



Agrarian Services

External Services

1. Adjustment of Valuation for PD 27 / EO 228 Claims

Adjustment of the value by the Bank of the subject land covered by PD 27 or EO 228, in coordination with the Department of Agrarian Reform (DAR)

Office or Division:	Agrarian Department (AgraD) / Field Support Services Center (FSSC)			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department of Agrarian Reform (DAR)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Register of Deeds (ROD) e-copy of Emancipation Patent (EP), if available or ROD Certification that no EP was issued (1 original copy)		DAR-PARPO		
Final Survey documents (original copies of each document)		DAR-PARPO		
Operation Land Transfer (OLT) Form No. 1 (Land Valuation Summary and Farmer's Undertaking) (1 original copy)		DAR-PARPO		
OLT Form No. 2 (DAR Municipal Office [DARMO] CF Transmittal to DAR Provincial Office [DARPO]) (1 original copy)		DAR-PARPO		
OLT Form No. 3 (DAR Order to adjust Land Value and pay the Landowner [LO]) (1 original copy)		DAR-PARPO		
OLT Form No. 4 (DARPO Claim Folder [CF] Transmittal to LBP-AOC (1 original copy)		DAR-PARPO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide requirements	1.1 Receive claim folder with complete documents	None	1 Banking Day	<p><i>Agrarian Affairs Assistant (AA Assistant), AgraD/FSSC</i></p> <p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head</i></p> <p><i>Claims Review and Processing Team (CRPT)-Agrarian Operations Unit (AOU)-AgraD</i></p>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				<i>Property Valuation Specialist I/II/III, Team Leader, Unit Head</i> Property Valuation Teams (PVT)- Property Valuation and Management Unit (PVMU), FSSC
None	1.2 Prepare Claim Processing Form (CPF) and route for approval	None	5 Banking Days	
	TOTAL	None	6 Banking Days	

2. Bond Redemption and Interest Payment

Processing, approval and releasing of bond maturities and interest to Bondholder

Office or Division:	Agrarian Department (AgraD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Bondholder or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex A</i>		See <i>Annex A</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for bond redemption and interest payment together with requirements	1.1 Receive complete documents and evaluate sufficiency	None	1 Banking Day	AA (Agrarian Affairs) Assistant, AA Analyst, AA Specialist I/II/III, Payment Validation and Processing Team (PVPT)-AOU, AgraD
None	1.2 Process computation of bond maturities and interest; submit for approval; and prepare payment instruments	None	1 Banking Day	AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, PVPT-AOU, AgraD CASA Approvers
None	1.3 Record and release payment instruments	None	1 Banking Day	AA Assistant, AA Analyst, AA Specialist I/II/III, Records and Information Management Team-Technical Assistance Unit (TAU), AgraD
	TOTAL	None	3 Banking Days	

3. Issuance of Certificate of Full Payment and Release of Real Estate Mortgage

Certification issued by the Field Support Services Center (FSSC) as proof of full payment

Office or Division:	FSSC Land Transfer Payment Team (FSSC-LTPT)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Agrarian Reform Beneficiaries (ARBs) <ul style="list-style-type: none"> • By principal ARB, or • Through authorized representatives 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex B</i>		See <i>Annex B</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the needed Certificate; present ID/s and/or SPA ¹	1.1 Validation of the following: <ul style="list-style-type: none"> a. Valid IDs presented b. Death certificate from PSA, Deed of Undertaking with quitclaim, SPA¹, if applicable 	None	7 Banking Days	<i>Agrarian Affairs (AA)</i> <i>Assistant, AA</i> <i>Analyst, AA</i> <i>Specialist I/II/III,</i> <i>Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC</i>

¹ Validity of SPA is one (1) year only



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Release Certificate of payment or Certificate of Full Payment and Release of Real Estate Mortgage (CFP/ ROREM)	None		AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC
	TOTAL	None	7 Banking Days	

4. Issuance of Certificate of Payment/s

Certification issued by the Field Support Services Center (FSSC) as to payments made by the ARB.

