



**DENR Administrative Order**  
**No. 2024 - 09**

**SUBJECT : GUIDELINES ON THE PROCESS OF VERIFICATION AND ISSUANCE OF CERTIFICATION OF LAND CLASSIFICATION STATUS RELATIVE TO THE IMPLEMENTATION OF THE SUPPORT TO PARCELIZATION OF LANDS FOR INDIVIDUAL TITLING (SPLIT) PROJECT**

Pursuant to the provisions of the 1987 Philippine Constitution; Presidential Decree No. 705, as amended or the "Revised Forestry Code of the Philippines"; Commonwealth Act No. 141 of 1936 or the "Public Land Act"; Republic Act No. 6657 or the "Comprehensive Agrarian Reform Law of 1988"; Republic Act No. 9700, entitled "An Act Strengthening the Comprehensive Agrarian Reform Program (CARP), Extending the Acquisition and Distribution of all Agricultural lands, instituting necessary reforms, Amending for the Purpose Certain Provisions of Republic Act No. 6657, otherwise known as Comprehensive Agrarian Reform Law of 1988, as amended, and Appropriating Funds Thereof"; Republic Act No. 7586 or the "National Integrated Protected Areas System Act of 1992"; Republic Act No. 11038 or the "Expanded National Integrated Protected Areas System Act of 2018"; Department of Agrarian Reform - Department of Environment and Natural Resources (DAR-DENR) Joint Administrative Order No. 09, series of 2021 "Rules Governing the Management of Collective Certificates of Land Ownership Awards (CCLOAs) falling within Lands Classified as Forest lands/Timberlands, National Parks, and Mineral lands or within Unclassified Public Forests"; DENR Memorandum Circular No. 11, series of 2000, entitled "Guidelines on the Cancellation of Illegal Titles Based on CLOAs, CLTs, and EPs"; and other pertinent laws, rules and regulations, the following guidelines and procedures are hereby prescribed for the guidance and compliance of all concerned.

**Section 1. Basic Policies.** It is the policy of the State to protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature and at the same time to promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty by promoting comprehensive rural development and agrarian reform.

**Section 2. Objectives.** This Order aims to provide guidelines on the process of verification and issuance of the certification of the Land Classification Status of the areas issued with CCLOAs under the CARP which is included in the SPLIT Project.

**Section 3. Scope and Coverage.** This Order shall only cover the issuance of a certification of Land Classification status of the more or less 1.3 million hectares of land covered by CCLOAs in all provinces in the country except for BARMM and NCR. CCLOAs subject to verification and issuance of Land Classification status prior

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to the effectivity of this policy shall be in accordance with existing policies, laws, rules, and regulations on the matter.

**Section 4. Definition of Terms.** For this guideline, the following terms shall be defined as follows:

- a. **Agrarian Reform Beneficiaries (ARBs)** – refers to farmers who were granted lands under Presidential Decree No. 27, Republic Act No. 6657, and Republic Act No. 9700 and regular farmworkers who are landless, irrespective of tenurial agreement, who benefited from the redistribution of lands, regardless of crops or fruits produced, to include the totality of factors and support services designed to lift the economic status of the beneficiaries and all other alternative arrangements to the physical distribution of lands, such as production or profit-sharing, labor administration, and the distribution of shares of stock which will allow beneficiaries to receive a just share of the fruits of the lands they work.
- b. **Agricultural Lands (Alienable and Disposable Land)** – refers to land devoted to agricultural activity as defined in RA 6657 (Comprehensive Agrarian Reform Program Law of 1988) and is not classified as mineral, forest, residential, or commercial.
- c. **Approved Survey Plans** – refers to the survey plans of subdivided CLOA verified and approved by the DENR.
- d. **Certificate of Land Ownership Award (CLOA)** – refers to an agrarian reform title evidencing ownership of the land granted or awarded to agrarian reform beneficiaries.
- e. **Collective Certificate of Land Ownership Award (CCLOA)** – refers to an existing registered CLOA issued by the DAR to farmer's cooperative, farmer's association, other organized groups of ARBs, or groups of ARBs not organized.
- f. **Forest lands** – refer to the lands of the public domain which includes the public forest, the permanent forest or forest reserves, and forest reservations.
- g. **Indicative Map** – refers to the map showing the parcel of CCLOAs overlaid using the replotted LC Map.
- h. **Land Classification (LC)** – refers to the system of determining lands of the public domain into forest lands, mineral lands, national parks, and agricultural lands based on the 1987 Philippine Constitution.
- i. **Land Classification Map** – refers to the map showing the classification of lands of the public domain found on the land classification system undertaken by the Department of Agriculture and Natural Resources (DANR), through the Bureau of Forestry, the

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Ministry of Natural Resources through the Bureau of Forest Development, and the DENR.

- j. **Land Classification Verification Zone** – refers to the identified area covered by the one (1) kilometer LC Verification Zone (500 meters on both sides) from the common boundary line of opposing determined land classifications.
- k. **Mineral lands** – any area where mineral resources are found.
- l. **National Parks** – refers to the lands of the public domain classified as such in the Constitution which include all areas under the National Integrated Protected Areas System (NIPAS) under Republic Act No. 7586, as amended by Republic Act No. 11038, primarily designated for the conservation of native plants and animals, their associated habitats and cultural diversity.
- m. **Projection** – refers to the activity of defining the correct geographic and projected coordinate system of the CCLOA parcels and their actual location based on the attached technical description.
- n. **Proclamation** - an act of the President reserving any tract/s of land of the public domain for government use or any of its branches or instrumentalities or of the inhabitants thereof, for public or quasi-public or uses.
- o. **Protected Area** – refers to an identified portion of land and/or water set aside because of their unique physical and biological significance, managed to enhance biological diversity, and protected against destructive human exploitation. It refers to all legislated protected areas/national parks under RA 7586 and RA 11038.
- p. **Replotted Land Classification Map** – refers to the map showing the boundary lines between forest and alienable and disposable lands as a result of LC map plotting which is a method of transferring and adjusting the LC lines and corners in a topographic map based on natural features common to both maps.
- q. **Support to Parcelization of Land for Individual Titling (SPLIT) Project** – refers to the program conceptualized and spearheaded by DAR which aims to improve land tenure security and strengthen the property rights of ARBs through the parcelization and individual titling of 1,368,883 hectares of land covered by CCLOAs in in all provinces in the country except for BARMM and NCR.
- r. **Unclassified Public Forest (UPF)** – refers to lands of the public domain which have not yet been subjected to land classification.
- s. **Verification** – refers to establishing the accuracy and validity of the Land Classification Status of the subject CCLOA parcel.

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**Section 5. The DENR SPLIT Project Technical Working Group (TWG).** The TWG shall provide guidance and ensure effective and efficient implementation in the assessment, verification, and issuance of LC status of CCLOAs covered by the project.

The TWG shall be chaired by the Director of the Forest Management Bureau (FMB) while the Director of the Land Management Bureau (LMB) shall serve as its Vice-Chair and they shall be assisted by the TWG Secretariat from FMB for all the administrative and technical support.

The representative/s from the Legal Affairs Service (LAS), Policy and Planning Service (PPS), Office of the Undersecretary for Field Operations (OUFO) of the DENR Central Office; National Mapping and Resource Information Authority (NAMRIA); Biodiversity Management Bureau (BMB); Mines and Geosciences Bureau (MGB); FMB; and LMB shall serve as its Members. The TWG may identify and add members as it deems necessary.

