

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	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) • 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: a. Valid IDs presented b. Death certificate from PSA, Deed of Undertaking with quitclaim, SPA ¹ , if applicable	None	7 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>

¹ Validity of SPA is one (1) year only

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		<i>AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC</i>
	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) • 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) Assistant, AA Analyst, AA Specialist I/II/III, 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 <i>Annex C</i>		See <i>Annex C</i>		
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</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

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>

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	

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>

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	<i>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</i>
None	1.4 Release AR Bonds	None	1 Banking Day	<i>AA Assistant, AA Analyst, AA Specialist I/II/III, RIMT-TAU, AgraD AA Assistant, AA Analyst, AA Specialist I/II/III, LTPT-ASAU, FSSC</i>
	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 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	

10. 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/FSSC</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> <i>Project Valuation Specialist I/II/III, Team Leader, Unit Head, PVT-PVMU-FSSC</i>
	TOTAL	None	20 Banking Days	

Agrarian Services
Internal Services

1. Authentication of Agrarian Reform Bonds

Authentication of Agrarian Reform Bonds referred by LBP Field Support Services Center (FSSC)

Office or Division:	Area Legal Unit (ALU)/Field Legal Services Unit (FLSU)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	FSSC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original copy of Memorandum Request from LBP Client Unit		Referring LBP Agrarian Operations Center		
One (1) Original copy of Agrarian Reform Bonds		Referring LBP Agrarian Operations Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward AR Bonds for authentication.	1.1 Document receipt of client unit's referral and forward to the Field Attorney/ Area Legal Manager for authentication	None	5 Minutes	<i>Legal Assistant, ALU/FLSU</i>
None	1.2 Authenticate the AR Bonds	None	7 Hours, 45 Minutes	<i>Field Attorney FLSU/ Area Legal Manager, ALU</i>
None	1.3 Forward the authenticated AR Bonds to the referring unit	None	10 Minutes	<i>Legal Assistant, ALU/FLSU</i>
	TOTAL	None	1 Banking Day	

2. Refund of Excess Land Amortization

Processing of Refund of Excess Land Amortization Payments made by Agrarian Reform Beneficiaries (ARBs)

Office or Division:	Agrarian Accounting Department-ARR Subsidiary Ledger Division (AgAD-ASLD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Field Support Services Center (FSSC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memo request from FSSCs – (1 original copy)		FSSC [Land Transfer Payment Team (LTPT) - Agrarian Services and Administrative Unit (ASAU)]		
For deceased ARB's refund requested by heirs: (1 original or 1 certified true copy copy each) a. Waiver of quit claim of the Heirs b. PSA-certified Death Certificate c. If the deceased ARB was also a widow/er <ul style="list-style-type: none"> PSA-certified Death Certificate of the Spouse 		FSSC (LTPT-ASAU)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to AgAD the requirements	1.1 Validate the requests for refund against the existing data in the system	None	1 Banking Day	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.2 Check the completeness of all necessary requirements/ documents for refund	None	1 Banking Day	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.3 Coordinate with the unit concerned the lacking document, if any	None	1 Banking Day	<i>Administrative Specialist II, ASLD, AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Print screen the copy of ARB Profile Inquiry	None	1 Hour	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.5 Forward the documents to Division Chief, ASLD	None	5 Minutes	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.6 Effect/post the refund in the system per OR data	None	1 Banking Day	<i>Division Chief, ASLD, AgAD</i>
None	1.7 Forward the documents to AdS II/AcS II, ASLD	None	5 Minutes	<i>Division Chief, ASLD, AgAD</i>
None	1.8 Prepare the corresponding Journal Entry Form (JEF)	None	4 Hours	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.9 Sign the JEF	None	30 Minutes	<i>Administrative Specialist II, ASLD, AgAD</i>
None	1.10 Forward the documents to DC, ASLD	None	5 Minutes	<i>Administrative Specialist II, ASLD, AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.11 Check the JEF and sign therein	None	4 Hours	<i>Division Chief, ASLD, AgAD</i>
None	1.12 Forward the documents to the Department Head/ADM, AgAD	None	5 Minutes	<i>Division Chief, ASLD, AgAD</i>
None	1.13 Approve and sign the JEF	None	1 Hour	<i>Department Head, AgAD</i>
None	1.14 Forward the documents to Special Fund Control & Analysis Division (SFCAD) for encoding of transaction in the IBTOLS	None	5 Minutes	<i>Division Chief, ASLD, AgAD</i>
None	1.15 Originate the transaction details in IBTOLS	None	2 Hours	<i>Accounts Management Assistant, SFCAD, AgAD</i>
None	1.16 Approve originated transaction in the IBTOLS	None	30 Minutes	<i>Division Chief, SFCAD, AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.17 Forward approved documents to ASLD	None	5 Minutes	<i>Division Chief, SFCAD, AgAD</i>
None	1.18 Upon receipt of documents from SFCAD, transmit the same to Branch, AOC and AC concerned thru courier	None	5 Hours, 30 Minutes	<i>Accounts Assistant, ASLD, AgAD</i>
None	1.19 Scan supporting documents	None	4 Hours	<i>Accounts Assistant, ASLD, AgAD</i>
None	1.20 Send scanned copy of documents thru email to AOC, Branch and Accounting Center	None	1 Hour	<i>Division Chief, ASLD, AgAD</i>
	TOTAL	None	7 Banking Days	

