Republic of the Philippines

## DEPARTMENT OF AGRARIAN REFORM

Region No. 08

Province of Southern Leyte

Municipality of Sogod

## Transmittal Memorandum to ROD of CLOAs for Registration

**${date}**

Date

# MEMORANDUM

FOR :

## Registry of Deeds of

FROM : **${paro}**

## Provincial Agrarian Reform Program Officer II

SUBJECT : **CLOAs for Registration**

May we transmit the following CLOAs for Registration in the name of Agrarian Reform Beneficiaries (ARBs) within the Landholding of ${firstname} ${middlename} ${familyname}, covered by TCT/OCT No. ${octNo}, TD No. ${taxNo} and located at ${municipality}, ${barangay}.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of ARB** (Family Name, First Name, Middle Initial) | **CLOA**  **Serial No. (OCT or TCT)** | **Lot No. and Survey No.** | **Area (sq.m.)** | **To be filled up by the ROD** | | |
| **CLOA-Title (OCT/TCT)** | | **Remarks (ROD to indicate signed or returned with reason)** |
| **No.** | **Date Registered**  **(MM/DD/ YYYY)** |
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|  |  |  |  |  |  |  |

**(Use additional sheet, if necessary)**

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 PARPO.

It is requested that these CLOAs shall be processed within two (2) days from receipt hereof. Pursuant to the Joint DAR-LRA Memorandum Circular No. 20, S. 1997, the reckoning date of the registration of the CLOAs shall be the date of entry in the Primary Entry Book. All CLOAs entered in the Primary Entry Book shall be signed and released immediately to the Provincial Agrarian Reform Program Officer (PARPO) or his/her authorized representative for distribution to the concerned ARBs within thirty (30) days from receipt of the Owner’s Duplicate Copy/ies (ODC) from ROD in accordance with DAR AO No. 6, Series of 2021.

**${paro}**

## Provincial Agrarian Reform Program Officer II

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(Please do not detach)

# Action by the ROD: Remarks:

No. of CLOAs signed and returned to DAR

No. of CLOAs defective and returned to DAR

## Name and Signature of the ROD or Authorized Representative

**Copy Distribution:**

**Original : DARPO**

**Duplicate : ROD**

**Triplicate : DARMO**

**Quadruplicate : LDF**