The TWG shall have the following functions and responsibilities:

- 5.1 Prescribe technical standards to field teams in the preparation of indicative maps;
- 5.2 Organize and provide technical support in the conduct of appropriate training programs, preparation of training materials, data analysis, and monitoring of program implementation;
- 5.3 Assure conformance to quality standards of the delineation and assessment of work, the conduct of periodic performance monitoring, including field validation as deemed necessary;
- 5.4 Formulate recommendations to resolve operational problems pertaining to special field conditions at the request of the Regional SPLIT Ground Validation Team;
- 5.5 Manage records, survey returns, maps, draft bills, and other pertinent documents, and disseminate said documents as appropriate; and
- 5.6 Undertake other related activities and functions that may be assigned.

**Section 6. Creation of Regional SPLIT Ground Validation Team.** The DENR Regional Office shall organize and determine the number of Regional SPLIT Ground Validation Teams as it deems necessary through an issuance of a Regional Special Order which shall be composed of the following technical personnel, such as but not limited to:

Lead: Technical Personnel from the Surveys and Mapping Division of the DENR Regional Office

Members:

- a. Technical Personnel from the Licenses, Patents, and Deeds Division of the DENR Regional Office
- b. One (1) Technical Personnel from DENR Provincial Environment and Natural Resources Office (DENR-PENRO)

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- c. One (1) LC Verifier from the DENR Community Environment and Natural Resources Office (DENR-CENRO) or DENR-PENRO (for implementing PENROs)
- d. One (1) Protected Area Superintendent (PASu) or a representative from the Protected Area (PA) Management Office (if applicable)
- e. One (1) representative from DAR Regional/Field Offices

The Regional SPLIT Ground Validation Team shall conduct the activities specified in Section 8. Process of Verification of Land Classification Status, Item 8.3 Ground Validation. The Chief of the Surveys and Mapping Division (SMD) shall supervise, lead, and act as an oversight in the overall conduct of ground validation activities within the Region.

**Section 7. Data Requirements.** The following are the data and information needed to verify Land Classification Status, to wit:

- a. Shapefiles of the Survey Plan of the CCLOAs projected using PRS'92
- b. Topographic Maps
- c. Cadastral Maps
- d. LMB Administrative Maps (LMB)
- e. LC Maps and Replotted LC Maps
- f. Maps of legislated protected areas/national parks
- g. Other relevant management arrangements (e.g. Proclamations, Reservations, among others)

The above-mentioned data requirements shall be used in the map overlay analysis to determine the relative location of the CCLOAs, overlaps with other thematic data, and conduct of other pertinent GIS analysis necessary to ensure the accuracy of the analysis.

**Section 8. Process of Verification of Land Classification Status.** Prior to the conduct of pre-processing activities, the concerned DENR Regional Offices should ensure that the cleansing of data in the Land Administration and Management Systems Digital Cadastral Database (LAMS DCDB) is already completed. Moreover, existing applications for land titling should be verified to ensure that there are no overlaps with previously approved titles.

The following provides for the process of verification of land classification status (*please see Annex A for the process flow*):

#### 8.1. Data Acquisition and Pre-Processing

8.1.1. The DENR-LMB shall verify the list of Survey Plans of CCLOAs, including its shapefiles, in the LAMS DCDB, upon submission by the Department of Agrarian Reform (DAR). The DENR-LMB shall ensure that the submitted shapefiles have complete data/information in the attribute table. ant

8.1.2. Survey Plans that do not have shapefiles and are not included in the LAMS database including those that are deemed erroneous (e.g. [initials])

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inaccurate location, duplicated, erroneous technical descriptions, etc.) upon checking of LMB in the LAMS DCDB, shall officially be returned to DAR for encoding, digitization, and/or rectification. The LMB shall uniquely identify the erroneous accounts as a reference for the rectification of DAR. The DAR shall return the rectified shapefiles to LMB within three (3) working days upon receipt for rechecking.

8.1.3. Shapefiles that were included in the LAMS DCDB and are already encoded, digitized, and rectified by DAR shall then be transmitted to NAMRIA for projection and initial filtering.

8.1.4 The NAMRIA shall then conduct the initial filtering of the datasets. The map overlay analysis of the shapefiles (e.g. coastline, administrative boundaries, CCLOA parcels, and satellite imagery, among others) shall be conducted to be able to segregate the following parcels:

- a. Those that are found to be on bodies of water;
- b. Those that are claimed to be geographically located within a certain Region/Province/Municipality/City/Barangay but are found to be outside of that location; and
- c. Those that have long boundary lines or which have erroneous Technical Descriptions (TDs).

The parcels should have three (3) lines or corners common to actual ground features such as but not limited to roads, rice paddies/*pilapil*, waterways, tree lines, CHB walls/fences, adjacent parcels, and land cover. Those CCLOAs that are found to be in scenarios described in letters a to c above shall not pass the initial filtering.

8.1.5. All shapefiles pertaining to the Survey Plans of CCLOA parcels that did not pass the initial filtering shall be returned to DAR for rectification. The NAMRIA shall uniquely identify the erroneous accounts as a reference for the rectification of DAR.

8.1.6. All rectified shapefiles of Survey Plans of the CCLOA parcels from DAR shall be transmitted back to NAMRIA within three (3) working days for re-verification.

## 8.2. Data Analysis and Land Classification Verification

8.2.1. Shapefiles of the Survey Plans of CCLOA parcels that passed the initial filtering shall proceed with the Data Analysis and Land Classification Verification. The NAMRIA shall conduct a map overlay of the shapefiles of the CCLOA parcel and LC Maps. It shall then standardize the attribute table of all CCLOA parcels by identifying and supplying information such as but not limited to: the LC Status, Project Number, Block Number, LC Map Number, and Remarks

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In the event that there are missing LC maps, the CCLOAs affected by the missing LC maps shall not be subjected to parcelization and cannot be issued with individual titles.

The following scenarios may be produced in the conduct of the map overlay:

- a. CCLOA parcels within classified Agricultural lands (Alienable and Disposable);
- b. CCLOA parcels within classified Forest lands (FL), National Parks (NP), Mineral lands (ML), or Unclassified Public Forests (UPF); or
- c. CCLOA parcels within the one (1) kilometer (500 meters on both sides) LC Verification Zone.

The results of the map overlay shall be presented by NAMRIA to the TWG for information and vetting.

- 8.2.2 CCLOAs which are found to be entirely within classified Agricultural lands (Alienable and Disposable Lands) shall be referred to DAR for subdivision and issuance of Individual Titles. The database of CCLOAs within A&D shall be updated by LMB.

CCLOAs that are found to be within Forest lands, National Parks, Mineral lands, and Unclassified Public Forests shall be transmitted to the DENR Regional Office for the issuance of the Certification of LC Status.

NAMRIA shall provide appropriate documents/ certifications to the Regional Offices concerned as the basis for issuing Certification of LC Status.

- 8.2.3. Parcels of CCLOAs found to be within one (1) kilometer LC Verification Zone (500 meters on both sides of the LC line) shall undergo re-verification through ground validation using the indicative map prepared by NAMRIA.

### 8.3. Ground Validation

Parcels of CCLOAs which are found to be entirely or with portions within the LC Verification Zone shall be subjected to ground validation by the Regional SPLIT Ground Validation Team duly created in consonance to Section 6 of this Order. The Team shall determine and assess the condition of the area and gather relevant information that can be used as a basis for determining the appropriate land classification of the subject parcel/s subject to existing policies, laws, rules, and regulations.

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#### 8.4 Consultation Workshop

The TWG upon the request of the DENR Regional Office shall conduct a consultation meeting to discuss the findings of the SPLIT Regional Ground Validation Team.

The TWG Secretariat shall prepare an agreement form containing the issues, recommendations, and agreed course/s of action signed by the concerned representatives from the DENR present during the consultation workshop.