3. Review for Legal Sufficiency of Claim Folders and Signs on the Payment Release Form for Purposes of Payment of Just Compensation (Simple)

Prior to the release of funds from the Agrarian Reform Fund for the payment of just compensation due to landowners whose properties were subjected to the Agrarian Reform Program of the State, the Claim Folder, upon which statutory and documentary requisites are compiled, will be subject to FLSU/ALU's review for legal sufficiency

Office or Division:	Area Legal Unit (ALU)/Field Legal Services Unit (FLSU)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Field Support Services Center (FSSC)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
One (1) Original copy of Memorandum Request from LBP Client Unit	Referring LBP FSSC	
One (1) Original copy or 1 Certified True Copy of Notice of Coverage of Land Offer	Referring LBP FSSC	
One (1) Certified True Copy or 1 Electronic Copy/photocopy of Land Titles	Referring LBP FSSC	
One (1) Original copy of Field Inspection Report	Referring LBP FSSC	
One (1) Original copy or 1 Certified True Copy of Order to Value Land	Referring LBP FSSC	
One (1) Original copy of CVFP/CPF	Referring LBP FSSC	
One (1) Original copy or 1 Certified True Copy of MOV	Referring LBP FSSC	
One (1) Original copy of Notice of Land Valuation & Acquisition	Referring LBP FSSC	
One (1) Photocopy of Land Owner's Reply	Referring LBP FSSC	
Original copy of Certification of Deposit	Referring LBP FSSC	
One (1) Original copy or 1 Certified True Copy each of Other related documents	Referring LBP FSSC	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum-request for legal review with accompanying Claim Folder	1.1 Document receipt of client unit's referral	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.2 Forward referral to the Field Attorney for review	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.3 Review claim folder and sign the claim processing form and payment release form	None	1 Banking Day, 7 Hours, 55 Minutes	<i>Field Attorney FLSU/ Area Legal Manager, ALU</i>
None	1.4 Forward the reviewed documents to the referring unit	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
	TOTAL	None	2 Banking Days, 10 Minutes	

4. Review for Legal Sufficiency of Claim Folders and Signs on the Payment Release Form for Purposes of Payment of Just Compensation (Complex)

Review claim folders and signs the claim processing form and payment release form referred by LBP Field Support Services Center (FSSC).

Complex - requests submitted by requesting parties which necessitate evaluation in the resolution of complicated issues as determined by the office concerned

Office or Division:	Area Legal Unit (ALU)/Field Legal Services Unit (FLSU)
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Field Support Services Center (FSSC)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) Original copy of Memorandum Request from LBP Client Unit	Referring LBP FSSC
One (1) Original copy or Certified True Copy of Notice of Coverage of Land Offer	Referring LBP FSSC
One (1) Certified True Copy or Electronic Copy/photocopy of Land Titles	Referring LBP FSSC
One (1) Original copy of Field Inspection Report	Referring LBP FSSC
One (1) Original copy or Certified True Copy of Order to Value Land	Referring LBP FSSC
One (1) Original copy of CVFP/CPF	Referring LBP FSSC
One (1) Original copy or Certified True Copy of MOV	Referring LBP FSSC
One (1) Original copy of Notice of Land Valuation & Acquisition	Referring LBP FSSC
One (1) Photocopy of Land Owner's Reply	Referring LBP FSSC
One (1) Original copy of Certification of Deposit	Referring LBP FSSC
One (1) Original copy or 1 Certified True Copy each of Other related documents	Referring LBP FSSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum-request for Legal Review with accompanying Claim Folder	1.1 Document receipt of client unit's referral	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.2 Forward referral to the Field Attorney for review	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.3 Review claim folder and sign the claim processing form and payment release form	None	5 Banking Days, 7 Hours, 55 Minutes	<i>Field Attorney FLSU/ Area Legal Manager, ALU</i>
None	1.4 Forward the reviewed documents to the referring unit	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
	TOTAL	None	6 Banking Days, 10 Minutes	

5. Review for Legal Sufficiency of Claim Folders and Signs on the Payment Release Form for Purposes of Payment of Just Compensation (Highly Technical)

Highly Technical – requires the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation

Office or Division:	Area Legal Unit (ALU)/Field Legal Services Unit (FLSU)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Field Support Services Center (FSSC)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
One (1) Original copy of Memorandum Request from LBP Client Unit	Referring LBP FSSC
One (1) Original copy or 1 Certified True Copy of Notice of Coverage of Land Offer	Referring LBP FSSC
One (1) Certified True Copy or 1 Electronic Copy/photocopy of Land Titles	Referring LBP FSSC
One (1) Original copy of Field Inspection Report	Referring LBP FSSC
One (1) Original copy or 1 Certified True Copy of Order to Value Land	Referring LBP FSSC
One (1) Original copy of CVFP/CPF	Referring LBP FSSC
One (1) Original copy or 1 Certified True Copy of MOV	Referring LBP FSSC
One (1) Original copy of Notice of Land Valuation & Acquisition	Referring LBP FSSC
One (1) Photocopy of Land Owner's Reply	Referring LBP FSSC
One (1) Original copy of Certification of Deposit	Referring LBP FSSC
One (1) Original copy or 1 Certified True Copy each of Other related documents	Referring LBP FSSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Memorandum-request for Legal Review with accompanying Claim Folder	1.1 Document receipt of client unit's referral	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.2 Forward referral to the Field Attorney for review	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
None	1.3 Review claim folder and sign the claim processing form and payment release form	None	18 Banking Days, 7 Hours, 55 Minutes	<i>Field Attorney FLSU/ Area Legal Manager, ALU</i>
None	1.4 Forward the reviewed documents to the referring unit	None	5 Minutes	<i>Legal Assistant, FLSU/ALU</i>
	TOTAL	None	19 Banking Days, 10 Minutes	

6. Validation of New Land Transfer Claims (LTCs) and Crediting of Cash Portion through CA/SA Systematics

Booking of New LTCs and crediting of approved land transfer claim cash portion in landowners' deposit account

Office or Division:	Agrarian Accounting Department-Land Transfer Evaluation and Administrative Division (AgAD-LTEAD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished/approved Agrarian Reform Fund Memo Advice (ARF M/A) – (1 original copy)		AgAD, AgraD and FSSCs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to AgAD ARF M/A through e-mail or hand carry	1.1 Acknowledge receipt of e-mail or hand carry <ul style="list-style-type: none"> • Check completeness • Batch Process all ARF M/A received 	None	2 Banking Days	<i>Administrative Specialist II, LTEAD-AgAD</i>
None	1.2 Input data and print schedule new claims for booking and forward to Division Chief for checking	None		<i>Administrative Specialist II, LTEAD-AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Print-screen LTCDA	None	2 Hours, 30 Minutes	<i>Division Chief, LTEAD-AgAD</i>
None	1.4 Check schedule	None		<i>Division Chief, LTEAD-AgAD</i>
None	1.5 Return to AdSII for finalization	None		<i>Division Chief, LTEAD-AgAD</i>
None	1.6 Finalize Schedule and prepare Credit Advice or PACSVAL for the crediting of Cash Portion in LTCDA	None	2 Hours	<i>Administrative Specialist II, LTEAD-AgAD</i>
None	1.7 Check the schedules and forward to the Department Head for Approval	None	1 Hour	<i>Division Chief, LTEAD-AgAD</i>
None	1.8 Approve the schedules and return to the Division Chief	None	20 Minutes	<i>Department Head AgAD</i>
None	1.9 Forward to Teller for the crediting of cash portion	None	5 Minutes	<i>Division Chief, LTEAD-AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.10 Credit cash portion	None	45 Minutes	<i>Assistant Division Chief/Designated Teller, LTEAD-AgAD</i>
None	1.11 Check/override credited amount	None	15 Minutes	<i>Division Chief, LTEAD-AgAD</i>
	TOTAL	None	2 Banking Days, 6 Hours, 55 Minutes	

7. Validation of Adjustments of LTCs and Crediting/Debiting of Cash Portion through CA/SA Systematics

Booking of Adjustments due to increase in valuation, decrease, reversal, restoration and change in distribution/mode of payment adjustments

