

**PHILIPPINES-AUSTRALIA LAND
ADMINISTRATION AND MANAGEMENT
PROJECT**

JUDICIAL TITLING

SAT OPERATIONS MANUAL

VOLUME 1

31 May 2003

REPORT C34



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This Training and Operations Manual is prepared by LAMP to assist the Systematic Adjudication Team to conduct its field processes. It will be amended as field practice changes as a result of lessons learned during the initial judicial proceedings. It will be supported by Volume 2 containing examples of all forms. This will also be useful for the Cadastral Officer and the clerks of the court.

Additional resources will be available for adjudicators, including copies of lecture material prepared by lectures during training programmes.

Introduction to judicial titling

In the Philippines, there are two systems for the registration of real property transactions:

- **Registered land** – this is a form of Torrens title land under the Land Registration Act No. 496 of 1903 [as amended by Presidential Decree PD 1529 on 11 June 1978]. Registered land is characterised by indefeasible rights. At the expiration of 12 months from the issue of the decree for the registration of the land, the title becomes incontrovertible.
- **Unregistered land** – Section 194 of the Administrative Code provided a system for the registration of instruments affecting unregistered land. All documents affecting unregistered land can be recorded by the Registry of Deeds. See also Act 2837 and Act 3344 of 1926. Recorded transactions for unregistered land generally do not confer title greater than that held by the party conveying title [see Section 113 of the Property Registration Decree PD 1529.

In relation to unregistered land, the effect of registration is to give public notice and to make the contract binding on third parties:

Section 113. Recording of Instruments relating to Unregistered Lands. No deed, conveyance, mortgage lease or other voluntary instruments affecting land not registered under the Torrens system shall be valid, except as between the parties thereto, unless such instrument shall have been recorded in the manner herein prescribed in the Office of the Registrar of Deeds...

The law provides two general methods for bringing unregistered land under the Torres system:

- **Administrative action** to issue a patent for public land. The patent, once registered by the Registrar of Deeds, will after a period of time become “registered land as if contained in a certificate of title”.
- **Judicial action**, where the court can confirm an imperfect title and order the issue of a certificate of title. There are two types of proceedings:
 - *Voluntary proceedings* – an application relating to one parcel of land brought by the owner of the parcel. Originally, individual applications could be made to the court by a claimant seeking judicial validation of an imperfect title. The claimant hires Counsel and presents documentary and verbal evidence to support the claim. Because of delays in the process and the cost to the individual, this method has not been extensively used.
 - *Mass compulsory proceedings initiated by the State* for all the land in a barangay. The Cadastral Act 2259 of 1913 seeks to serve the public interest by requiring that the title of lands be adjudicated and settled. In the mass judicial proceedings, the government takes the initiative in preparing an application to the court. Under this procedure, an effort was made to minimise the impact on the court, by permitting the court functions to be delegated to a Commissioner of the Court to identify and resolve applications where there is no dispute. The Commissioner may be the Clerk of the Court. The Commissioner has responsibility to review Answers already examined and reported on by the Cadastral Officer. The Commissioner is empowered but not required to conduct an informal hearing if further evidence is required to support any application. The Commissioner can recommend to the court an appropriate resolution in relation to uncontested lots. In relation to contested lots, these may only be resolved by the judge. If the Clerk of the Court is not available then a private person such as a legal practitioner may be appointed.

Judicial titling applications can only be made by Filipino citizens in relation to alienable and disposable land. If the land is forest land, the application cannot proceed.

Adjudicators will be aware of the value of bringing land under the Torrens system:

“... the following are the advantages of adopting the Torrens system in this country in general, and of bringing lands under the operation of the same...

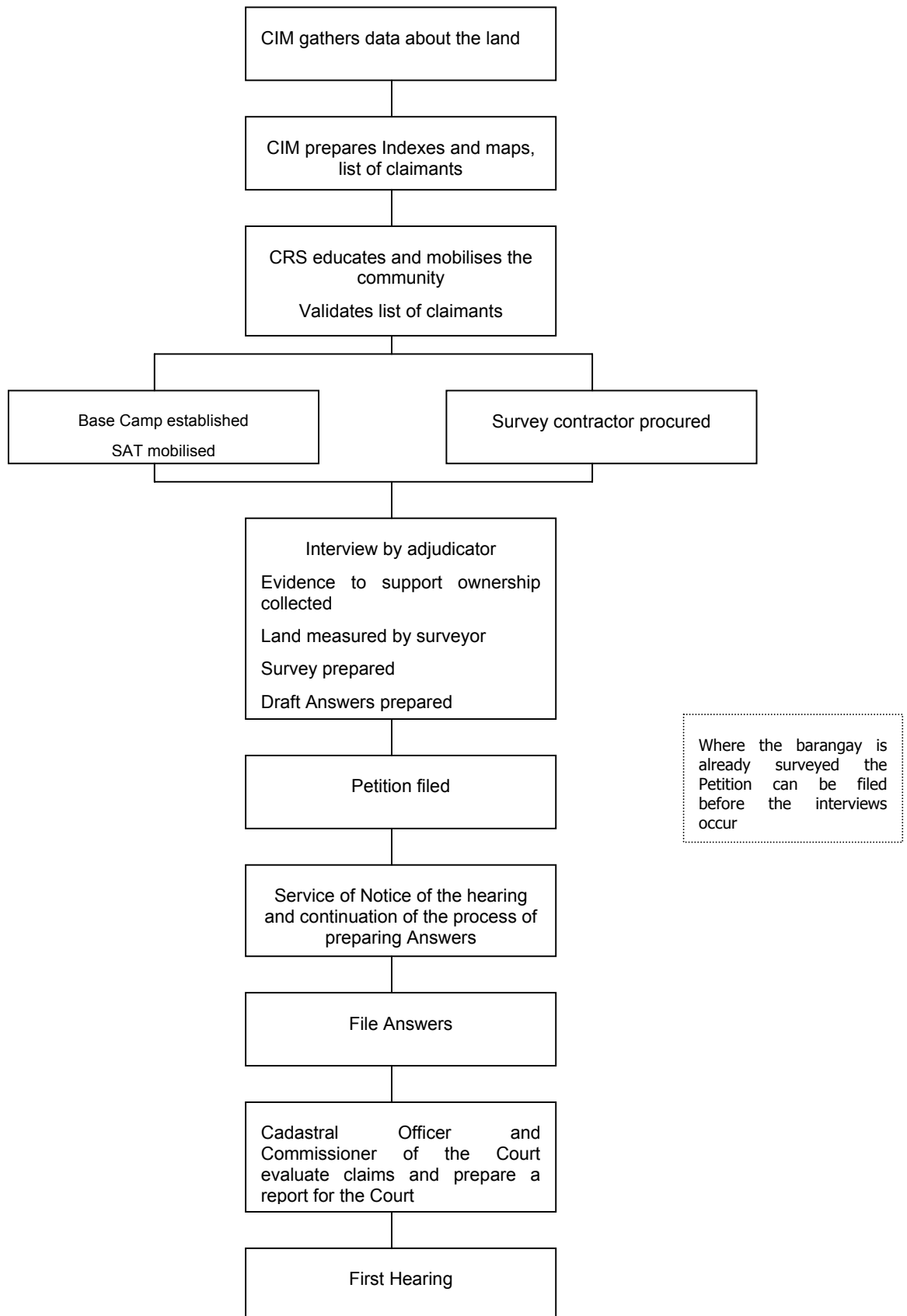
- (1) the title issued under this system is indefeasible;*
- (2) the title issued is a conclusive evidence of ownership;*
- (3) the Torrens system relieves the land of unknown liens or claims against it;*
- (4) the security and certainty of the title raise the value of the land;*
- (5) security, brevity and clearness are substituted for insecurity, verbiage and obscurity with respect to the title to the land;*
- (6) the cost of conveyance is made very much cheaper because it does away with the necessity of examining previous records to ascertain the actual status of the title;*
- (7) no encumbrance, lien, adverse claim can affect the land unless registered in the Registry Book ;*
- (8) the method of dealing with the land is simplified, thereby making easier any transaction relative thereto;*
- (9) it quiets title to or possession of the land;*
- (10) an assurance fund is provided to answer and damage which may be incurred by anyone deprived of his property through fraud or the operation of [the law];* “The Registration of Land Titles and Deeds by Noblejas, A.H. and Noblejas, E., Rex Book Store, 1986, at page 45.

The main steps on mass cadastral proceedings are as follows:

- Cadastral survey by DENR
- Petition to the court; publication in the Gazette and display of notices
- Preparation of Answers responding to the government's petition
 - collection of documentary evidence to support the claim
- Swearing of the Answers before the Cadastral Officer
- Preparation of Cadastral Officer's Report
- Informal hearing by the Commissioner of the Court
- Preparation of the Commissioner's Report to the Court
- Endorsement of order by the Court
- Drafting Titles

Summary of steps

Diagram ???