Office or Division:	FSSC Land Transfer Payment Team (FSSC-LTPT)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Agrarian Reform Beneficiaries (ARBs) <ul style="list-style-type: none"> • By principal ARB, or • Through authorized representatives 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Principal Agrarian Reform Beneficiary (ARB)				
Presentation of photo-bearing government issued ID ¹ or Barangay certificate (1 original copy)		ARB		
2. Representative of ARB				
Notarized SPA ² (1 original copy)		ARB		
Presentation of photo-bearing government issued ID ¹ or barangay certificate of the ARB and the authorized representative (1 original copy)		ARB and ARB's Authorized Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the needed Certificate; present ID/s and/or Special Power of Attorney (SPA) ²	1.1 Validation of ID/s presented and SPA ² , if applicable	None	3 Banking Days	<i>Agrarian Affairs (AA)</i> <i>Assistant, AA Analyst, AA Specialist I/II/III,</i> <i>Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU),FSSC</i>
	1.2 Release Certificate of payment	None		
	TOTAL	None	3 Banking Days	

¹ The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022

² Validity of SPA is one (1) year only

5. Issuance of Certification on Status of AR Bond

Certification issued by Agrarian Department (AgraD) that the AR Bond is still outstanding and is not among those included in the list of bonds with adverse claims

Office or Division:	Agrarian Department (AgraD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Bondholder or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
AR Bond Certificate (1 original copy)		Bondholder/Authorized Representative		
Form I - ABST (1 original copy)		Bondholder/Authorized Representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the status certification of AR Bond together with requirements	1.1 Receive complete documents and evaluate their sufficiency	None	2 Banking Days	<i>Agrarian Affairs (AA) Assistant, AA Analyst, AA Specialist I/II/III, Records and Information Management Team (RIMT)-Technical Assistance Unit (TAU), AgraD</i>
None	1.2 Issue Certification on Status of AR Bond	PHP100 per Certification	1 Banking Day	<i>AA Specialist III/Team Leader, RIMT-TAU, AgraD</i>
	TOTAL	PHP100 per Certification	3 Banking Days	

6. Payment of Land Transfer Claim Proceeds

Processing, approval and releasing of Land Transfer Payment both in cash and AR Bond in favor of Landowners (LOs) or their heirs

Office or Division:	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Natural Persons <ul style="list-style-type: none"> • Individual • Heirs of the deceased Landowner (LO) Juridical Persons <ul style="list-style-type: none"> • Partnership • Corporation • Association • Cooperative • Government Instrumentalities 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See Annex C		See Annex C		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the payment of Land Transfer Claim (LTC) proceeds; submit the required documents	1.1 Receive complete documents and evaluate sufficiency vis-à-vis payment requirements If with SPA ¹ , <ul style="list-style-type: none"> • Conduct Know-Your-Customer procedures 	None	7 Banking Days	<i>Agrarian Affairs (AA) Assistant, AA Analyst, AA Specialist I/II/III, Team Leader Claims Review and Processing Team (CRPT)-Agrarian Operations Unit (AOU), AgraD</i> <i>AA Assistant, AA Analyst Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> • Confirm with the Principal whether SPA is still valid • Ensure that Principal is still alive 			
None	1.2 Prepare and request approval of Payment Release Form (PRF) from signing/ approving authorities	None	7 Banking Days	<p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, CRPT/Payment Validation and Processing Team (PVPT)-, AOU, AgraD/AgAD/ Legal</i></p> <p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, LTPT-ASAU, FSSC/AgAD/Legal</i></p>
None	1.3 Prepare Manager's Check/ Manager's Check Application, Fund Transfer/AR Bonds	None	5 Banking Days	<p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, PVPT-AOU, AgraD/AgAD/Cash Department</i></p>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Release claim proceeds	None	1 Banking Day	<p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Records and Information Management Team-Technical Assistance Unit/ CRPT-AOU, AgraD</i></p> <p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, LTPT-ASAU,FSSC/ Servicing Branch</i></p>
	TOTAL	None	20 Banking Days	

¹ SPA has no expiry

7. Refund of Excess Payment

Issuance of Manager's Check to the ARB or authorized representative representing refund or excess payment

