

**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)

<b>Office or Division:</b>	Agrarian Department (AgraD) / Field Support Services Center (FSSC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Department of Agrarian Reform (DAR)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
				<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	
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	

## 2. Bond Redemption and Interest Payment

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

<b>Office or Division:</b>	Agrarian Department (AgraD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex A</i>		See <i>Annex A</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

### 3. 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

<b>Office or Division:</b>	Agrarian Department (AgraD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
AR Bond Certificate (1 original copy)		Bondholder/Authorized Representative		
Form I - ABST (1 original copy)		Bondholder/Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
	<b>TOTAL</b>	<b>PHP100 per Certification</b>	<b>3 Banking Days</b>	

#### 4. 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

<b>Office or Division:</b>	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Natural Persons <ul style="list-style-type: none"> <li>• Individual</li> <li>• Heirs of the deceased Landowner (LO)</li> </ul> Juridical Persons <ul style="list-style-type: none"> <li>• Partnership</li> <li>• Corporation</li> <li>• Association</li> <li>• Cooperative</li> <li>• Government Instrumentalities</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex C</i>		See <i>Annex C</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 <sup>1</sup> , <ul style="list-style-type: none"> <li>• Conduct Know-Your-Customer procedures</li> </ul>	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>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>• Confirm with the Principal whether SPA is still valid</li> <li>• Ensure that Principal is still alive</li> </ul>			
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>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	

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<sup>1</sup> SPA has no expiry



## 5. Refund of Excess Payment

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

<b>Office or Division:</b>	Field Support Services Center (FSSC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Agrarian Reform Beneficiaries (ARBs) <ul style="list-style-type: none"> <li>• By principal ARB, or</li> <li>• Through authorized representatives</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex D</i>		See <i>Annex D</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>	<b>None</b>	<b>14 Banking Days, 7 Hours, 30 Minutes</b>	

## 6. 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

<b>Office or Division:</b>	Agrarian Department (AgraD)/Field Support Services Center (FSSC)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex A</i>		See <i>Annex A</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>	<b>Transfer Fee: PHP150 per Bond Certificate</b>  <b>Documen- tary Stamp Tax (If applic- able): Principal Balance/ PHP200* 1.5 or a fraction thereof</b>	<b>7 Banking Days</b>	

## 7. 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

<b>Office or Division:</b>	Field Support Services Center (FSSC)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	DAR
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	

## 8. 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)

<b>Office or Division:</b>	Agrarian Department (AgraD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Department of Agrarian Reform (DAR)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide requirements	1.1 Receive claim folder with complete documents	None	1 Banking Day	<i>Agrarian Affairs Assistant, AgraD/FSSC</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	