

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	<i>Agrarian Affairs Assistant (AA Assistant), AgraD/FSSC</i> <i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head</i> Claims Review and Processing Team (CRPT)-Agrarian Operations Unit (AOU)-AgraD

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	19 Banking Days	
	TOTAL	None	20 Banking Days	

2. Amendment of Claims Based on Final Survey Plan/Claims Adjustment Folder (FSD/CAF)

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)			
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 <i>(1 original copy)</i>		DAR-PARPO		
Final Survey documents <i>(original copies of each document)</i>		DAR-PARPO		
Operation Land Transfer (OLT) Form No. 1 (Land Valuation Summary and Farmer's Undertaking) <i>(1 original copy)</i>		DAR-PARPO		
OLT Form No. 2 (DAR Municipal Office [DARMO] CF Transmittal to DAR Provincial Office [DARPO]) <i>(1 original copy)</i>		DAR-PARPO		
OLT Form No. 3 (DAR Order to adjust Land Value and pay the Landowner [LO]) <i>(1 original copy)</i>		DAR-PARPO		
OLT Form No. 4 (DARPO Claim Folder [CF] Transmittal to LBP-AOC) <i>(1 original copy)</i>		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	<i>Agrarian Affairs Assistant, AgraD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Prepare Claim Processing Form (CPF) and route for approval	None	19 Banking Days	<i>Agrarian Affairs Assistant, Agrarian Affairs Analyst, Agrarian Affairs Specialist I/II/III, Team Leader, Unit Head, CRPT-AOU-AgraD</i>
	TOTAL	None	20 Banking Days	

3. 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 Annex A		See Annex A		
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	

4. Inquiry, Counseling and Processing of Services Requested

Provision of guidance and assistance to clients (*i.e.*, Landowners, Bondholders, government agencies and other interested parties) on their agrarian-related issues/concerns. Guidance may involve discussions on the necessary pre-payment requirements that they need to present prior to payment, investment opportunities for the bond portion of their proceeds and answering queries of clients on all matters related to the agrarian reform program.

Office or Division:	Agrarian Department (AgraD)/Field Support Services Center (FSSC)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government	
Who may avail:	<u>Government to Citizen</u> - Landowners/Bondholders <u>Government to Government</u> - Local Government Units (LGUs) - Government Owned and Controlled Corporations (GOCCs) - Government Agencies (GAs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Presentation of photo-bearing government issued ID ¹ (1 original copy)		To be provided by the client
Notarized Special Power of Attorney (SPA) ²		To be provided by the client

¹ The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022; Required only for landowners who will execute the Client Information and Specimen Signature Card (CISSC)

² Required only for authorized representatives of landowners who will execute the CISSC on behalf of their principals

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request assistance/ guidance regarding agrarian-related concerns (may also inquire through telephone call, email, or website)	1.1 Interview the client about their concerns	None	2 Hours	AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head
	1.2 Orient the client about the existing processes and policies on agrarian reform program <ul style="list-style-type: none"> • If client is a landowner, assist with the execution of the CISSC • If with SPA³, <ul style="list-style-type: none"> ○ Conduct Know-Your-Customer procedures ○ Confirm with the Principal whether SPA is still valid ○ Ensure that Principal is still alive 	None		Claims Review and Processing Team (CRPT)-Agrarian Operations Unit (AOU)-AgraD AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, Payment Validation and Processing Team (PVPT)-AOU, AgraD AA Assistant, AA Analyst, AA Specialist I/II/III, Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC

³ Validity of SPA is one (1) year only

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Provide the client with the pre-payment requirements, or other reference materials regarding the agrarian reform program	None		<p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, CRPT-AOU, AgraD</i></p> <p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, PVPT-AOU, AgraD</i></p> <p><i>AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC</i></p>
	TOTAL		2 Hours	

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 ⁴ , <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</i> Claims Review and Processing Team (CRPT)-Agrarian Operations Unit (AOU), AgraD <i>AA Assistant, AA Analyst</i> Land Transfer Payment Team (LTPT)-Agrarian Services and Administrative Unit (ASAU), FSSC

⁴ SPA has no expiry

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>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, CRPT/Payment Validation and Processing Team (PVPT)-, AOU, AgraD/AgAD/ Legal</p> <p>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, LTPT-ASAU, FSSC/AgAD/Legal</p>
None	1.3 Prepare Manager's Check/ Manager's Check Application, Fund Transfer/AR Bonds	None	5 Banking Days	<p>AA Assistant, AA Analyst, AA Specialist I/II/III, Team Leader, Unit Head, PVPT-AOU, AgraD/AgAD/Cash Department</p>

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

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>

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

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 Land Transfer Claim Profile and 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	