#### 8.5. Submission of ground validation results and agreement forms

A ground validation report with pertinent documentation (i.e. geo-tagged photos, field notes, etc.) and categorical recommendations shall be submitted to the Assistant Regional Director for Technical Services (ARD-TS) to issue the appropriate certification of LC status. A copy of the validation report should be furnished to the TWG, through the TWG Secretariat for information and record purposes.

#### 8.6 Issuance of Certification of Land Classification Status and subsequent appropriate management arrangement

The certification of land classification status shall be issued corresponding to the LC status of the parcels of CCLOAs that are found to be within classified agricultural lands, forest lands, national parks, mineral lands, or unclassified public forests.

8.6.1 CCLOAs within classified Agricultural lands (Alienable and Disposable) which were already issued with the appropriate certification shall be transmitted back to DAR by the DENR Regional SPLIT Ground Validation Team through the TWG to continue the process of subdivision/parcelization of the CCLOAs, and issuance of individual titles

8.6.2 CCLOAs within forest lands, national parks, mineral lands, or unclassified public forests shall be recommended by the TWG for cancellation of DAR pursuant to DMC No. 11 s. 2000.

Upon cancellation by DAR, it shall be transmitted to FMB and BMB for assessment and subsequent issuance of appropriate tenurial instruments.

#### 8.7 Updating of database

Parcels of CCLOAs which are found to be within forest lands, national parks, mineral lands, or unclassified public forests that are included in the LAMS DCDB shall be delisted by the LMB upon issuance of appropriate tenure by DENR.

**Section 9. Miscellaneous Provision.** The DENR Field Offices shall exert due diligence in the review and verification of the status of lands subject to CLOAs

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- Bottom center: *[Signature]*  
- Bottom left: *[Signature]*  
- Far bottom left: *[Signature]*



application that is undergoing processing to ensure that no new CLOAs shall be issued within lands classified as forest lands/timberlands, national parks, mineral lands, or unclassified public forests.

**Section 10. Conduct of Training and Leveling-Off.** The DENR shall conduct training/orientation/leveling-off activities and workshops in the Regional and Field Offices to be participated by technical personnel from the DENR and DAR to ensure that the activities in the field shall be conducted correctly and efficiently relative to the operations stated herewith.

**Section 11. Issuing Authority.** The Assistant Regional Director for Technical Services (ARDTs) shall be authorized to issue Certification of LC Status for SPLIT project purposes only.

Provided, that appropriate documentation such as, but not limited to agreement forms, field notes, validation reports, map outputs, and other pertinent documents from NAMRIA (whichever is applicable) shall be used as basis of the ARDTs in issuing such certification.

**Section 12. Funding** Activities pertaining to the conduct of verification and issuance of the certification of Land Classification Status shall be charged to the SPLIT Project Fund of DAR in consonance with the signed inter-agency Memorandum of Agreement (MOA).

**Section 13. Separability Clause.** If any provision of this Order shall be held invalid or unconstitutional, the other portions or provisions hereof which are not affected shall continue in full force and effect.

**Section 14. Effectivity Clause.** This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation and upon acknowledgment of receipt of a copy hereof by the Office of the National Administrative Register (ONAR) of the UP Law Center.

