

Administrative Order
No. 37
May 17, 1993

SUBJECT **New Guidelines in the implementation of
the "Handog Titulo" Program**

Pursuant to Republic Act No. 6657 or the Comprehensive Agrarian Reform Law and Republic Act No. 6940 extending the Free Patent Law, for agricultural lands the following guidelines are hereby prescribed:

1. Policy Statement

The Comprehensive Agrarian Reform Program (CARP) mandates the Department of Environment and Natural Resources to distribute the 4.5 Million hectares of alienable and disposable lands of the public domain suitable for agriculture for a period of ten (10) years. In line with this commitment, the DENR through the Lands Management Services, aims to expedite the processing and issuance of public land patents to qualified beneficiaries.

2. Program Coverage

- a. This program shall cover all codes of public land disposition involving agricultural lands only.

3. Implementing Approaches

In implementing the "Handog Titulo" Program, hereunder are the three (3) alternative approaches:

- a. The traditional system of individual investigation shall be applied on lands of the public domain wherein the remaining untitled A and D areas are not contiguous and are minimal.
- b. In areas where most of the A and D lands are cadastrally surveyed but not yet titled, the project approach which calls for mass acceptance of public land applications and carpet investigation shall be applied.
- c. Public land applications covering lots in areas where cadastral survey is on-going and survey returns have already been submitted for approval, shall be accepted for processing, as in item b. provided that no patent shall be issued until the survey has been approved.

4. Filing of Public Land Applications

- a. All Free Patent Applications filed after December 31, 1987 and before the effectivity of Republic Act No. 6940 on April 16, 1990 must be refiled and reinvestigated in the Community Environment and Natural Resources Offices (CENRO) concerned. Likewise, all other public land applications shall be filed therein.
- b. In approaches (1b) and (1c), the CENRO shall establish a public land application filing center where the CENRO representative can conduct mass acceptance of applications. 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 local officials concerned.
- c. 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.
- d. All existing rules and regulations governing the filing, acceptance and processing of public land applications consistent herewith shall apply to this program.

5. Issuance of Patents

- a. The new numbering system of patents shall apply, provided under DENR Administrative Order NO. 55, Series of 1990.
- b. To ensure the effective implementation of the "Handog Titulo" Program, DENR field offices in all levels are enjoined to seek the assistance of the Register of Deeds and the local government units to facilitate the registration and on-site distribution of patents particularly in approaches (1b) and (1c).

6. Payment of Fees

- a. Application and other Administrative fees shall be paid upon the filing of application. However, in some meritorious cases where an applicant cannot afford to pay the application and other administrative fees. In processing of the application can be done provided that the transmittal

of the patent to the Register of Deeds shall be suspended until such payment has been done.

- b. In cases where the patentee cannot afford to pay the cadastral cost, said cost shall be annotated at the back of the patent as lien. Pursuant to Memorandum Circular dated February 7, 1990 of the Land Registration Authority, the realty tax clearance need not be required in the initial registration of patent titles. However, tax clearance shall be required in the registration of subsequent transactions concerning the property.

7. Program Implementation

- a. The LMB whose Director will be the National Program Action Officer shall ensure the smooth and effective implementation of the program through proper planning and monitoring and who shall:
 - a.1 Conduct dialogues and consultations with concerned implementors as well as with top management primarily to identify and provide solutions to potential problems which may possibly delay implementation.
 - a.2 Assist in planning and target-setting based on existing resources and potentials.
 - a.3 Conduct periodic performance evaluation and assessment to detect immediately bottlenecks in the operations and provide remedial measures.
- b. In the course of implementation of this program, the LMB shall modify and or simplify acceptance and processing procedures as the need arises and issue necessary guidelines therein.
- c. In Regional Executive Director through the Regional Technical Director for Lands who shall act as the Regional Action Officer for this program, shall also conduct counterpart planning and monitoring activities to achieve program objectives.

8. Organizational Structure

- a. A Project Management Group at the LMB shall be created to closely supervise implementation of the said program. A Special Order to this effect shall be prepared.

- b. The Regional Offices in turn shall create their counterpart units with the RED as Executive Officer and the RTD for Lands as Action Officer.
- c. All Land Management Specialist at the PENRO and CENRO shall be designated as Provincial and Community Action Officers, respectively.

Information and Education Campaign (IEC)

- a. The LMB shall develop an IEC program and conduct a massive campaign through the tri-media approach giving emphasis on the grassroot level and shall be coordinated with the Department Level, IEC Coordinating Council.
 - b. DENR field units in all levels shall conduct same and enjoined to seek the assistance of local officials in consonance with the proposed program and shall be coordinated with the Regional Public Affairs Office (RPAO)
10. This Order repeals DENR Administrative Order No. 67 and amends all orders, circulars and other issuances inconsistent with these guidelines and shall take effect immediately.

ANGEL C. ALCALA
Secretary