still be issued ARB ID cards. However, in case they are found disqualified and their titles cancelled, the ARB ID Cards shall correspondingly be invalidated.

Where a new ARB is identified and issued with EP/CLOA replacing the original ARB, a new ARB ID shall be issued.

H. Pursuant to A.O No. 2, series of 1994 ^[2] and M.C. No. 19, series of 1996^[3] ARBs who are found to have violated the provisions of R.A. No. 6657 and other existing agrarian laws and whose status were eventually declared invalid by the DAR Adjudication Board (DARAB) due to exclusion, erroneous coverage, approval of applications for exemption/exclusion, shall also be delisted. Moreover, the ARB ID issued shall be recalled and invalidated. The PARO is authorized to recall and cancel the ARB ID.

I. ARB ID shall expire three (3) years after the date of issue and shall regularly be used as a means of controlling and updating of information. In case of loss of ID, affidavit of loss shall be required prior to issuance of a replacement ID.

J. The masterlist of ARBs shall be periodically updated to ensure accuracy and consistency of information use for program implementation.

K. All DAR units concerned shall be involved in the ARB Carding and ID system to maximize its utilization.

IV. OPERATING PROCEDURES

A. ISSUANCE OF ARB ID

To operationalize the ARB Carding and ID System, the following approaches shall be followed:

1. For new ARBs

The initial profiling shall be accomplished by the MARO with the filling-up of the data gathering form (LAD-ARB Carding Form No. 1-A) of farmers in duplicate copies. The original copy will be submitted to the Operations Division of DARPO which shall endorse it to the Planning, Monitoring and Evaluation Unit (PMEU) for encoding, while another copy shall be attached to the Land Distribution Folder (LDF). A photocopy of the said form shall be attached to the claimfolder if required. The same form shall be used in the profiling of potential ARBs under A.O. No. 7, series of 20034 thus replacing CARP Form No. 3.

a. The MARO and the Barangay Agrarian Reform Committee (BARC) Chairman, or in his/her absence, the Barangay Chairman, with the assistance of an active people's organization (PO) in the area, shall generate through direct interview the ARB profile which shall include information on the ARB's personal circumstances, his signature and thumbmark.

b. Upon the accomplishing the Application to Purchase and Farmer's Under taking (APFU), the MARO shall complete the LAD-ARB Carding Form No. i-/ to include the picture of the ARB for proper identification.

The DARPO-designated photographer shall take the picture of the ARBs for proper identification. However, this does not preclude the ARB from submitting his/her available recent ID picture.

c. The MARO shall maintain the individual profiles of each potential ARB at the DAR Municipal Office (DARMO) by transferring the validated data from LAD- ARB Carding Form No. 1-A to ARB index card (LAD-ARB Carding Form No. 1).

d. The MARO shall then submit the accomplished ARB Carding Form 1-A to the Operations Division-DARPO which shall review and complete the information on land tenure improvement (LTI) and validate the information with the Ben eficiaries Development Coordination Division (BDGD) pertaining to access to support services. Where there is a discrepancy in the data contained in the forms, the Operations Division shall coordinate with the MARO concerned and thereafter indicate the correction.

e. After the generation of the CLOA, whether individual or collective, the PMEUE through the Provincial Data Processing Center (PDPC) shall encode the data in the ARB Carding Form No. 1-A and generate the ARB ID number based on the Rurban Code.

Thereafter, it shall provide printed copies of the ARB data to the DARMOs concerned. It shall also forward to the Regional Planning Division (RPD) through the Regional Data Processing Center (RDPC) the ARB database

containing the ARB profiles with scanned ID pictures, signature and thumbmark. The RDPC, in turn shall forward the same to the MIS and prepare monitoring report using LAD-ARB Carding Form No. 5.

f. The MIS shall review the data entry and correctness of information captured in the database and shall process and print the ID cards of all ARBs within 30 days upon receipt of the database.

g. The MIS shall forward the ARB ID cards to the DARRO. The DARRO shall then immediately transmit the same to DARPO for data crosschecking. If the DARPO finds the information correct, it shall immediately transmit the same to the DARMO for issuance. Otherwise, the DARPO shall prepare a report with regard to the incorrect information on the ID cards and return the same to the MIS thru the DARRO. The MIS shall thereafter issue corrected ID cards and transmit the same to the DARPO thru the DARRO.

h. The DARMO shall distribute the ARB ID cards with the assistance of the BARCs or farmers' organizations in the area within 15 days upon receipt from the DARPO. The DARMO shall have the ID cards duly received by the ARBs concerned. If possible, the DARMO shall distribute the ARB ID cards simultaneously with the EPs/CLOAs.

i. In cases of collective CLOAs, individual ARB IDs shall be issued to the ARBs. Once subdivided they will be assigned with a new landholding number.