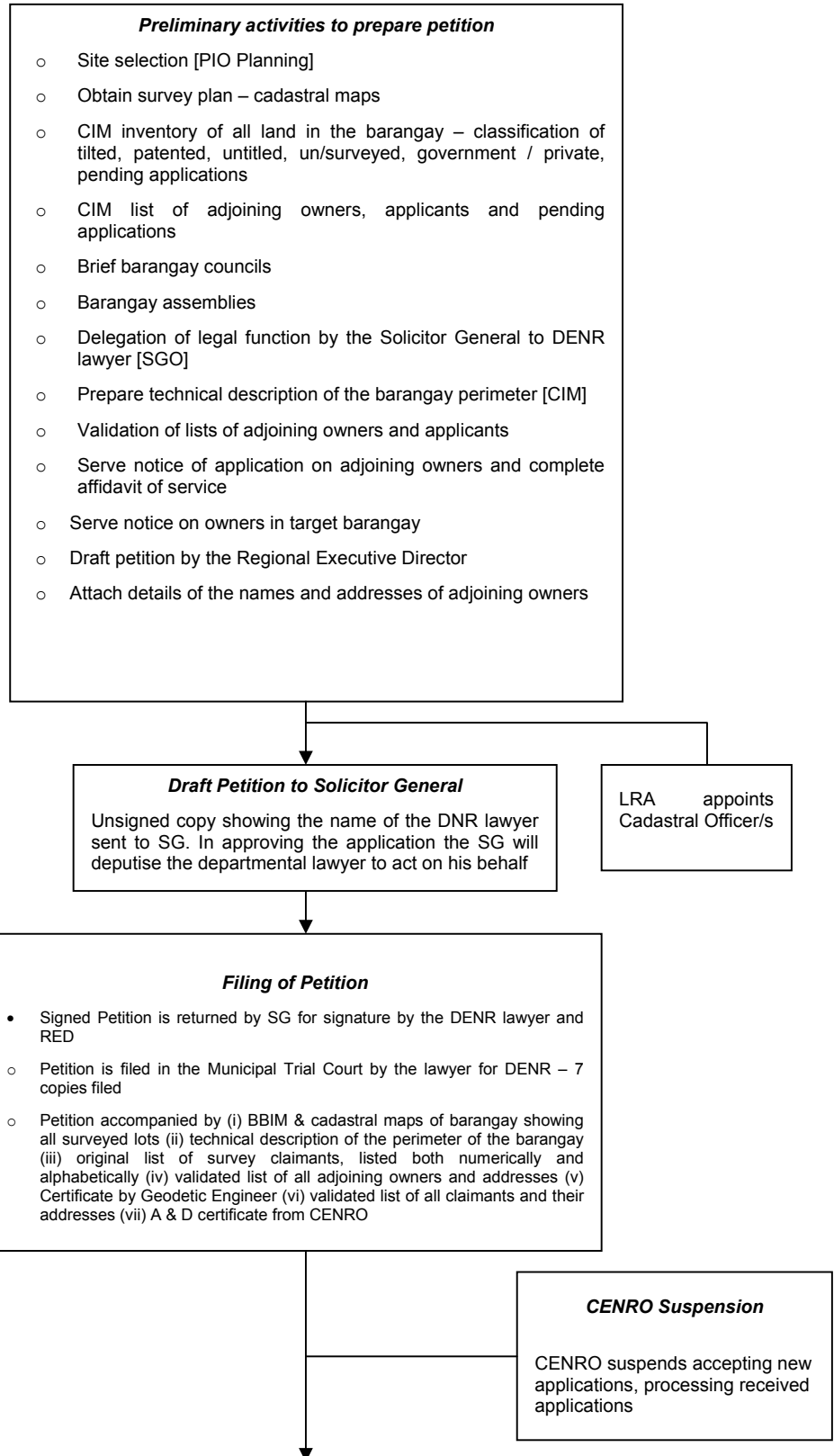
Advantages of Judicial Titling

Potential for Streamlining

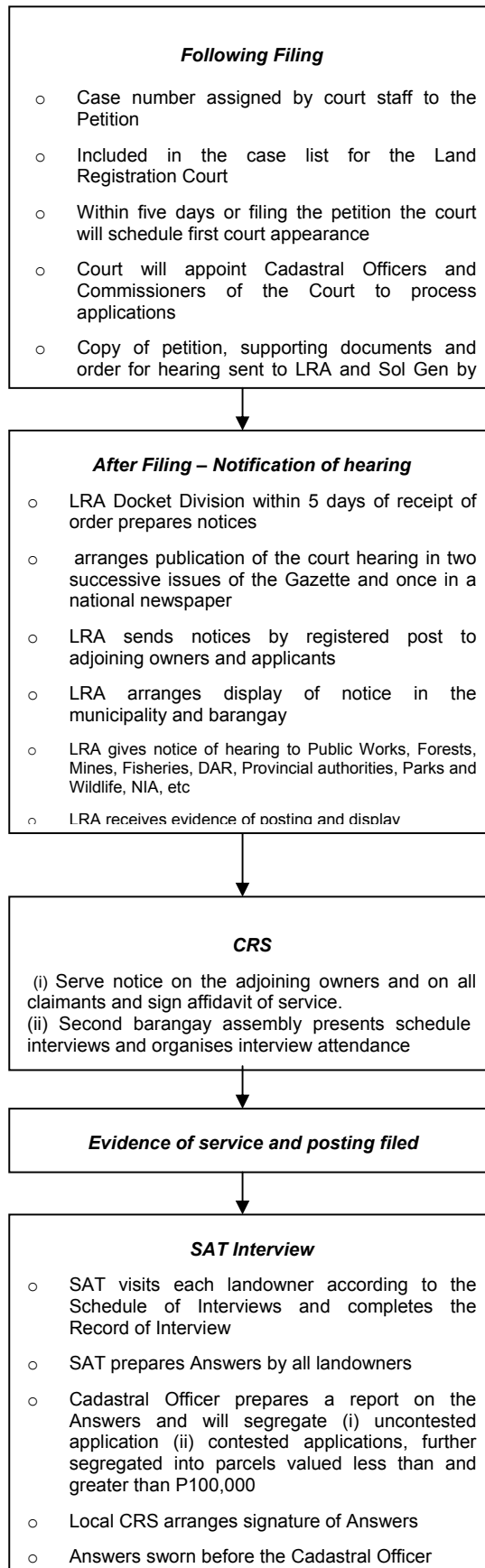
The following chapters set out the methodology adopted I PIO 1 for implementing Judicial Titling during LAMP 1 as supported by AusAID-funded Technical Assistance.

Chapter 1. Flowcharts of the Judicial Titling Process

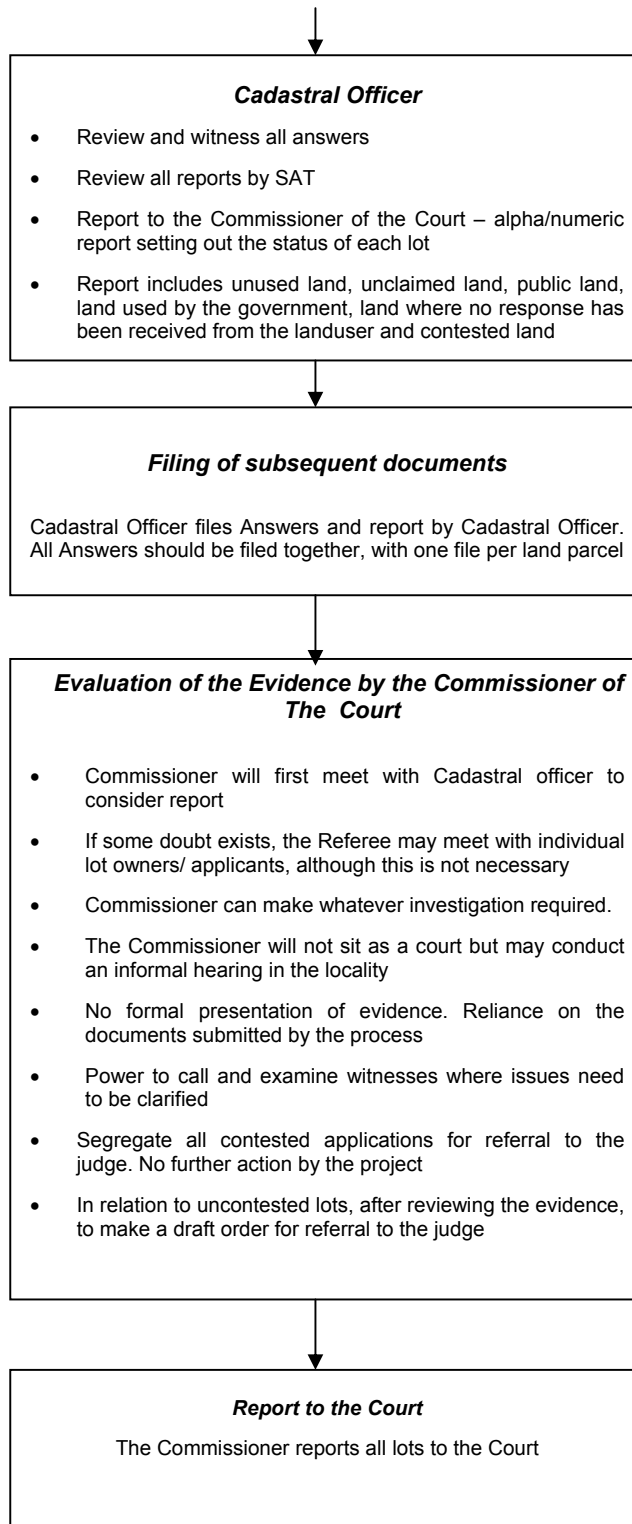
1.1 Judicial Titling Overview - surveyed



