

**Administrative Order**

**No. 44**

**July 09, 1993**

**SUBJECT : Guidelines and Procedures on the CARP  
Inventory of A & D Lands Project**

The inventory of A & D Lands, as required in the effective implementation of R.A. 6657 otherwise known as the Comprehensive Agrarian Reform Law (CARL), shall be undertaken in accordance to the following guidelines and procedures:

**Section 1. Mandate**

The Land Management Services of the Department of Environment and Natural Resources shall be primarily responsible for the implementation of the Inventory of A & D Land project.

**Section 2. Objectives**

The project shall have the following objectives:

- 2.1 To obtain a comprehensive listing of parcels within the A & D lands.
- 2.2 To generate relevant information on survey status, land uses, names of claimants, and status of their claims.
- 2.3 To determine the area and specific location of agricultural lands that shall be disposed or developed under the CARP.
- 2.4 To establish a computerized information on A & D Lands.

**Section 3. Definition of Terms**

- 3.1 Alienable and Disposable (A & D) Lands refer to those lands of the public domain which have been subject of the present system of land classification and certified as not needed for forestry purposes.
- 3.2 Agricultural lands refers to land suitable or devoted for cultivation of food crops and for raising farm animals.

- 3.3 Inventory of A & D Lands - The process of collecting, compiling, evaluating, analyzing and documenting data pertaining to the survey structure, status of claims/ ownership, actual uses of lots/parcels of A & D lands within a municipality.

#### **Section 4. Project Scope and Duration**

- 4.1 The inventory shall cover all A & D parcels of land nationwide.
- 4.2 The inventory shall be undertaken within six (6) months from the date of release of funds for the project.

#### **Section 5. Organization**

- 5.1 The Lands Management Bureau shall be the lead agency who shall supervise the implementation of the project with the Land Management Services in the region as the main operating units.
- 5.2 The project shall be headed by a National Project Coordinator who shall be responsible for the project operations under the direction, supervision and control of the National Action Officer for CARP. A National Project Support Group shall be created at LMB which shall be responsible in the:
- a. Training
  - b. Monitoring & Evaluation
  - c. Processing Input Data
  - d. Administrative support services
  - e. Assisting the Project Coordinator in coordinating the project
- 5.3 A Regional Project Coordinator shall be designated by the Regional Action Officer for CARP. He shall be responsible for the project operations in the region under the direction, supervision and control of the Regional Action Officer for CARP. A Regional Project Support Group shall be created by the Regional Action Officer for CARP which shall perform functions similar to the National Project Support Group.

The Provincial Project Coordinator shall be designated by the Provincial Action Officer for CARP. He shall coordinate the activities in all CENRO's under the direction, supervision and control of the Provincial Action Officer for CARP.

- 5.5 A Community Action Team, headed by a designated Team Leader shall be created by the Community Action Officer for CARP, who shall be responsible for the execution of the inventory of A & D Lands within their area of jurisdiction.

This Team shall be composed of personnel from the Land Management Units, Survey Teams and other units in the CENRO Office.

## **Section 6. Operational Activities**

### **6.1 Land Data Collection and Compilation**

The CENRO Action Team immediately upon the start of the project shall compile all available land data record sheets and land information registers that have been previously generated in the inventory activities in pursuance to DAO No. 66 series of 1990 and submit the same to the National Project Coordinator.

### **6.2 Preparation and Distribution of Manual of Project Operations and Prescribed Forms.**

The National Project Support Group shall prepare and provide the Manual of Operations on the inventory of A & D Land and samples of prescribed forms. Reproduction for additional copies shall be the responsibility of the Regional Project Support Group.

### **6.3 Orientation and Training**

The National Project Support Group shall develop training program for the implementation of the project. This training program shall consist of Trainors training where selected regional staff shall be trained by the Management Support Group. Subsequent training for Technicians and Operators shall be conducted by the Regional Trainors at the CENROs.

### **6.4 Land Data Generation**

For all surveyed and unsurveyed municipalities, a Land Data Record Sheet shall be prepared covering all A & D parcels. This includes research work of available records and field enumeration.

### **6.5 Sketching**

For unsurveyed areas, actual field sketching shall be undertaken by contract with Private Geodetic Engineer Contractors or by Administration to determine the

approximate boundaries, area, location and number of land claims within the A & D lands.

**6.6 Preparation of the Municipal Land Information Map**

A Land Information Map shall be prepared using a stable base transparent material, cut size 54x54, at convenient scale but uniform for all the municipalities in each province.

The land survey status, land uses and disposition shall be shown in the map.

**Section 7. Reports**

Monthly Performance Report shall be submitted by the Community Action Team on or before the 25th of the reporting month, to the National Project Coordinator, copy furnished the Provincial Coordinator and Regional Project Coordinator.

**Section 8. Budget**

Funds shall be charged against the ARF allotment released for the purpose. The National Action Officer for DENR-CARP shall be responsible for the over-all management and allocation of such funds to all operating units in charge of implementing the project.

All orders, circulars, rules and regulations inconsistent with or contrary to the provisions of this Order are hereby modified or amended accordingly.

This order shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary