**CARPER LAD Form No. 11**

(Revised CARP-LAD Form No. 2)

Republic of the Philippines

**DEPARTMENT OF AGRARIAN REFORM**

Region No. 08

Province of Southern Leyte

Municipality Sogod

**CF DOCUMENTATION MEMORANDUM**

**${date}**

Date

**MEMORANDUM**

TO : **${maro}**

Municipal Agrarian Reform Officer

Municipality of **${municipality}**

FROM : **${paro}**

Provincial Agrarian Reform Officer II

SUBJECT : CF Documentation for the Landholding of **${firstname} ${middlename} ${familyname}**

Please find the attached :

1. Initial Claim Folder with at least three (3) basic documents;
2. Conduct of preliminary Ocular Inspection of Landholdings for Coverage under CARP (CARPER LAD Form No. 1);
3. For CA:

Notice of Coverage {NOC} (CARPer LAD Form No. 3), or

Directive to MARO to Proceed with the Coverage of Agricultural Lands with NOC

(CARPER LAD Form No. 10)

For VOS:

Letter Offer (CARPER LAD Form No. 18) with LOIS (CARPER LAD Form No. 19)

Sketch Map of chosen Retained Area (CARPER LAD Form No. 6) if any

LO’s Certification on Duly Attested List of Tenants, Lessees or Regular Farm Workers

(CARPER LAD Form No. 8)

Acceptance Letter (CARPER LAD Form No. 20)

|  |  |  |
| --- | --- | --- |
|  |  |  |

You are hereby instructed to:

1. For CA, cause the service to the landowner of either the NOC or copy of the Directive to MARO to proceed with the acquisition and distribution of the subject landholding, as the case may be.The Notice of Coverage (NOC) is to be postedfor seven (7) days in the billboards in the city/municipality/barangay where the landholding is located. Simultaneously, post a copy of the same printed in a 2x3 tarpaulin on the premises of the landholding covered. Certificates of Posting Compliance (CARPER LAD Form No. 17) from proper authorities shall be obtained thereafter.
2. For VOS, Cause the service in the same manner as the NOC as provided by Section 16 & 18 of Administrative Order No. 7, Series of 2011.

Secure latest BIR-filed Audited Financial Statement supported by accounting records which shall be submitted by the LO fifteen (15) days prior to the date of field investigation (FI).

1. Conduct Pre-OCI to update Land Status and Land Use and determine the existence of at least three monuments or natural boundary markers, whenever necessary.

For compliance.

**${paro}**

Provincial Agrarian Reform Officer II

Copy Distribution:

Original - CF

Duplicate - DARPO

Triplicate - DARMO