Publication: Manila Standard  
November 9, 2024

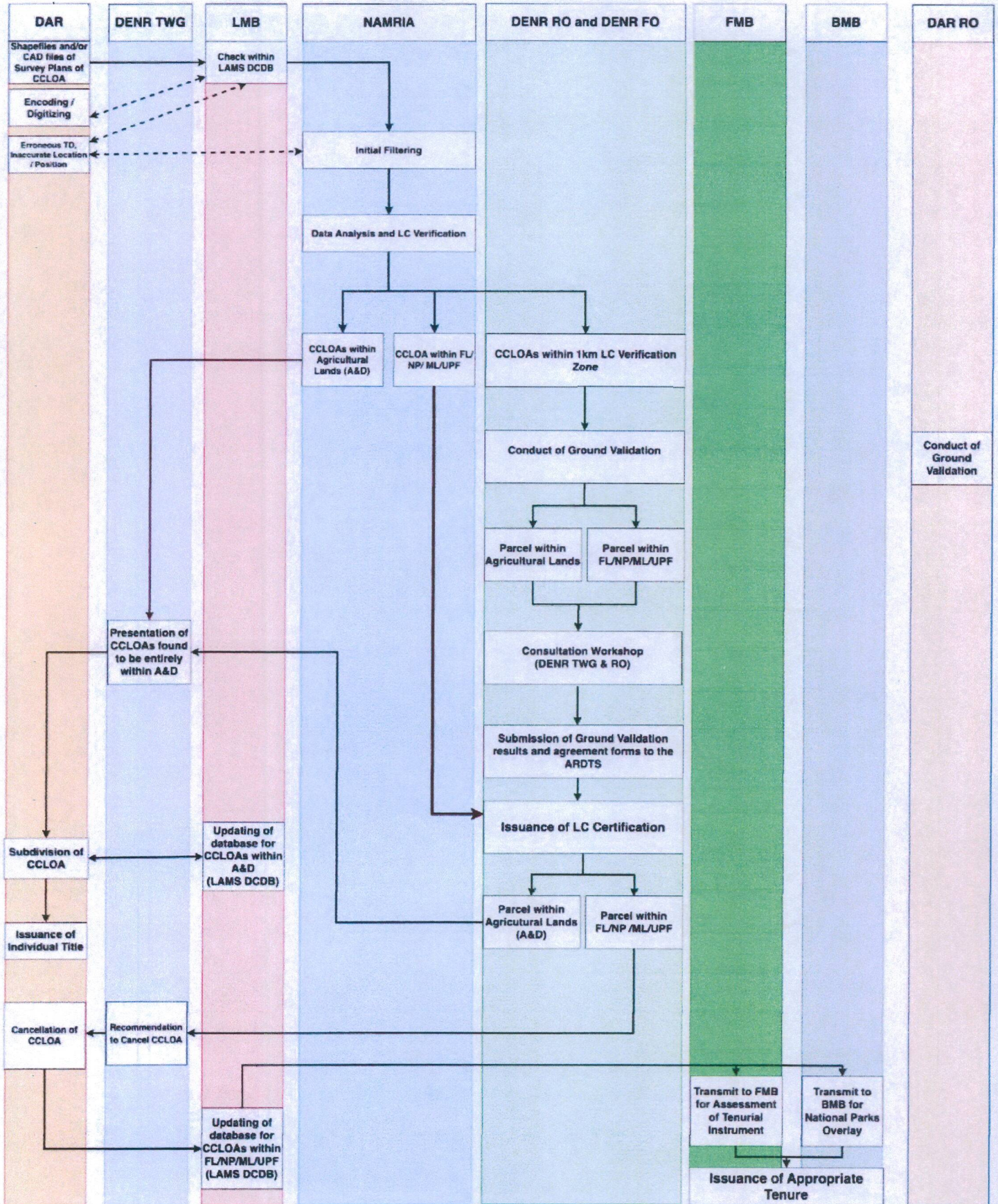
Acknowledgement: ONAR, U.P. Law Center  
November 14, 2024

MARIA ANTONIA YULO LOYZAGA  
Secretary

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# ANNEX A. Process Flow



**ANNEX B. Standard Attributes of the CCLOA shapefile**

<b>Field Name</b>	<b>Field Type</b>	<b>Length</b>	<b>Description</b>	<b>Sample</b>
LOT_SURNAME	Text	200	Surname of Lot Owner	Dela Cruz
LOT_FIRSTNAME	Text	200	First Name of Lot Owner	Juan
CLOA No.	Text	100	CLOA Number	00227242
LOT_NO	Text	100	Lot Number	187A
BLOCK_NO	Text	100	Block Number	35
AREA_HA	Double	Default	Area of lot in hectares	0.0025
BARANGAY	Text	100	Name of Barangay	San Nicolas
MUNI_CITY	Text	100	Name of Municipality/City	Puerto Galera
PROVINCE	Text	100	Name of Province	Oriental Mindoro