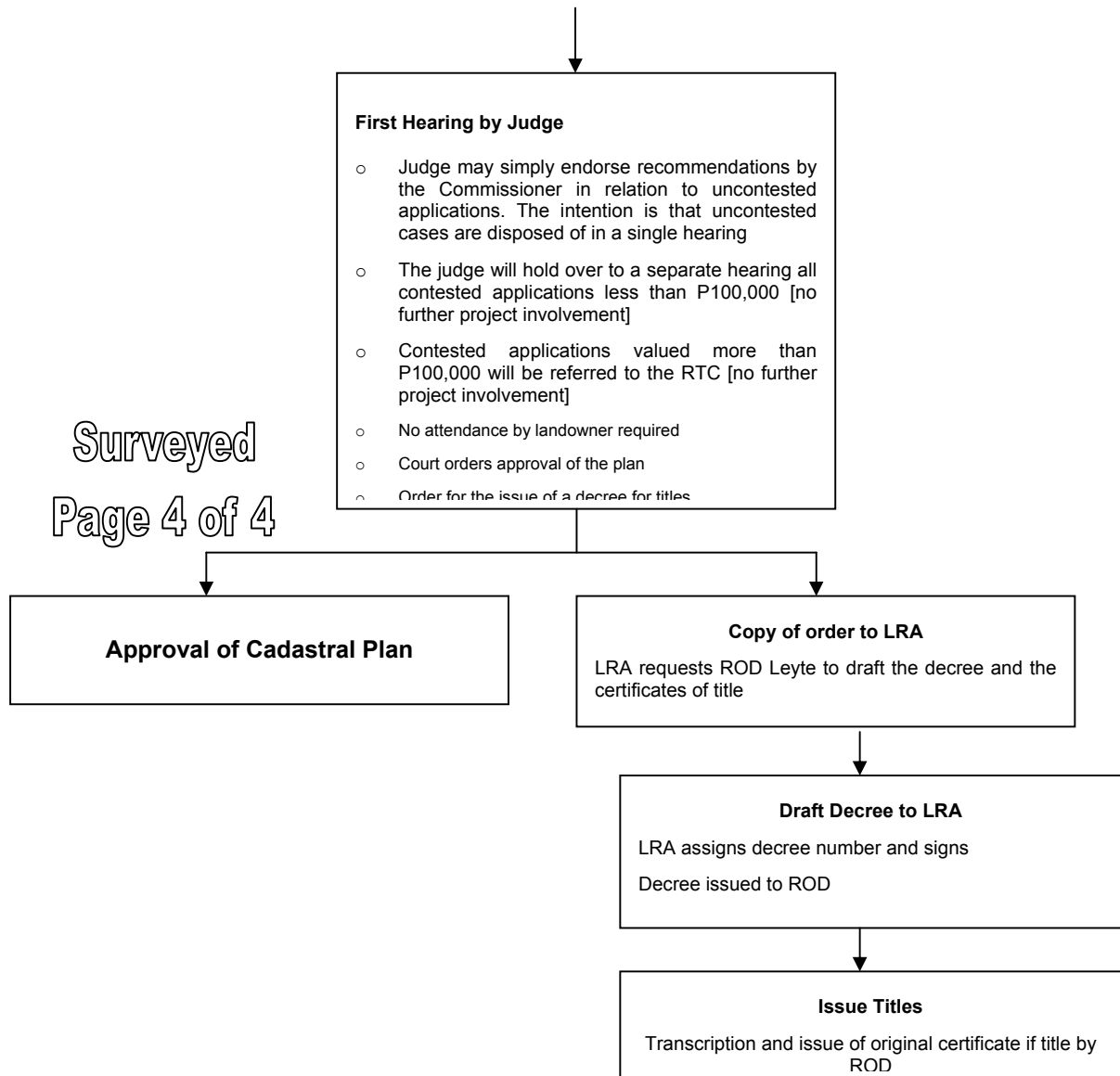
Surveyed
Page 1 of 4



Surveyed
Page 2 of 4

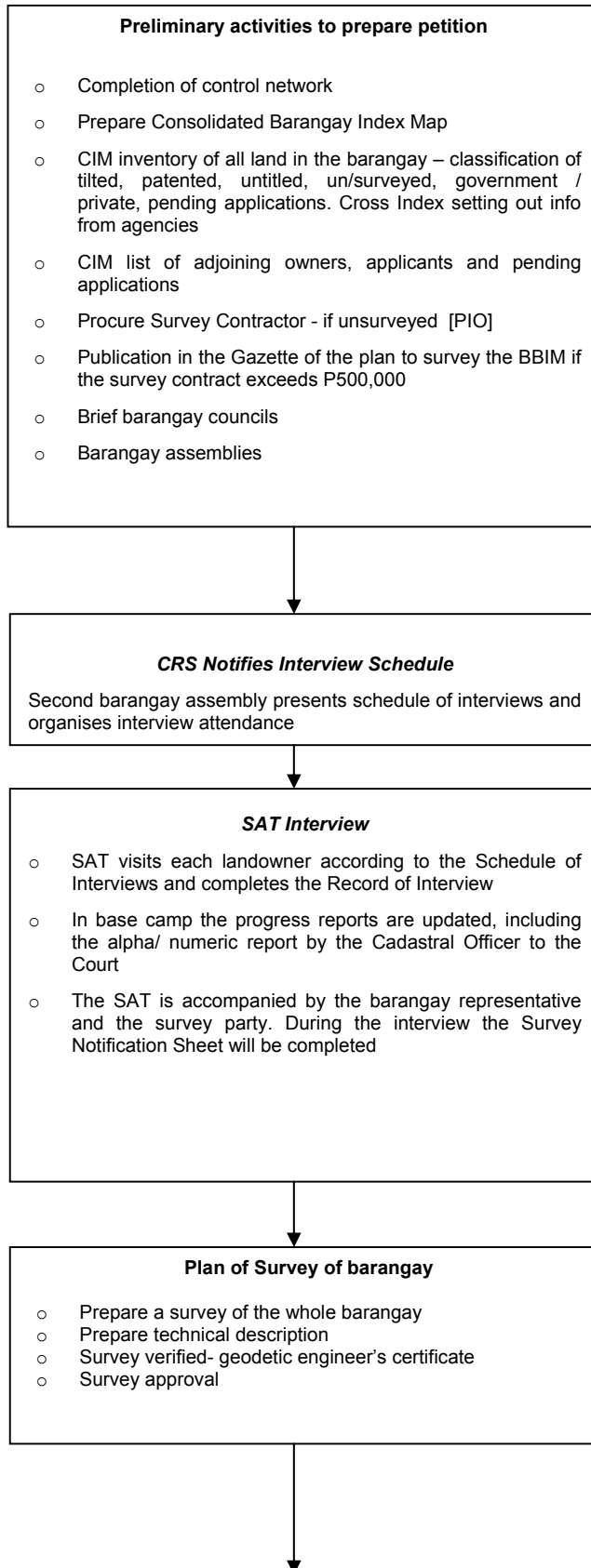


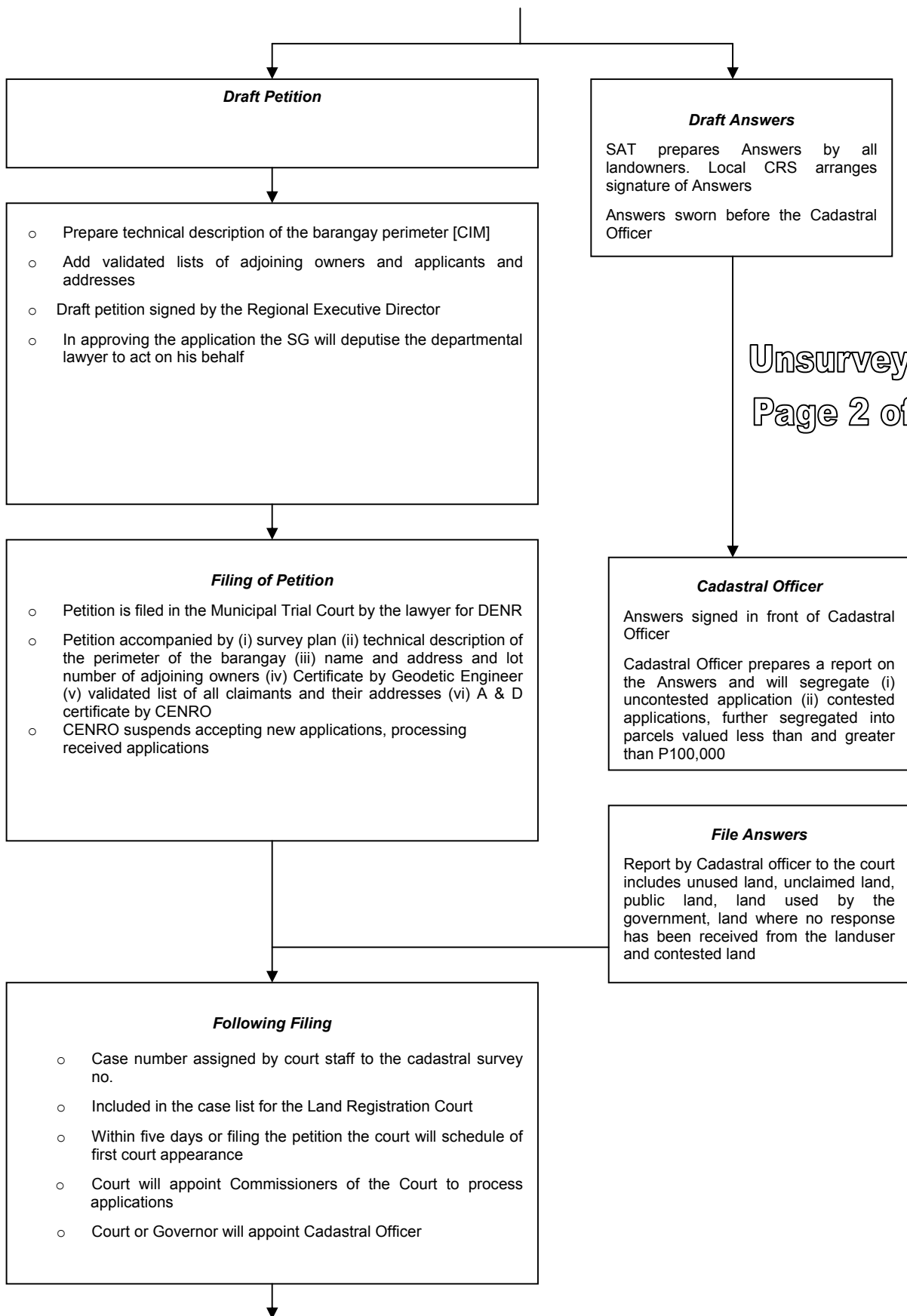
Surveyed
Page 4 of 4



1.2 Judicial Titling Overview - unsurveyed

Unsurveyed
Page 1 of 4





Unsurveyed
Page 2 of 4



- After Filing – Notification of hearing**
- Copy of petition, supporting documents and order for hearing sent to LRA by Court
 - LRA arranges publication of the Notice of the court hearing in two successive issues of the Gazette and once in a national newspaper. LRA serves all relevant government agencies and arranges posting/display in the municipality and barangay
 - Serve notice of application on adjoining owners and complete affidavit of service



- Filing of subsequent documents**
- Cadastral officer files affidavits of service, Answers and report by Cadastral Officer
 - DNR lawyer files the plan of survey. It will not be signed yet

Unsurveyed
Page 3 of 4

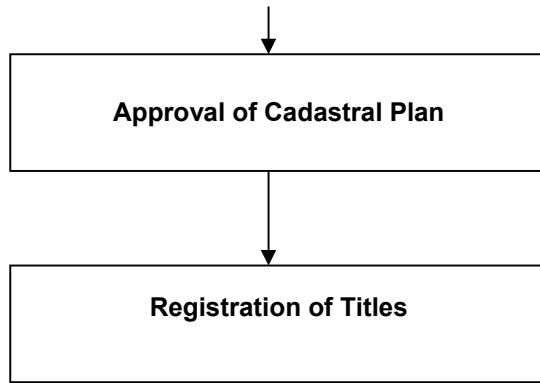


- Informal hearing by the Commissioner of the Court**
- Referee will first meet with Cadastral officer to consider report
 - If some doubt exists, the Referee may meet with individual lot owners/ applicants
 - Referee can make whatever investigation required.
 - Not sitting as a court but an informal hearing in the locality
 - Conducted by the Commissioner not the judge
 - No formal presentation of evidence. Reliance on the documents submitted by the process
 - Power to call and examine witnesses where issues need to be clarified
 - Segregate all contested applications for referral to the judge. No further action by the project
 - In relation to uncontested lots, after reviewing the evidence, to make a draft order for referral to the judge



- First Hearing by Judge**
- Judge may simply endorse recommendations by the Commissioner in relation to uncontested applications
 - The judge will hold over to a separate hearing all contested applications less than P100,000 [no further project involvement]
 - Contested applications valued more than P100,000 will be referred to the RTC [no further project involvement]
 - No attendance by landowner required
 - Court orders approval of the plan
 - Order for registration of titles decree





Unsurveyed
Page 4 of 4

Chapter 2. CRS in Judicial Titling

2.1 Aims of CRS in Judicial Titling

CRS aims:

- **Community introduction** – introduce the project to the community
- **Community education** – on the value of the project and how and why the community can participate
- **Motivating the community to participate** in the project by explaining the benefits of the project on landholders
- **Mobilising the community** to begin the process of involvement by collecting and placing corner markers in consultation with the adjoining owners, gathering supporting evidence and documentation in readiness for the interview, and attending the interview and ocular inspection.
- **Empowering those who wish to object** to an application for judicial titling, by explaining the process to be followed.