Office or Division:	Agrarian Accounting Department-Land Transfer Evaluation and Administrative Division (AgAD-LTEAD)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One original copy each of: 1. Duly approved CVPF 2. List of Amortizing FBs for PD 27 and EO 228 claims 3. Duly approved ARF M/A 4. Copy of the Court Order/Decision for adjustment of valuation on court decision in lieu of the CVPF or CPF. 5. ARF M/A or memo for the decrease in valuation, reversal, restoration and change in distribution/mode of payment adjustments. 6. Amended LVS per FB for PD 27 or EO 228 claims' decrease in valuation,		AgAD, AgraD and FSSCs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to AgAD required documents through e-mail or hand carry	1.1 Acknowledge receipt of e-mail or hand carry <ul style="list-style-type: none"> • Check completeness • Verify the authenticity of signatories 	None	2 Banking Days	<u>Head Office Claims:</u> <i>Administrative Specialist II (AdSII),</i> LTEAD-AgAD <u>FSSC Claims:</u> <i>Accounts Assistant (AA),</i> LTEAD-AgAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.2 Print the Claims Profile of the LTCs with adjustment	None	30 Minutes	<u>Head Office Claims:</u> <i>Administrative Specialist II (AdSII), LTEAD-AgAD</i> <u>FSSC Claims:</u> <i>Accounts Assistant (AA), LTEAD-AgAD</i>
None	1.3 Analyze/ determine the approved amount per CVPF/ CPF into cash and bond portion	None	1 Hour, 30 Minutes	
None	1.4 Verify the validity and correctness of adjustment by tracing previous transactions	None	3 Hours	<u>Head Office Claims:</u> <i>Administrative Specialist II (AdSII), LTEAD-AgAD</i> <u>FSSC Claims:</u> <i>Accounts Assistant (AA), LTEAD-AgAD</i>
None	1.5 Forward the documents to Division Chief	None	5 Minutes	
None	1.6 Print screen the copy of LTCDA account Forward the same including all other documents to assigned LTEAD personnel	None	2 Hours	<i>Division Chief, LTEAD-AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.7 Compute the withdrawable amount based on the screen copy of LTCDA accounts, in case of decrease in valuation/ reversal of LTCs	None	4 Hours	<u>Head Office Claims:</u> <i>Administrative Specialist II, LTEAD-AgAD</i> <u>FSSC Claims:</u> <i>Accounts Assistant, LTEAD-AgAD</i>
None	1.8 Prepare the following: <ul style="list-style-type: none"> a. Schedule of Booked Approved LTCs (Increase in LV) – for adjustment due to increase in LV b. Schedule of Adjustment on LTCs – for adjustment due to decrease in LV/reversal of LTC 	None	3 Hours	<u>Head Office Claims:</u> <i>Administrative Specialist II, LTEAD-AgAD</i> <u>FSSC Claims:</u> <i>Accounts Assistant, LTEAD-AgAD</i>
None	1.9 Forward the same to DC	None	5 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.10 Validate the correct amount for adjustment and amount to be withdrawn from Cash Department or Branch	None	3 Hours	<i>Division Chief, LTEAD-AgAD</i>
None	1.11 Return the schedules to Assigned LTEAD Personnel	None	5 Minutes	<i>Division Chief, LTEAD-AgAD</i>
None	1.12 Edit erroneous data in the database/ MS Excel file, if any	None	20 Minutes	<u>Head Office Claims:</u> <i>Administrative Specialist II, LTEAD-AgAD</i> <u>FSSC Claims:</u> <i>Accounts Assistant, LTEAD-AgAD</i>
None	1.13 Finalize Schedule and prepare Debit or Credit Advice or PACSVAL for the debiting/ crediting of adjustment amount	None	2 Hours	<i>Administrative Specialist, LTEAD-AgAD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.14 Prepare the following regarding the crediting of interest earnings on LTCDA: a. Fax Message to Branch (for LTCs processed at AOCs) b. Memo to Cash Department (for LTCs processed at LTPD)	None	1 Hour	<u>Head Office Claims:</u> <i>Administrative Specialist II,</i> LTEAD-AgAD <u>FSSC Claims:</u> <i>Accounts Assistant,</i> LTEAD-AgAD
None	1.15 Forward the documents to DC	None	5 Minutes	<u>Head Office Claims:</u> <i>Administrative Specialist II,</i> LTEAD-AgAD <u>FSSC Claims:</u> <i>Accounts Assistant,</i> LTEAD-AgAD
None	1.16 Validate the data in the database report against the Schedule of Booked Approved LTCs/Schedule of Adjustment on LTCs	None	1 Hour, 30 Minutes	<i>Division Chief,</i> LTEAD-AgAD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.17 Check the schedules and forward to the Department Head for Approval	None	30 Minutes	<i>Department Head, AgAD</i>
None	1.18 Approve the schedules and return to the Division Chief	None	20 Minutes	<i>Department Head, AgAD</i>
None	1.19 Forward to Teller for the debiting/crediting of adjustment amount	None	5 Minutes	<i>Department Head, AgAD</i>
None	1.20 Debit/ Credit cash portion	None	1 Hour	<i>Assistant Division Chief, LTEAD-AgAD</i>
None	1.21 Check/ override debited/ credited amount	None	1 Hour	<i>Division Chief, LTEAD-AgAD</i>
	TOTAL	None	5 Banking Days, 1 Hour, 5 Minutes	