ANNEX C. Sample Template of Field Notes

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

FIELD NOTES ON THE VERIFICATION OF LAND CLASSIFICATION (LC) STATUS  
RELATIVE TO THE IMPLEMENTATION OF THE SPLIT PROJECT

SPLIT Project Form No. 2022-01

CCLOA Holder Name: _____			
CLOA No.: _____		Area (hectares): _____	Area (square meters): _____
Block No.: ____	Lot No.: ____	Sitio: _____	Barangay: _____
Municipality/City: _____		Province: _____	
Region: _____		Date of Field Validation: _____	
GPS Instrument Used (make and model): _____			

Validated Corners/boundary line

CORNER NO.	UTM		DESCRIPTION / REFERENCES
	NORTHING	EASTING	

Observations/Findings:

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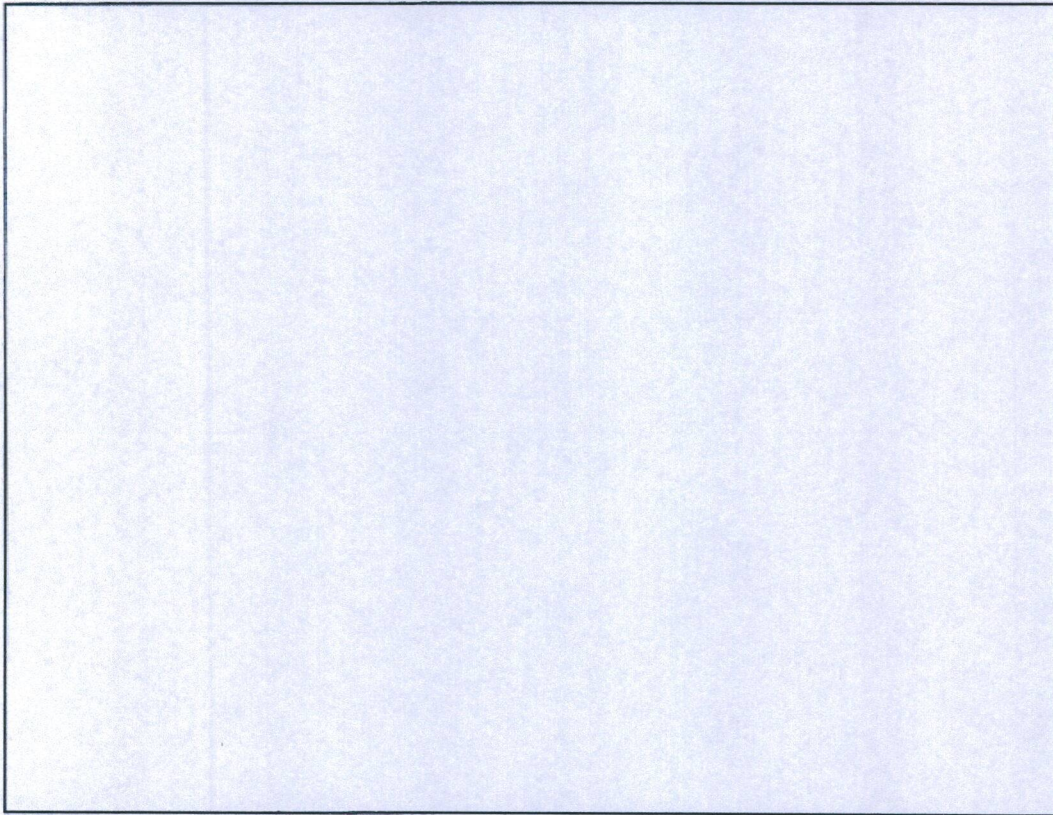


