# CARPER LAD Form No. 63

(Revised CARP-LAD Form No. 62)

Republic of the Philippines

# DEPARTMENT OF AGRARIAN REFORM

Region No. 08

Province of Southern Leyte

Municipality of Sogod

# Transmittal Memorandum to PARO II of the Signed and Sealed CLOAs

Date

# MEMORANDUM

TO : **${paro}**

# Provincial Agrarian Reform Officer II

FROM :

# Regional Director

SUBJECT : **Transmittal of Signed and Sealed CLOAs**

This is to transmit the following Signed and Sealed CLOAs in the name of ARBs within the Landholding of ${firstname} ${middlename} ${familyname} , covered by TCT/OCT No. ${octNo}, TD No. ${taxNo} and located at ${municipality}, ${barangay} per attached Signing and Sealing Machine Utilization Recording and Reporting Sheet (CARPER LAD Annex A):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of ARB** | **CLOA** | **Lot No. and** | **Area (sq.m.)** | **Date of Signing** |
| **(**Family Name, First Name, Middle | **Serial No.** | **Survey No.** |  | **and Sealing of** |
| Initial) |  |  |  | **CLOA** |
|  |  |  |  | **(MM/DD/YYYY)** |
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# (Use additional sheet, if necessary)

For the PAROs appropriate action.

# Regional Director

(Signature over printed name)

=========================================================================

(Please do not detach)

Received by:

# CARPO for Operations Name and Signature

Attached: Signing and Sealing Machine Utilization Recording and Reporting Sheet (CARPER LAD Annex A) Copy Distribution:

Original : DARPO

Duplicate : LDF

Triplicate : DARMO

Quadruplicate : DARRO

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# ADDITIONAL SHEET FOR THE TRANSMITTAL OF SIGNED AND SEALED CLOAs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of ARB** | **CLOA Serial** | **Lot No. and** | **Area (sq.m.)** | **Date of Signing** |
| **(**Family Name, First Name, Middle | **No.** | **Survey No.** |  | **and Sealing of** |
| Initial) |  |  |  | **CLOA** |
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Note: Put a big “X” in the row immediately after writing/typing/encoding the name of the last ARB in the list. Then put the words “NOTHING FOLLOWS”. Use additional sheet, if necessary. Each additional sheet should be initialed by the Regional Director.