Diagram 1: Overview of the CRS process

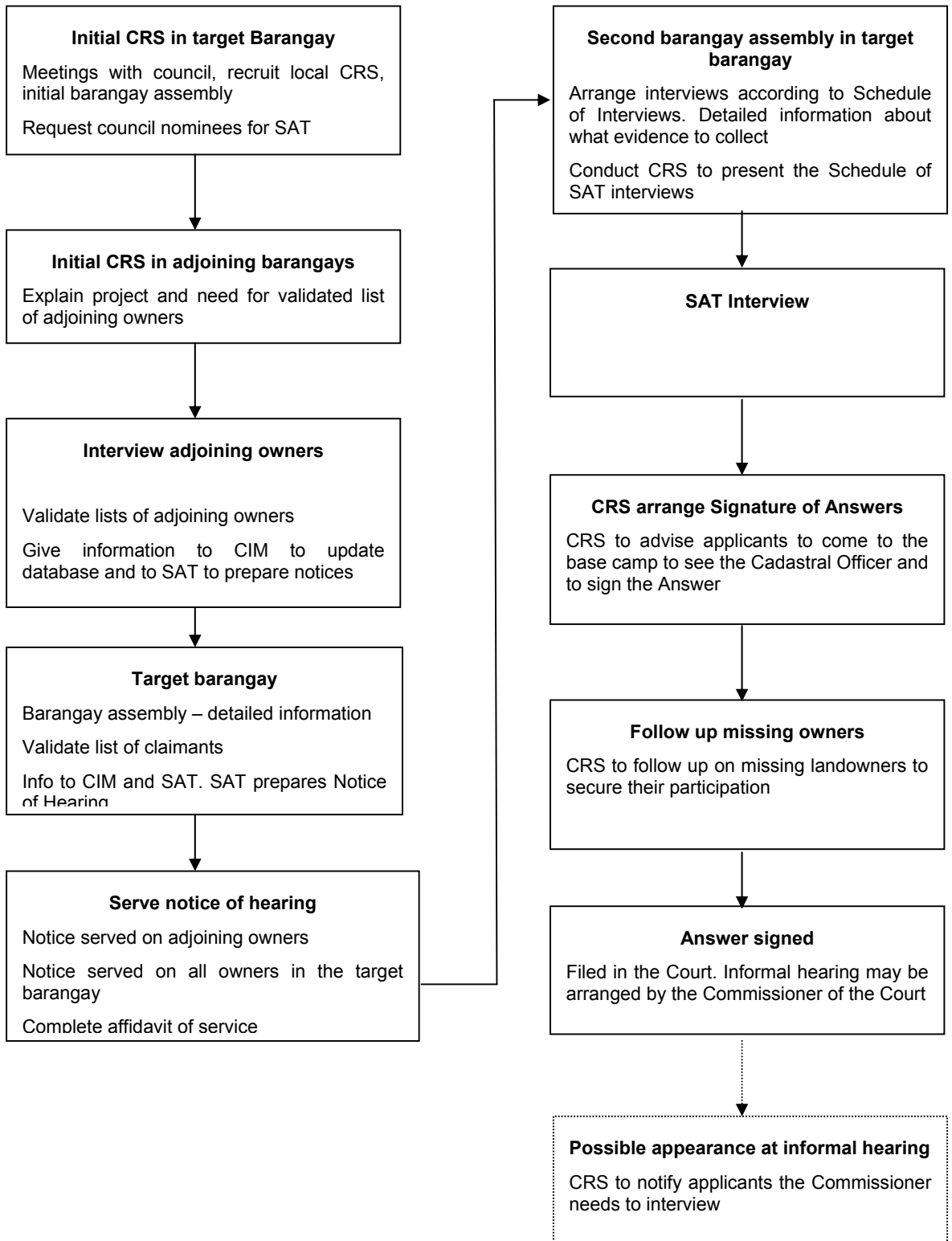


Diagram 2: CRS in Adjoining Barangay

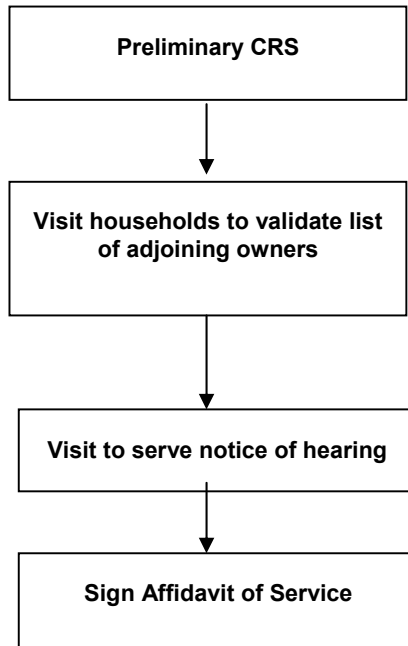


Diagram 3: Summary of CRS in Target Barangay

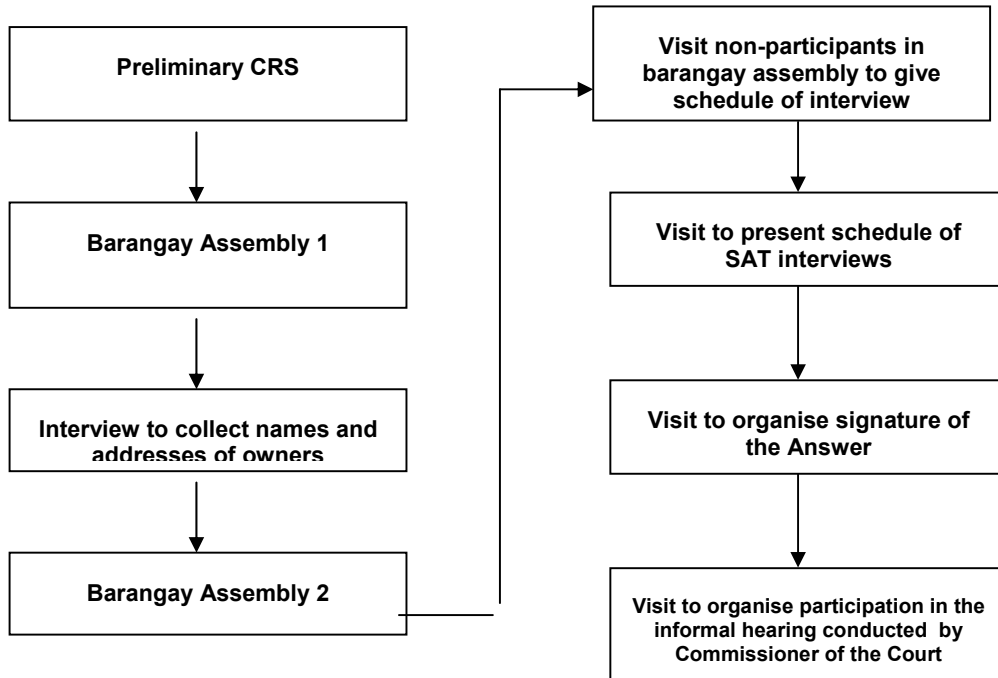
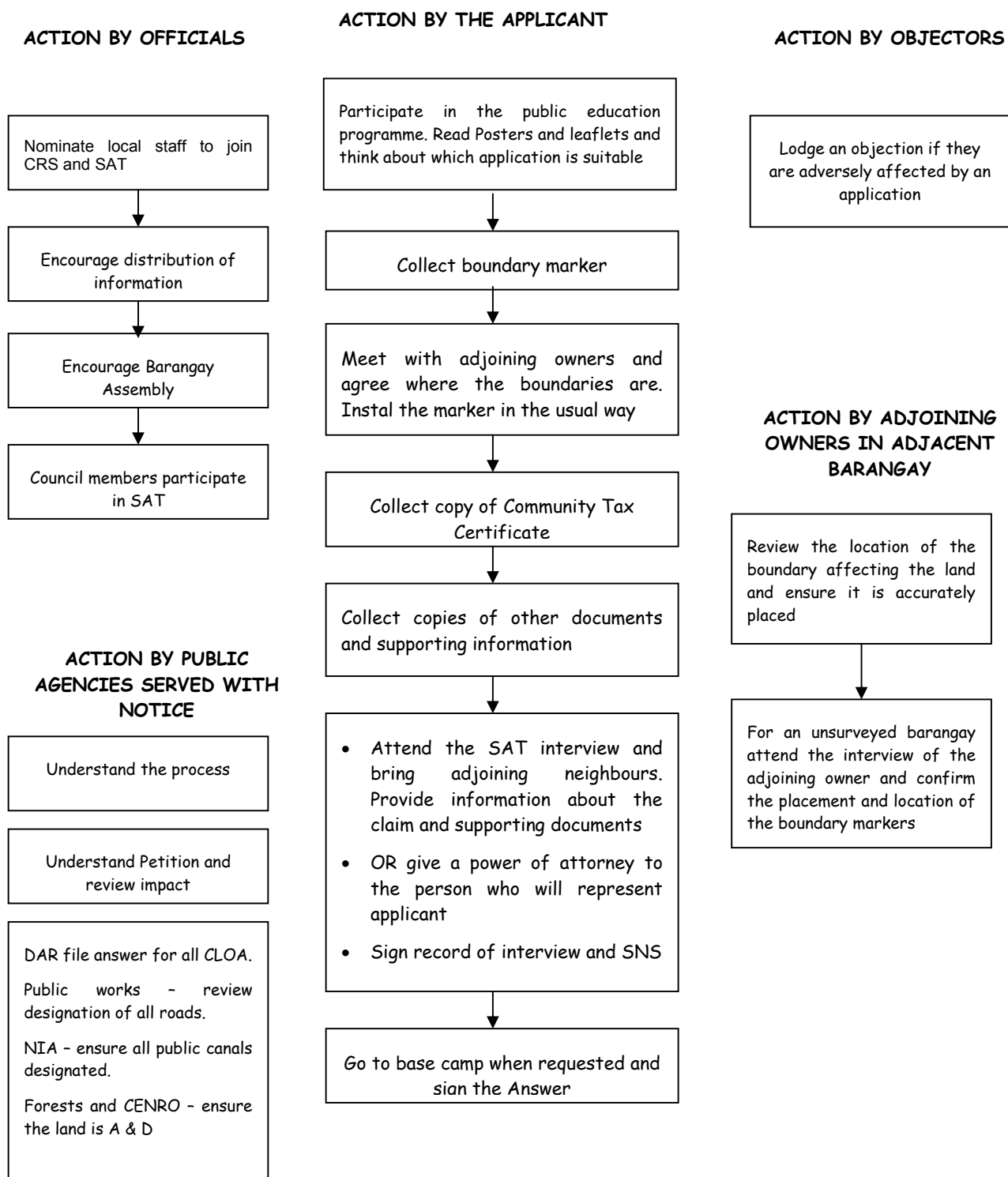
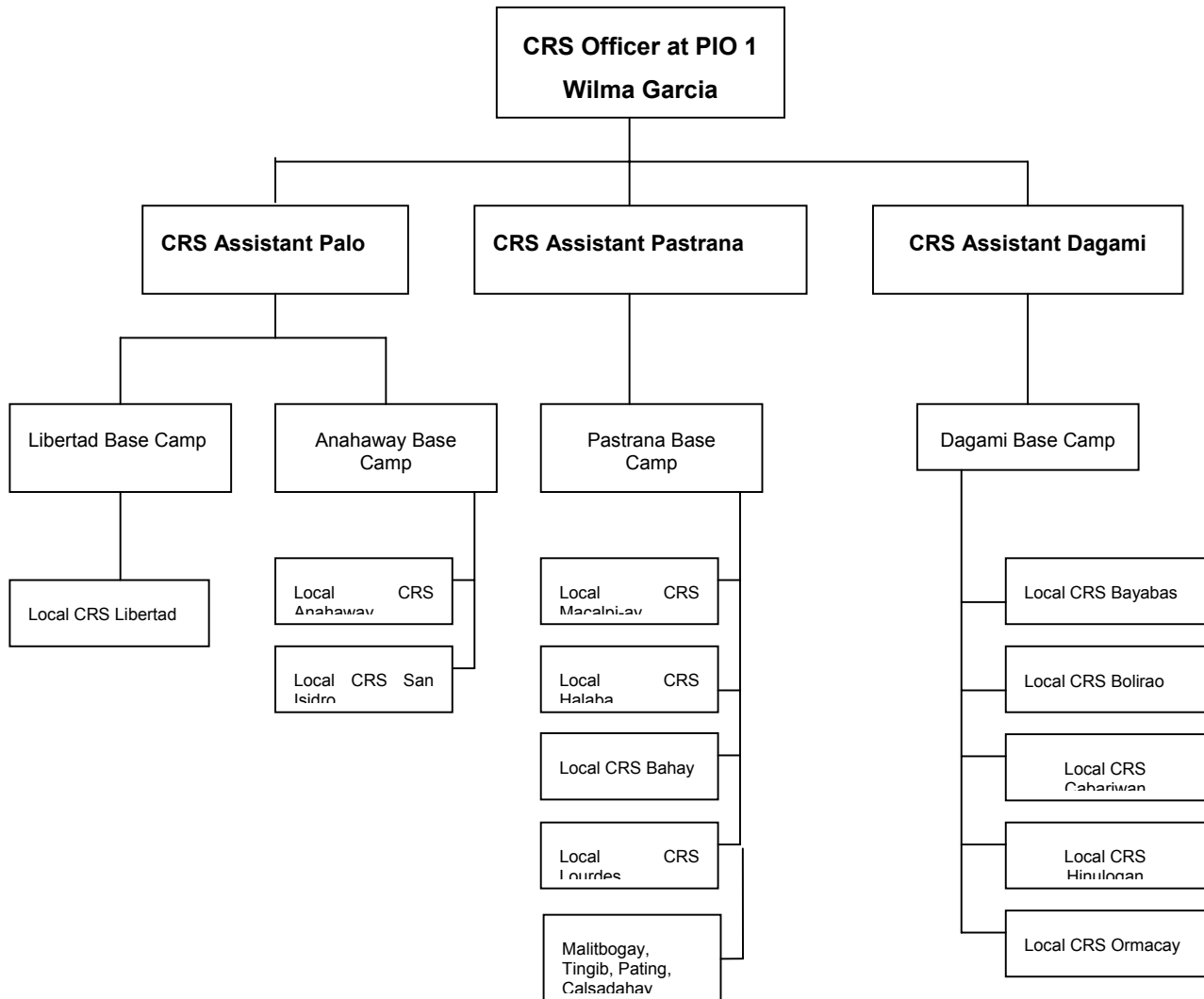