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Sketch (include nearest natural landmark or any reference landmark, if applicable)



Prepared by:

Lead, Regional SPLIT Ground Validation Team	Date: _____
DENR Provincial Environment and Natural Resources Office	Date: _____
Land Classification Verifier	Date: _____
Protected Areas Superintendent (PASu)	Date: _____
Representative, Department of Agrarian Reform	Date: _____
Representative, Land Management Bureau	Date: _____

**ANNEX D. Sample Template of Certification of Land Classification Status for CCLOAs per NAMRIA verification**

**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that per records of this Office and based on the verification of the National Mapping and Resource Information Authority (NAMRIA) the tract of land covered by the survey designated as Block Number \_\_\_\_, Lot Number \_\_\_\_, of the subdivision plan \_\_\_\_\_, containing a total area of \_\_\_\_\_ square meters (\_\_\_\_ hectares), situated at Sitio \_\_\_\_, Barangay \_\_\_\_, Municipality/City of \_\_\_\_\_, Province of \_\_\_\_\_ which is being covered by Certificate of Land Ownership Award No. \_\_\_\_, dated \_\_\_\_, is within an area classified as \_\_\_\_\_ under Project Number \_\_\_\_, Block Number \_\_\_\_, of Land Classification Map Number \_\_\_\_, dated \_\_\_\_\_.

This certification is issued this \_\_\_\_ day of \_\_\_\_\_ for the purposes of correcting and affirming the land classification status for the sole purpose of the Support for Parcelization of Land for Individual Titling (SPLIT) Project in consonance with DENR Administrative Order No. 2022-\_\_\_\_ “Guidelines on the Process of Verification and Issuance of Certification of Land Classification Status Relative to the Implementation of the Support to Parcelization of Lands for Individual Titling (SPLIT) Project”, dated \_\_\_\_\_.

By the Authority of the Secretary:

\_\_\_\_\_  
**Assistant Regional Director for Technical Services**

DENR Region \_\_\_\_\_

CONTROL NO. \_\_\_\_\_

*SPLIT Project Form No. 2022-02*

2023-01

**ANNEX E. Sample Template of Certification of Land Classification Status for CCLOAs per Regional SPLIT Ground Validation**

**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that per records of this Office and based on the verification of the Regional SPLIT Ground Validation Team composed of DENR and DAR Technical Staff by virtue of Regional Special Order No. \_\_\_ dated \_\_\_\_, the tract of land covered by the survey designated as Block Number \_\_\_\_, Lot Number \_\_\_\_, of the subdivision plan \_\_\_\_\_, containing a total area of \_\_\_\_\_ square meters (\_\_\_\_\_ hectares), situated at Sitio \_\_\_\_, Barangay \_\_\_\_, Municipality/City of \_\_\_\_\_, Province of \_\_\_\_ which is being covered by Certificate of Land Ownership Award No. \_\_\_\_, dated \_\_\_\_, is within an area classified as \_\_\_\_\_ under Project Number \_\_\_\_, Block Number \_\_\_\_, of Land Classification Map Number \_\_\_\_, dated \_\_\_\_\_.

This certification is issued this \_\_\_ day of \_\_\_\_\_ for the purposes of correcting and affirming the land classification status for the sole purpose of the Support for Parcelization of Land for Individual Titling (SPLIT) Project in consonance with DENR Administrative Order No. 2022-\_\_\_ "Guidelines on the Process of Verification and Issuance of Certification of Land Classification Status Relative to the Implementation of the Support to Parcelization of Lands for Individual Titling (SPLIT) Project", dated \_\_\_\_\_.

By the Authority of the Secretary:

\_\_\_\_\_  
**Assistant Regional Director for Technical Services**

DENR Region \_\_\_\_\_

CONTROL NO. \_\_\_\_\_

*SPLIT Project Form No. 2022-03*

2023-03