Office or Division:	Field Support Services Center (FSSC)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Agrarian Reform Beneficiaries (ARBs) <ul style="list-style-type: none"> • By principal ARB, or • Through authorized representatives 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex D</i>		See <i>Annex D</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for refund of payment; present ID/s and required documents	1.1 Validate ID/s and evaluate applicable documents	None	2 Banking Days	<i>Agrarian Affairs (AA) Assistant, AA Analyst, AA Specialist I/II/III, Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC</i>
None	1.2 Prepare memo advice to Agrarian Accounting Department (AgAD) for the withdrawal of funds from the Trust Banking Group	None	2 Banking Days	<i>AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Validate the request and-originate corresponding transaction contra the branch concerned for the payment of refund to ARB	None	5 Banking Days, 7 Hours, 30 Minutes	<i>Accounts Assistant/ Administrative Specialist II/ Division Chief, ARR Subsidiary Ledger Division/ Accounts Management Assistant/ Division Chief, SFCAD Department Head, AgAD</i>
None	1.4 Prepare Managers Check (MC) and release to the ARB/ Authorized Representative	None	5 Banking Days	Servicing Branch
	TOTAL	None	14 Banking Days, 7 Hours, 30 Minutes	

8. Transfer/Conversion/Exchange/Replacement of AR Bonds

Processing, approval and releasing of new AR Bond upon application of the Bondholder for assignment, conversion, exchange or replacement

Office or Division:	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Bondholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex A</i>		See <i>Annex A</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for transfer/ conversion/ exchange/ replacement of bonds together with requirements	1.1 Receive complete documents and evaluate their sufficiency	Transfer Fee: PHP150 per Bond Certificate Documentary Stamp Tax (If applicable): Principal Balance/ PHP200* 1.5 or a fraction thereof	3 Banking Days	<i>Agrarian Affairs (AA) Assistant, AA Analyst, AA Specialist I/II/III, Payment Validation and Processing Team (PVPT)-Agrarian Operations Unit (AOU), AgraD</i> <i>AA Assistant, AA Analyst, AA Specialist I/II/III, Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC</i>
None	1.2 Issue clearance on AR Bond transaction		1 Banking Day	<i>Agrarian Affairs (AA) Specialist III/Team Leader, PVPT-AOU, AgraD</i> <i>AA Specialist III/Team Leader, LTPT-ASAU, FSSC</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Process/ generate new AR bonds and record in the Bond Registry Book		2 Banking Days	AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, PVPT-AOU, AgraD/Records and Information Management Team (RIMT)-Technical Assistance Unit (TAU), AgraD CASA Approvers
None	1.4 Release AR Bonds	None	1 Banking Day	AA Assistant, AA Analyst, AA Specialist I/II/III, RIMT-TAU, AgraD AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC
	TOTAL	Transfer Fee: PHP150 per Bond Certificate Documen- tary Stamp Tax (If applic- able): Principal Balance/ PHP200* 1.5 or a fraction thereof	7 Banking Days	

9. Valuation of Landholdings under RA 6657/RA 9700

Determination by the Bank of the value of the subject land covered by RA 6657 and RA 9700, in coordination with the DAR

Office or Division:	Field Support Services Center (FSSC)	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	DAR	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Latest ROD certified e-copy of title (titled property)		DAR-PARPO
CARPER LAD Form No 2-B (DENR-CENRO Certification for untitled property) (1 original copy)		DAR-PARPO
LRA Certification that property is not within any decreed or titled property (for untitled property) (1 original copy)		DAR-PARPO
CARPER LAD Form Nos. 1 and 2 (1 original copy)		DAR-PARPO
Tax declaration of the property (1 original copy)		DAR-PARPO
Preliminary Information on landholdings Validated and projected and subject of Joint Field Investigation (1 original copy)		DAR-PARPO
Approved Subdivision/Segregation Plan (1 original copy)		DAR-PARPO
Notice of Coverage for CA (1 original copy)		DAR-PARPO
MARPO certification on the LO's failure to submit BIR-filed audited financial statement (1 original copy)		DAR-PARPO
Field Investigation Report (1 original copy)		DAR-PARPO
Memorandum Request to Value Land (1 original copy)		DAR-PARPO



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the claim folder with the above documents	1.1 Receive claim folder with complete documents (Incomplete claim folder shall not be received)	None	1 Banking Day	<i>Property Valuation Specialist I/II/III, Property Valuation Teams (PVT)-Property Valuation and Management Unit (PVMU), FSSC</i>
None	1.2 Evaluate and review all document submitted	None	14 Banking Days	<i>Property Valuation Specialist I/II/III PVT-PVMU, FSSC</i>
None	1.3 Prepare CVPF approve the computation of the valuation	None	5 Banking Days	<i>Property Valuation Specialist I/II/III, Team Leader, Unit Head, PVT-PVMU-FSSC</i>
	TOTAL	None	20 Banking Days	