A detailed procedure for mainstreaming the RB Carding and ID system in LAD process for New ARBs is presented in LAD-ARB Carding Annex A^{*}.

2. For ARBs already issued with titles

The issuance of ARB ID cards shall be based on the updated masterlist of ARBs who Have received duly registered EPs, CLOAs, titles to agricultural landed estates, and HPs of settlement. Annex B^{*} presents the Process Flow for ARBs already issued with titles.

a. The PDPC shall generate the updated masterlist of ARBs (*LAD-ARB Carding Form No. 2*) and fill up the ARB Validation Form [*LAD-ARB Carding Form No. 3*] otherwise known as the EP/CLOA Information System (EP/CLOA-IS Form No. 1) The ARB updated masterlist and the filled up *ARB Validation Form*, shall then be transmitted to the MARO concerned.

b. The MARO shall convene the ARB validation team created by the PARO, which is composed of the MARO, Development Facilitator (DF), BARC Chairman, or in his/her absence, the Barangay Chairman, to be assisted by PO representatives. The team shall be responsible in the conduct of information campaign and validation per barangay. The team shall use the prescribed ARB Validation Form.

The ARB Validation Team shall validate with the ARB the following

information contained in the ARB Validation Form:

b. 1 personal information of the ARB such as the name, address, birth date, age, civil status, sex, highest educational attainment, number and name of dependents;

b.2 details of land tenure (EP/CLOA/LH Contracts), such as land title number, type of Alternative Venture Agreement (AVA), if collective or co-ownership CLOA, number of ARBs, registration date, and area per title, in actual physical possession and current crops planted shall be used; and

b.3 status of landholding whether ARB cultivates, supervises/manages the awarded land or has been mortgaged.

The validation form (LAD-ARL3 Carding Form No.3) shall be applicable for individual, co-ownership or collective land distribution schemes.

c. Based on the validation, the MARO shall then accomplish the LAD-ARB Carding Form No. 1 -A of ARBs who still own and in possession of the awarded lands, and ARBs whose lands are under alternative venture arrangement (AVA) Pursuant to A.O. No. 9, series of 2006.

The MARO shall have their respective ID pictures taken by the DARPO-designated official photographer. However, this does not preclude the ARB from submitting his/her available recent ID picture.

d. The MARO shall maintain the individual profiles of each potential ARB at the DAR Municipal Office (DARMO) by transferring the cleanse data from LAD- ARB Carding Form No. 1 -A to ARB index card {LAD-ARB Carding Form No.1}.

e. The MARO shall forward the LAD-ARB Carding Form No. 1-A to the Operations Division together with LAD-ARB Carding Form No. 2 for review. Validation results shall likewise be forwarded to PDPC for database updating. Where ARBs are no longer in possession of the lands awarded to them, the MARO shall prepare a report and submit it to the PARO for appropriate action.

f. The PDPC, upon receipt of the ARB ID documents from the Operations Division, shall encode/update the ARB database using LAD-ARB Carding Form No. 1-A, including the scanned ID pictures, signatures and thumbmarks in the ARB database. The individual ARB ID number shall be generated using the prescribed 11-digit ARB ID number. Thereafter, it shall provide printed copies of ARB data to the DARMOs concerned.

g. The PDPC shall forward to the RDPC the LAD-ARB Carding Form No. 1-A, complete with ARB ID number, scanned ID pictures, signatures and thumbmarks and shall prepare periodic report (LAD-ARB Carding Form No. 5). The RDPC in turn shall countercheck the same with the list of ARBs with CLOA and prepare periodic report (LAD-ARB Carding Form No. 5). It shall transmit the electronic copy of the same to the MIS for the processing and printing of the IDs.