

Administrative Order
No. 67
July 17, 1990

**SUBJECT: Guidelines in the Implementation of the
"Handog Titulo" Program**

For the effective and efficient implementation of the "Handog Titulo Program", the following guidelines are hereby prescribed:

1. Implementing Approaches

In implementing the "Handog Titulo" Program, the three (3) approaches hereunder shall be observed:

- a. In areas where most of the classified alienable and disposable lands (A&D) are already titled, the traditional system of individual investigation shall be applied.
- b. In areas where most of the A & D lands are not yet titled, the project approach which calls for mass acceptance of public land applications and carpet investigation shall be applied.
- c. In areas where there are on-going cadastral survey projects, the approach to be used shall be advance acceptance and processing of public land applications. This approach shall allow land claimants to file their public land applications to the DENR representative in the area while the cadastral survey is on-going. Processing of these applications shall proceed while awaiting the approval of the survey returns. However, no order of approval/award and issuance of patent shall be issued unless the survey is approved.

2. Filing of Public Land Applications

- a. All public land applications filed after December 31, 1987 and before the effectivity of Republic Act No. 6940 on April 16, 1990 must be refiled in the Community Environment and Natural Resources Offices (CENROs) concerned.

- b. In approaches (1b) and (1c), the CENRO shall establish a public land application filing center where the representative can conduct mass acceptance of application. The filing center shall be located in the most accessible place in the municipality or in the barangay where the land is located. The establishment of a filing center must always be done in coordination with the local officials concerned.
- c. The Municipal Agrarian Reform Office (MARO) of the Department of Agrarian Reform (DAR) shall be immediately furnished a copy of the application only for those concerning agricultural lands filed for the issuance of a certification on the acceptability of the applicant as a CARP beneficiary.
- d. The new numbering system for public land applications shall apply for all applications filed under this Program, as provided for under DENR Administrative Order No. 55, Series of 1990.
- e. All existing rules and regulations governing the filing and acceptance of public land applications consistent herewith shall apply to this program.

3. Investigation and Processing of Applications

- a. In the conduct of investigation, the investigator shall accomplish the Land Data Record Sheet as prescribed by LOC 131 in addition to the usual investigation report.
- b. In the "individual lot" approach, investigation shall not be limited to the subject lot only but must include the adjoining lots. The investigation of the adjoining lots shall also be done in accordance with the preceding paragraph.
- c. Investigation under approaches (1b) and (1c) shall be done through the carpet or mass investigation process. All Land Data Record Sheets generated shall be processed by the Land Management Section of the CENRO concerned in accordance with the requirements of LOC 131.
- d. The joint certification requirements under DAR-DENR Joint Administrative Order No. 2-88 shall be attached to all applications filed covering agricultural lands before any further action is made.

- e. Innovative approaches in the investigation and processing of public land applications shall be encouraged as long as they are within the purview of applicable laws.

4. Issuance of Patents

- a. The new numbering system of patent distribution shall apply, provided under DENR Administrative Order No. 55, Series of 1990.
- b. No patent shall be transmitted to the Register of Deeds unless all prescribed administrative fees shall have been fully paid.
- c. To ensure the effective implementation of Republic Act No. 6940, the Provincial Environment and Natural Resources Officers (PENROs) are enjoined to seek the assistance of the Register of Deeds to facilitate the registration and on-site distribution of patents particularly in approaches (1b) and (1c).

5. Collection of Fees

- a. Application and other administrative fees shall be paid upon the filing of applications. However, in some meritorious cases where an applicant cannot afford to pay, the collection of filing fees can be postponed until the public land applications shall have been processed and before transmittal of the patent to the Register of Deeds.

The CENRO concerned shall have the responsibility to determine circumstances when an applicant cannot afford to pay. In such cases, a promissory note must be submitted by the applicant.

- b. In cases where the patentee cannot afford the cadastral cost, said cost shall be annotated at the back of the patent as lien.

6. Information and Education Campaign (IEC)

- a. To ensure effective implementation of this program, all field units concerned shall develop and implement intensive educational and information campaign.
- b. PENROs are enjoined to seek the assistance of local officials in the conduct of educational and information campaign, including the mobilization of the applicants.

7. All prescribed judicial and other forms shall be used in the filing of applications and in the issuance of patents.
8. All orders, circulars and other issuances inconsistent with these provisions are hereby repealed or modified accordingly.
9. This order takes effect immediately.

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Secretary