Diagram 4: Summary of actions encouraged by CRS

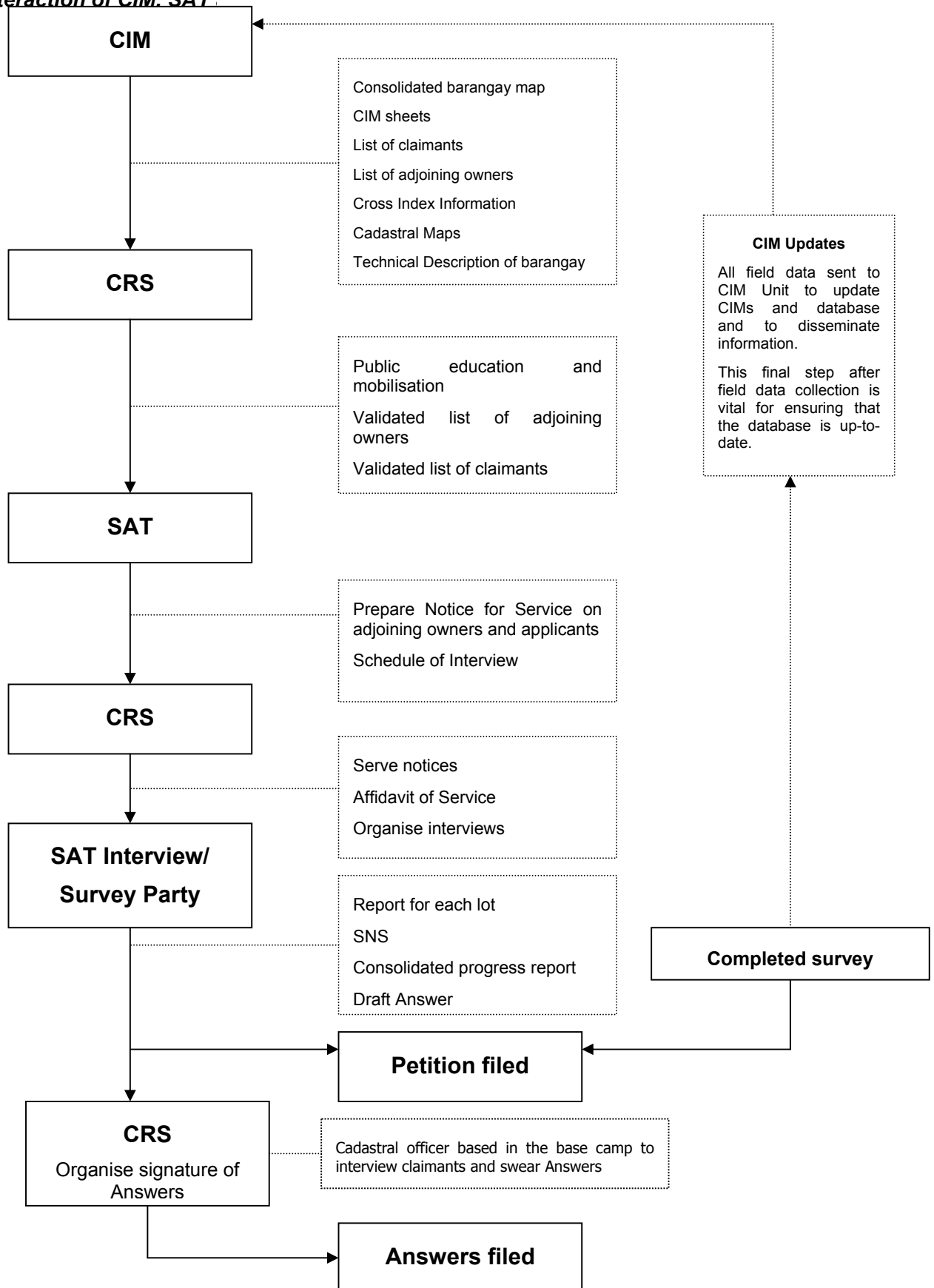
CRS ENCOURAGES ...



2.2 Structure of CRS in initial pilots



2.3 Interaction of CIM, SAT



2.4 Compare Roles of CRS and SAT

The following clarifies the division of responsibilities between the CRS and SAT participants:

CRS

- Provide general but not technical essential information to applicants
- Coordinate the Barangay assembly but not answer technical questions
- Validate list of adjoining owners and list of claimants and provide the updated list to CIM and the SAT
- Arrange the applicant to be aware of the interview time with the SAT according to the Schedule of Interviews drafted by the SAT- essentially to get the applicant and the SAT together. Need not provide technical information at the interview because the technical expertise rests with the adjudication team
- Arrange the appointment of the barangay council participants on the Systematic Adjudication Team.
- Serve Notice of Hearing prepared by the SAT
- Sign the Affidavit of Service
- Follow up land owners who do not attend the interview or who do not provide adequate documentary evidence.

The Systematic Adjudication Team

- Provide technical information as required
- Participate in barangay assemblies organised by CRS
- Based on the validated lists provided by the CRS team, draft Notice of Hearing for service by CRS on (i) the adjoining owners (ii) all lot owners in the target barangay
- Draft the Schedule of Interviews and liaise with the CRS staff
- Coordinate with the barangay councillor to participate in the Systematic Adjudication Team. Give him/her a typed schedule of activities/ programme.
- liaison between the SAT and the CRS and the barangay council after the base camp becomes operational.
- The SAT provides an up-to-date progress report to the CRS staff so they are aware of progress. This is important so CRS staff know what parcels have been completed, parcels where the landowner failed to participate in the interview, parcels where the base camp needs further evidence, what Answers are available for signature etc.

2.5 CRS Roles

2.5.1 Role of the CRS Assistant

- Initial meeting with the council of the target barangay
- Initial meetings with the councils of the adjoining barangays [multiple barangays]
- Liaise with CIM to obtain copies of the consolidated barangay index map, list of owners in the target barangay and list of adjoining owners
- Assist in recruitment and training of local CRS
- Barangay assemblies in the target barangay
- Prepare the schedule for the interview of owners of land adjoining the perimeter – to enable the list of adjoining owners to be validated. Coordinate local CRS to validate list of adjoining owners and list of applicants
- Complete the database of names addresses and contact details for the adjoining owners and claimants and liaise with CIM to update it for the SAT
- Receive Notices of Hearing from the SAT and arrange service on the adjoining owners

- Liaise with SAT for a schedule for the CRS team to conduct the interview of land users in the target barangay – the SAT interview
- Second barangay assembly in the target barangay to present the schedule of interviews
- Liaise with the SAT to update the schedule of interviews and to reschedule missed applicants
- Ensure that consistent standards of information are provided at all meetings. Ensure that all agenda items are covered.

2.5.2 Role of the Local CRS

- Assist if required in visits to owners of land parcels in adjoining barangays to validate list of adjoining owners
- Attend barangay assemblies in the target barangay
- Visit owners of land in the target barangay to present the schedule of interviews, to prepare owners for the interview. Similarly participate in group discussions. Conduct preliminary discussion groups and home visits to prepare landowners for the SAT interview
- Assist the CRS Assistant to update the list of applicants /database for the barangay
- Serve Notices of Hearing on adjoining owners and on all landusers in the target barangay
- Complete an affidavit of service and sign it in front of the Cadastral Officer
- After the SAT Interview and the preparation of the Answer, visit households to advertise: (i) the availability of the Answers for signature and (ii) times when the Cadastral Officer will be available at the base camp to witness the signature of Answers
- Using the updated interview schedule, contact and reschedule missed applicants
- Complete daily attendance records/journals to record progress

2.6 Standard Information to be communicated at Meetings

The following Tables list various meetings conducted by CRS and information the SAT teams need to be presented to the members of the public at the meetings. It is important the project aim for uniform meeting procedures so that the am information is presented at all meetings.

Meeting: First Meeting with council of target barangay		
Aims of meeting:		
Action to encourage participants to take:		
<ul style="list-style-type: none"> • <i>Support the Project</i> • <i>Assist mobilisation of the community</i> • <i>Assist in organising a barangay assembly</i> • <i>Disseminate information</i> • <i>Assist in procuring local CRS, council participants on the SAT and locating a base camp</i> 		
Agenda Items	Speakers' Notes for meeting	Support material to be available
<i>Overview of titling process</i>		<ul style="list-style-type: none"> • Three posters • Three leaflets • Various flowcharts • Job descriptions • Consolidated Barangay Index Map • List of Applicants • Specifications for base camp
<i>Titling options – advantages and disadvantages</i>		
<i>Types of land in the barangay and processes</i>		
<i>Fees for titling</i>		
<i>Role of CRS</i>		
<i>Council Representative on the SAT</i>		
<i>Availability of base camp</i>		

<i>Timetable</i>		
<i>Need for council action:</i> <ul style="list-style-type: none"> • <i>Select titling option</i> • <i>Arrange barangay assembly</i> • <i>Nominate local CRS and council representatives</i> 		

<u>Meeting:</u> Initial Meeting with Council of adjoining barangay		
Aims of meeting:		
Action to encourage participants to take:		
<ul style="list-style-type: none"> • <i>Support project</i> • <i>Facilitate action with adjoining owners</i> • <i>Disseminate information</i> 		
Agenda Items	Speakers' Notes for meeting	Support material to be available
<i>Overview of titling process</i>		<ul style="list-style-type: none"> • Three posters • Three leaflets • Various flowcharts • Job descriptions • Consolidated Barangay Index Map • List of Applicants • Specifications for base camp
<i>The judicial titling process</i>		
<i>Interview and service of notice on adjoining owners</i>		
<i>Programme; schedule</i>		

Tables to be further developed by CRS staff

<u>Meeting:</u> First Barangay assembly in the target barangay
Aims of meeting:
<ul style="list-style-type: none"> • <i>Provide an understanding of the project and its implications on members of the barangay</i> • <i>Motivate the villagers to participate in the project</i> • <i>Explain the method of lodging an application</i> • <i>Explain the method of objecting to an application</i>

Action to encourage participants to take:

- Support project and participate
- Obtain corner markers and place them in consultation with the adjoining owners
- Understand who qualifies to participate in judicial titling – details and supporting evidence
- Understand who qualifies for the issue of a patent – details and supporting evidence
- Understand the advantages and disadvantages of the titling options
- Collect basic evidence of ownership and photocopy
- Prepare for and participate in the Interview
- Get your survey markers before the interview
- Before the interview, meet your adjoining neighbours and place the survey markers in the ground, Bury them at the corners so that 15 cm remains visible
- If there is already a permanent feature at the boundary such as a wall or a tree with diameter at least 30 cm, no marker necessary
- You and your adjoining neighbours should attend the interview
- Read the posters/leaflets about the type of applications and decide which type of application you want
- If there is already a corner marker because of a pending application, clear the area around it and expose it so it can be inspected by the team
- Procedure where the participant is a government/municipal/ barangay organisation
- Participate even if they have already lodged a patent application

Agenda Items	Speakers' Notes for meeting	Support material to be available
Overview of titling process		<ul style="list-style-type: none"> • Three posters • Three leaflets • Various flowcharts • Job descriptions • Consolidated Barangay Index Map • List of Applicants • Specifications for base camp
Titling options – advantages and disadvantages	How this impacts on residents	
Judicial titling process	What they need to do	
Process for selection titling option		
Role of CRS – recruitment and role of council; timetable	What CRS will do	
Availability of base camp	What happens at the base camp	
Why everyone must participate	Advantages to residents What happens to the land if you don't participate	
Role of SAT	The interview process	
Types of land and the process	What to do for each type of land Each land user must file an Answer	
Evidence to support application	What evidence to collect	
Fees for titling		
For unsurveyed barangays – ➤ Survey procedures ➤ Placement of corner markers – where to get the markers, how to place the markers, placing them before the interview, consulting the adjoining owners, how to instal them		
Easements leases mortgages and other encumbrances – what they are, which ones will be recorded, what evidence is required		
Complaints process and forms		
Disputes process		
How to lodge objections		

What to do if you have a pending patent application or registered land	Procedures for different land tenure types	
Timetable		

Meeting: Second Barangay assembly in the target barangay

Aims of meeting:

- Provide details of the schedule of interviews
- Encourage participation in the interviews
- Understand the dispute resolution functions
- Understand how to make an objection to the issue of a title
- Understand the process for lodging a complaint about the field processes
- Ensure participants know what information/ supporting documentation to collect

Action to encourage participants to take:

- Copy all documentary evidence
- Obtain community tax certificate
- Obtain latest tax certificate
- If the applicant has no documentation establishing 30 years occupation, obtain from the provincial treasurer the tax history of the land parcel
- Participate in the Interview
- Confirm that boundary markers are placed
- Deliver copy of the community tax certificate deliver copy of all documents

Agenda Items	Speakers' Notes for meeting	Support material to be available
<i>Schedule for the interviews</i>		<ul style="list-style-type: none"> • Three posters • Three leaflets • Various flowcharts • Job descriptions • Consolidated Barangay Index Map • List of Applicants • Specifications for base camp <p>* non-payment of taxes will not prevent the court from confirming the title. Essentially, if the claimant has inadequate documentary evidence then reliance on affidavits by disinterested persons and on evidence of the payment of tax will be important.</p> <p>Payment of taxes is an obligation of the landowner but the process of issuing a title is an independent</p>
<i>For unsurveyed land - Obtaining and placing the corner markers, consult adjoining owners</i>		
<i>Collection of supporting evidence</i>		
<i>Location of base camp and services provided</i>		
<i>Arrears of taxes</i>	<i>Not necessary to pay these to lodge an Answer</i>	
<i>Essential evidence to obtain</i>	<ul style="list-style-type: none"> ➤ <i>Community Tax Certificate</i> ➤ <i>Evidence of date the land was first assessed for tax</i> ➤ <i>Latest Tax certificate – need not be in the name of the applicant but the applicant must produce evidence of acquisition from the person in the tax certificate</i> ➤ <i>Evidence of payment of taxes if available. If not, the a lie ca be recorded on the title</i> ➤ <i>Documents establishing ownership such as deed of sale</i> 	
<i>Who may need other evidence</i>	<i>If documentary evidence does not establish 30 years occupation, obtain a tax history from the Provincial Assessor</i>	
<i>Location of interviews</i>		

<i>Process of signing Answer with adjoining owners</i>		administrative/ judicial action. If evidence of the payment of taxes is not provided then a lien can be endorsed on the certificate of title. The taxes can then be collected at the time the land is next mortgaged or sold.
<i>Complaints, disputes and objections etc</i> > <i>How to lodge an objection</i> > <i>How to settle disputes with neighbours</i> > <i>How to lodge complaint about LAMP</i>		
<i>Mortgages</i>	<i>What to do if the documents are held by the bank – collect copies of documents and of the mortgage contract</i>	
<i>Leases</i>	<i>Leases that aren't in writing can't be recorded on the CT</i> <i>Leases with a term of less than 12 months need not be recorded on the CT</i> <i>Leases exceeding 12 months should be recorded</i>	

<u>Meeting: Service of notice on adjoining owners and claimants</u>		
Aims of meeting: <i>Serve Notice of the hearing effectively</i>		
Action to encourage participants to take: <i>Accept Notice</i> <i>Understand implications of the notice</i>		
Agenda Items	Speakers' Notes for meeting	Support material to be available

<u>SAT Meeting: Interview of landowners in target barangay</u> <i>[This is to help CRS staff to understand what occurs during the interview]</i>		
Aims of meeting: <ul style="list-style-type: none"> • <i>Confirm parcel boundary with owner and adjoining owners</i> • <i>Confirm they placed boundary markers in consultation with the adjoining owners (unsurveyed land)</i> • <i>Draft SNS for unsurveyed land and have SNS signed by owner and adjoining owners</i> • <i>Conduct interview to assess claim of the owner</i> • <i>Collect copies of all supporting evidence</i> • <i>Complete record of Interview and have it signed by the participants</i> • <i>Issue a receipt for copies and a requisition for missing documents or further evidence required</i> 		

Action to encourage participants to take: <ul style="list-style-type: none"> • <i>Identify boundaries</i> • <i>Participate in Interview</i> • <i>Provide copies or take action to subsequently obtain evidence</i> • <i>Sign documents</i> 		
Agenda Items	Speakers' Notes for meeting	Support material to be available
<i>Identify the parcel, its boundaries and corner markers</i>		
<i>Confirmation of parcel boundaries by the adjoining owners</i>		
<i>Preparation of SNS in duplicate and signatures</i>		
<i>Conduct interview and complete Record of interview. Receive all documents</i>		
<i>Sign the application form</i>		
<i>Issue a copy to the claimant, together with a receipt for copies provided and a requisition for other required documents</i>		

2.7 Notice of Hearing to be Served

Notice is an essential part of cadastral proceedings initiated by LAMP because the project needs to encourage all landusers in the barangay to participate. This is because:

- Land for which no response is received from the landuser will be declared public land
- When the court makes an order for the ownership of the land, all outstanding claims against the land are cancelled.

For that reason it is important to give time for residents and non-residents to learn about the proceedings and to arrange appropriate representation.

2.8 How to serve the Notice of Hearing

Although the Land Registration Authority will serve adjoining owners and the claimants by registered post, LAMP will also provide personal service until judicial titling develops a momentum in society. Personal service will be by the local CRS staff, who will deliver the Notice of Hearing to the claimant personally. An affidavit of service will then be signed.

2.9 Affidavit of Service

REPUBLIC OF THE PHILIPPINES)
 PROVINCE OF LEYTE) S. S.
 CITY OF TACLOBAN)

AFFIDAVIT OF SERVICE

I, _____, of legal age, _____, Filipino, and a resident of _____, Philippines, after having been duly sworn to in accordance with law do hereby depose and say:

That I am a Customer Relations Service (CRS) representative of the Land Administration and Management Project (LAMP), DENR, Region 8, Tacloban City;

That on _____, I caused the personal service of the attached _____ for cadastral proceedings for Brgy. _____, _____, Leyte.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20__ at Tacloban City, Philippines.

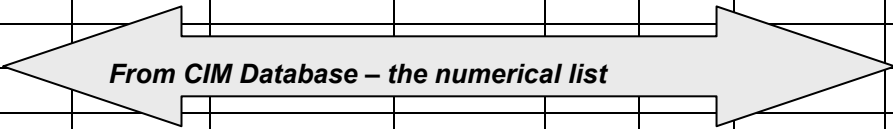
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__ at Tacloban City, Philippines, the affiant having exhibited his/her Community Tax Certificate No. _____ issued at _____ on _____, 20__.

Cadastral Officer

2.10 Schedule of Interviews

The CRS team will notify the claimants of the scheduled date and location of the interview and the adjudicator and barangay representative who will conduct the interview. The Schedule is compiled by the SAT team by simply adding three columns to the numerical list of claimants prepared by CIM after the list of claimants has been validated by the CRS team.

Interview Schedule									
Date	Lot No	Original claimant	Current claimant	Address of current claimant	Status #	Land Use *	Ownership type/ number +	Adjudicator Barangay rep	Location of interview
									

- # - *contested or uncontested*
- * *Include whether government or private*
- + *number of certificate of title, patent or patent application*

Form 1

Schedule of Interview
BRGY. CAVITE WEST

Date	Lot No.	Original Claimant	Area	Current Claimant	Land Use	Adjudicator	Remarks
2003							
Jan. 6	623	Mataro, Sulpicio	311.00	Fortunato L. Chiquillo	Res.	L. Balonga	
	625	Margallo, Teodora	479.00	Zenaida M. Dacillo			
	626	Gov't. lot	117.00	Govt. Palo (Brgy Hall)			
	627	Cardos, Petra	63.00	Hrs. of Cardos, Petra			
	628	Eloja, Felipe hrs of	227.00	Hrs.of Eloja, Felipe			
	629	Cancellar, Sotero rep Cancellar, Juanita	66.00	Teriste M. Plimaco			
	638	Pelias, Lourdes	364.00	Ma. Loureds M. Radvila			
7	637	Regaña, Purificacion	57.00	Purificacion O. Regaña			
	636	Cotejar, Remedios	87.00	Vicente T. Plimaco			
	635	Margallo, Cipriano rep Margallo, Corazon	136.00	Arnulfo & Norberto Daloso C.			
	633	Ma-alle, Fabiana	95.00	Panfilo Plimaco			
	632	Cancellar, Sotero rep Cancellar, Agustin	237.00	Hrs.of Benita Duela Rep. By: Fernando Duela			
	622	School Site	34,831.00	Palo, Central School			
	551	Margallo, Salvador	162.00	Bibiana P. Margallo			
8	552	Borgueta, Salvador	144.00	Ismael Nicitas C. Silva			
	553	Sevilla, Gloria	578.00	Virginia Jo Abayata			
	556	Garcia, Glicerio	148.00	Gliciria M. Garcia			
	557	Ladrera, Primitiva	65.00	Romualdo & Anastcia I. Agnes			
	558	Salceda, Salvador	67.00	Hrs.of Salceda, Salvador			
	559	Barbosa, Apolonía	132.00	Cesario A. Celicios			
	561	Mataro, Sixto	147.00	Crisente Seranias & Rogelio Miflores			
9	562	De Veyra, Oliver	159.00	Oliva V. De veyra			
	563	Arpon, maria	92.00	Maria A. arpon			
	565	Militante, Pedro	96.00	Pedro C. militante			
	566	Militante, Maria	88.00	Hrs.of Militante Maria			
	568	Moreto, Basilio	158.00	Hrs.of Moreto Basilio			
	569	Noveda, Francisco	154.00	Jorge N. Malguisto			
	571	Ortega, Consorcia	97.00	Arturo & Estila Dasmariñas			
10	574	Elardo, Martin	122.00	Antonia V. De veyra			
	575	Saranza, Antonio & Alicia	74.00	Antnia & Alicia M. Saranza			



Republic of the Philippines
Department of Environment and Natural Resources

Data-gathering interview with adjoining owners

Municipality of Barangay of

<i>Issue</i>	<i>Answer</i>
Lot Number	Plan Number
Full name of owner	
Full address of owner	
Contact details	
Details of claim of ownership	
Length of ownership	
Name of occupier	
Address of Occupier	
Length of occupation	
Signatures:	Date:

2.11 Notices of Interview

2.12 CRS during and after Adjudication

The CRS staff will progressively implement CRS with external groups to advise them of the impact of the cadastral proceedings on the land in the barangay. In particular, it will be important to give notice

about the existence of registered titles and their impact on buying and selling land, securing loans against the land etc. The following are potential targets for CRS:

- Banks and lenders
- Lawyers and notaries
- Estate agents
- Surveyors
- Valuers

In the longer term LAMP will want to ensure that all transactions with the land after the issue of the certificate of title are registered by the ROD in the One Stop Shop. This will help the land registry to keep records up-to-date.

With the availability of a certificate of title for all land in the municipality, LAMP should encourage banks lending on security of land to:

- Require the borrower to be registered as the owner of the land in the certificate of title
- Require the mortgage contract to be registered.

Lawyers and Notaries need to be reminded of the importance of registering all transactions with land.

2.13 Information about land titling options available

Who can apply for a title via Cadastral Proceedings

- Any applicant who is a Filipino citizen or a non-citizen who acquired the land through inheritance
- Any land type
- Single or joint applicants
- No gender restrictions
- Government and private land

Advantages

- No area limits for residential land
- The product is a registered title without any restrictions on sales and transfers

A Table summarizing the options is set out in this Manual in Paragraph 7.2.

2.14 Information about evidence required to support an application for judicial titling

A Table summarizing this information is set out in this Manual in Paragraph 7.8. An explanatory leaflet has now been prepared.

2.15 Notices to request lacking documents

Progress Report

Validation of List of Land Claimants

1. Poblacion Palo, Letyte

A. As of December 16, 2002

Name of Brgy.	Total No. of Lots	1st week Accomplishment		2nd week Accomplishment		3rd week Accomplishment		4th week Accomplishment		5th week Accomplishment		6 th week Accomplishment	
		Frequency	%	Frequency	%	Frequency	%	I. Frequency	%	Frequency	%	Frequency	%
1. Luntad	79	19	24%	70	88.60%	78	98.70%	79	100%	79	100%	79	100%
2. Buri	236	104	44%	160	67.80%	182	77.10%	202	85.60%	234	99.10%	234	99.10%
3. Cavite West	255	160	62.70%	210	82.40%	230	90.20%	242	94.60%	248	97.20%	254	99.6%
4. Cavite East	125	64	51.60%	86	68.80%	108	86.40%	124	99.20%	125	100%	125	100%
5. Sta Cruz	175	109	62%	146	83%	158	90.30%	172	98.30%	174	99.40%	174	99.4%
6. Naga-naga	106	0	0	88	83%	102	96.20%	106	100%	106	100%	106	100%
7. San Miguel	143	55	38.50%	94	65.70%	115	80.40%	132	92.30%	142	99.30%	142	99.30%
Total	1119	511	45.70%	835	74.80%	973	86.90%	1057	94.90%	1108	99.10%	1114	99.6%

Profile of Land Claimants
Output of the Validation of List of Land Claimants
(Poblacion Palo, Leyte)

Name of Barangay	Total No. of Claimants	Residency of Claimants				Economic Status				Gender					
		Residing within the barangay		Not residing within the barangay		Working		Non-working		Male		Female		Joint	
		Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
1. Cavite East	130	114	87.7%	16	12.3%	78	60%	52	40%	46	35.4%	69	53.1%	15	11.5%
2. Luntad	72	64	88.9%	8	11.1%	45	62.5%	27	37.5%	15	20.8	47	65.3%	10	20.8%
3. Sta. Cruz	166	147	88.5%	19	11.4%	70	42.2%	96	57.8%	72	43.4%	77	46.4%	17	10.2%
4. Naga-naga	118	111	94.1%	7	5.9%	92	78%	26	22%	51	43.2%	55	46.6%	12	10.2%
5. San Miguel	153	133	86.9%	22	14.4%	108	70.6%	45	29.4%	59	38.6%	72	47.1%	22	14.4%
6. Buri	201	183	91%	18	8.9%	105	52.2%	96	47.8%	101	50.2%	75	37.3%	25	12.4%
7. Cavite West	293	258	88%	35	11.9%	251	85.7%	42	14.3%	89	30.4%	156	53.2%	48	16.4%
2. Total	1133	1010	89.9%	125	11.1%	749	66.1%	384	33.9%	433	38.2%	551	48.6%	149	13.2%

Progress Report
1st General Assembly

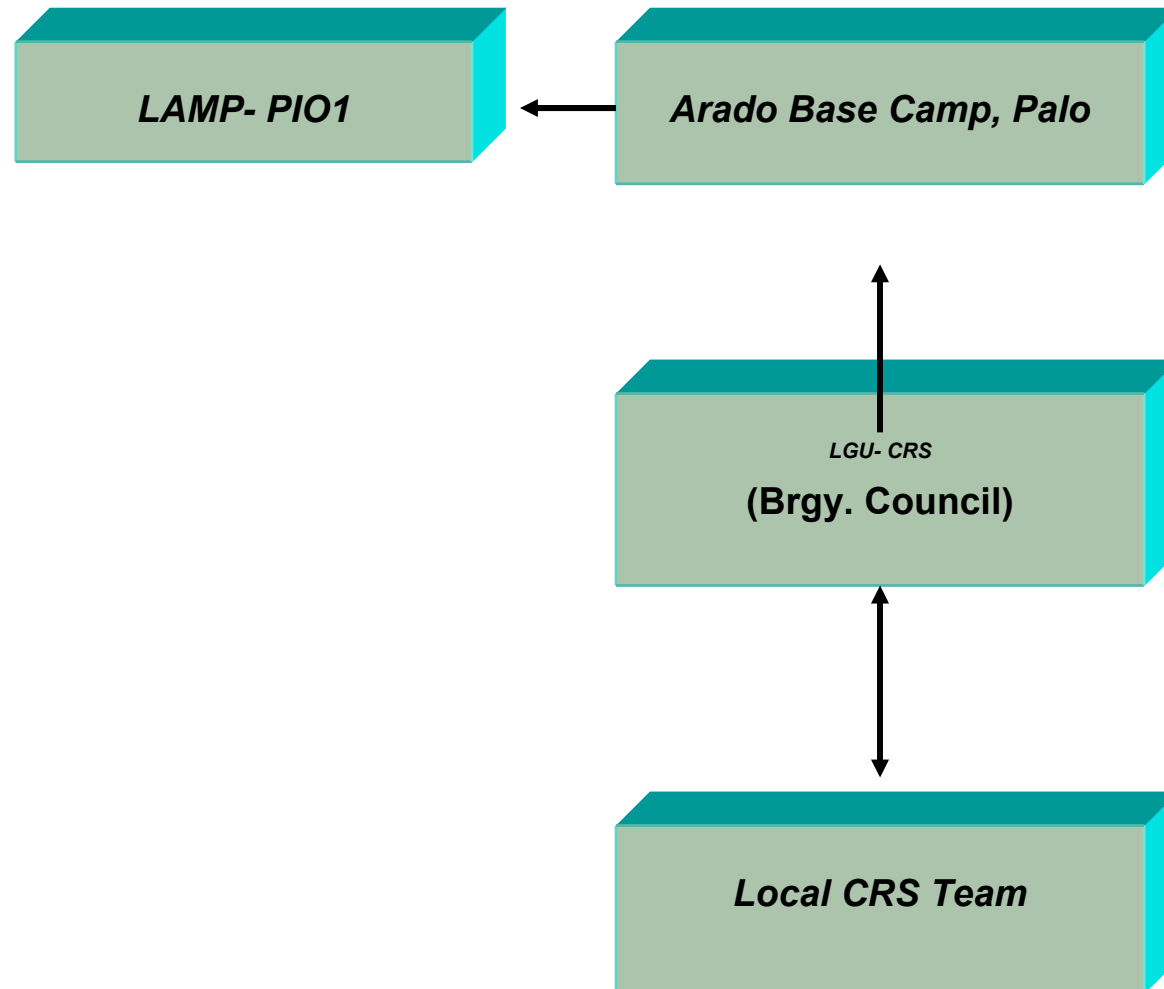
3. Poblacion Palo, Leyte

Name of Brgy.	Total No. of Claimants	Date of Assembly	Time of Assembly	No. of Participants Attended	
				Participants	%
1. Luntad	72	Dec. 13	5:00 PM	65	90.3%
2. Buri	201	Dec. 22	9:00 AM	160	79.6%
3. Cavite West	293	Dec. 22	2:00 PM	228	77.8%
4. Cavite East	132	Dec. 15	9:00 AM	93	70.5%
5. Sta Cruz	166	Dec. 14	4:00 PM	135	81.3%
6. Naga-naga	118	Dec. 15	2:00 PM	94	79.6%
7. San Miguel	157	Dec. 21	2:00 PM	120	76.4%
Total	1139			895	78.6%

LGU led CRS

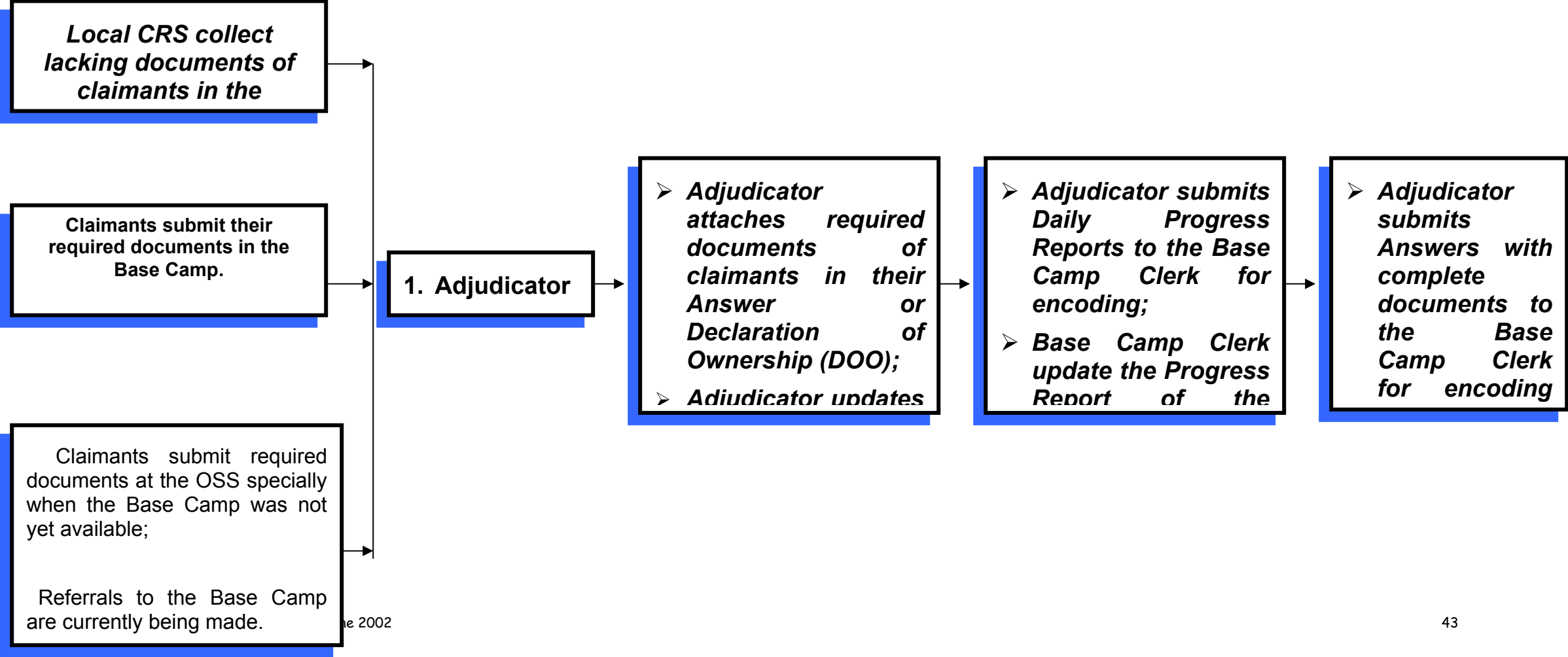
4. Reporting System Flowchart

5. (Revised)



- Local CRS Team submits Weekly Progress Report to LGU (Brgy. Council);
- LGU submits Weekly Progress Report to LAMP– Base Camp on issues and concerns encountered in the community through the CRS Assistant;
- SAT Leader provides feedback report to LGU on the issues and concerns encountered in the barangay through the CRS Assistant;
- CRS Assistant submits Weekly Report to LAMP– PIO1 on the progress of CRS activities in the barangay.

Collection of Required Documents of Land Claimants Process Flowchart (Residential Judicial Titling)



**Field CRS Activities
(Serving of Notices)
Poblacion Palo, Leyte**

6. For the Period of January to April, 2003

Activity	Naga-naga	Luntad	Cavite East	Cavite West	(1) Buri	Sta Cruz	San Miguel
A. Schedule of Interview - serve 1 st notice for the one-on-one interview (Pahibaro)	20 Days (Jan 6 to 25)	13 Days (Jan 6 to 18)	26 Days (Jan 6 to 30)	56 Days (Jan. 6 to March 1)	41 Days (Jan. 20 to March 1)	33 Days (Jan. 27 to Feb. 28)	28 Days (Jan 29 to Feb. 25)
B. Reschedule of Interview - serve 2 nd notice of interview (1 st Tracer)	9 Days Feb. 28 to March 8	16 Days Feb. 28 to March 16	16 Days Feb. 28 to March 16	40 Days Feb. 3 to March 15	34 Days Feb. 10 to March 15	34 Days Feb 10 to March 15	34 Days Feb. 10 to March 15
C. Last Schedule of Interview - serve 3 rd notice of interview (Last Tracer)	15 Days March 1 to 15	10 days March 11 to 20	9 Days March 7 to 15	26 Days March 7 to 29	26 Days March 7 to 29	26 days March 7 to 29	26 days March 7 to 29

D. 1st Notice to claimants with lacking documents	20 Days (Jan 27 to Feb 15)	18 Days (Jan 29 to Feb 15)	24 Days Feb. 6 to March 1 B.	33 Days Feb. 3 to March 8	27 Days Feb. 17 to March 15 C.	27 Days Feb. 17 to March 15 D.	27 Days Feb. 10 to March 8 E.
E. 2nd Notice to claimants with lacking documents	62 Days Feb 28 to April 30	62 Days Feb 28 to April 30 F.	58 Days March 3 to April 30	52 Days March 10 to April 30	45 Days March 17 to April 30 G.	45 Days March 17 to April 30 H.	52 Days March 10 to April 30

LAND ADMINISTRATION AND MANAGEMENT PROJECT

7. Prototype Implementation Office 1 Leyte

Progress Report

As of April 2003

8. Total Number of Claimants Interviewed and with Complete Documents

Name of Brgy.	Total No. of Claimants	(a) Total No. of Claimants Interviewed			Total No. of Claimants with Complete Documents	
		Target	Output	Percentage	Output	Percentage
1. Buri	236	236	175	65%	116	49%
2. Cavite East	125	125	125	100%	100	80%
3. Cavite West	255	290	284	94%	280	97%
4. Luntad	79	79	73	89%	56	71%
5. Naga-naga	122	126	126	100%	106	84%
6. San Miguel	143	143	141	66%	84	59%
7. Sta Cruz	173	173	169	87%	137	79%
9. Total		1133	1093	97%	879	78%

Interview 1

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

NOTICE (PAHIBARO)

Petsa

Ha imo _____,

Maupay nga adlaw!

Amon ka guinpapasabot nga ha pagkayana iguin-iimplimintar na dinhe ha bungto han _____, partikular na dinhe ha Brgy. _____ an **Land Administration and Management Project (LAMP)**. Panuyu-an hini nga programa nga matituluhan an iyo mga katunaan pinaagi hin halipot, masurusayon nga simple nga pamaagi. Magdudumara hin mga aktibidades sugad hin pag-interview (pamakiana) ngan pag-ocular inspection han imo tuna.

Kasumpay hini, amon ka guinpapasabot ngakon mahihimo makatambong ka ha takna nga paghihimuon ini nga masunod nga mga aktibidades. Komo kay ikaw man an tag-iya hini nga tuna, kinahanglan gud nga mag-atender ka han nasabi nga mga petsa han pagdumara han mga aktibidades.

**Petsa/Oras
Pagbubuhata**

Aktibidades

Hain

Petsa/Oras Pagbubuhata	Aktibidades	Hain
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alayon gihapon pagdara hin duha (2) ka kopya nga xerox han ngatanan nga mga dokumento hanimo tuna.

Ha takna nga dire ka personal nga makaka atender han nasabi nga mga aktibidades ngan petsa, kinahanglan nga maghatag hin awtorisasyon pagpamatuod ngaimo gintatagan hin katugutan hi _____, nga para mag-atender han mga aktibidades nga naksurat ha igbaw.

Salamat ngan maglalaum ako han imo kinasing-kasing ngasuporta ngan kooperasyon.

An matinalahuron,

SA Team Leader

Received	by:

Date	Received:

Time	Received :

Interview 2

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

FIRST TRACER (PAHINUMDUM)

Petsa

Ha imo _____,

Maupay nga adlaw!

Mahitungod nga waray ka paka atender han imo syahan nga schedule han pagpa interview dida han Petsa _____ nga subay han syahan nga notice nga amon ginpadara amon ka ginpapahinumdum ha ikaduha nga higayon pagpa interview dida hiton petsa _____ ngan ini pagbubuhaton ha _____.
Pagpapamulaton ka namon tikang ha alas 8:30 ha aga ngada ha alas 12:00 han udto.

Talagsahon la ini nga higayon o oportunidad nga guin hahatag ha iyo para mabuligan kamo han pagpatitulo han iyo katunaan ha panalingkamot han LAMP.

Salamat ngan maglalaum kami han imo pagtagad hini ngan amon hangyo.

An matinalahuron,

SA Team Leader

<p><i>Received by:</i></p> <p>_____</p> <p><i>Date Received :</i></p> <p>_____</p> <p><i>Time Received:</i></p>

Interview 3

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

**LAST TRACER
(KATAPUSAN NGA PAHINUMDUM)**

Petsa

Ha imo _____,

Maupay nga adlaw!

Subay han una nga surat nga amon ginpadara ha imo dida han petsa _____, ngan han ikaduha nga pahinumdum nga amon _____ gihapon ginhatag dida han petsa _____, waray ka gihapon maka atender han nasabi nga mga aktibidades kasumpay han pagpatitulo han imo tuna ha Brgy. _____.

Hini nga higayon amon ka gin papahimatngon nga amo na ini an imo katapusan nga panahon para maka partisipar hini nga proyekto han pantitulo han LAMP. Sanglit ha nakatalaan nga schedule, alayon gud pagsiguro pagtambong para han paginterview dida hiton petsa _____ nga pagbubuhaton ha _____ alas _____.

Ha takna nga dire ka la gihap magtambong hini nga aktibidad han nasabi nga petsa, ini magpapamatuod nga diri ka na interesado magpartisipar han pagpatitulo han imo tuna ngan ikokonsederar kanamon nga "NON-PARTICIPATING CLAIMANT" nga pwede magin rason nga magin **PUBLIC LAND** na an iyo tuna.

Salamat ngan maglalaum kami han imo kadagmitan nga pagtagad hini.

An matinalahuron,

SA Team Leader

Received by: _____
Date Received : _____
Time Received;

Lacking 1

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

**LAST TRACER
(KATAPUSAN NGA PAHINUMDUM)**

Petsa

Ha imo _____,

Maupay nga adlaw!

Subay han una nga surat nga amon ginpadara ha imo dida han petsa _____, ngan han ikaduha nga pahinumdom nga amon _____ gihapon ginhatag dida han petsa _____, waray ka gihapon maka atender han nasabi nga mga aktibidades kasumpay han pagpatitutlo han imo tuna ha Brgy. _____.

Hini nga higayon amon ka gin papahimatngon nga amo na ini an imo katapusan nga panahon para maka partisipar hini nga proyekto han pantitulo han LAMP. Sanglit ha nakatalaan nga schedule, alayon gud pagsiguro pagtambong para han paginterview dida hiton petsa _____ nga pagbubuhaton ha _____ alas _____.

Ha takna nga dire ka la gihap magtambong hini nga aktibidad han nasabi nga petsa, ini magpapamatuod nga diri ka na interesado magpartisipar han pagpatitulo han imo tuna ngan ikokonsederar kanamon nga "NON-PARTICIPATING CLAIMANT" nga pwede magin rason nga magin **PUBLIC LAND** na an iyo tuna.

Salamat ngan maglalaum kami han imo kadagmitan nga pagtagad hini.

An matinalahuron,

SA Team Leader

Received by: _____
Date Received : _____
Time Received;

Lacking 2

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

FIRST TRACER (PAHINUMDUM)

Petsa

Ha imo _____,

Maupay nga adlaw!

Mahitungod nga waray ka makapasa han kompleto nga mga dokumento subay han ginkikinahanglan para han imo pagpatitulo han imo tuna ha Brgy. _____, ha ikaduha nga higayon amon ka ginpapahinumdum nga magpasa han masunod nga mga dokumento:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Alayon pagpasa hini nga dokumento ha LAMP Basecamp nga nahamumutang ha _____, san-o umabot an petsa _____.

Amon ka ginpapahinumdom nga ha taknga nga diri ka makapasa hini nga dokumento, diri maproproseso an imo aplikasyon han pagpatitulo han imo tuna, nga pwede amo an magin rason nga magin PUBLIC LAND ini.

Salamat ngan ha ika duha nga higayon maglalaum kami han imo pagtagad hini nga amon hangyo.

An matinalahuron,

SA Team Leader

<i>Received by:</i> _____
<i>Date Received :</i> _____
<i>Time Received</i>

Lacking 3

Department of Environment and Natural Resources

LAND ADMINISTRATION AND MANAGEMENT PROJECT

Prototype Implementation Office I Leyte

LAST TRACER

(KATAPUSAN NGA PAHINUMDUM)

Petsa

Ha imo _____,

Maupay nga adlaw!

Subay han una nga surat nga amon ginpadara ha imo dida han petsa _____, ngan han ikaduha nga pahinumdom nga amon gihapon ginhatag dida han petsa _____, waray ka la gihapon magpasa han kompleto nga nga dokumento nga ginkikinahanglan.

Amon ka gin papahinumdom nga amo na ini an imo katapusan nga higayon para makapasa han mga dokumento nga ginkikinahanglan:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Alayon pagpasa hini nga mga dokumento ha LAMP Basecamp nga nahamumutang ha _____, san-o umabot an petsa _____.

Amon ka ginpapahinumdom nga ha takna nga diri ka makapasa hini nga mga dokumento, ini in magpapamatuod nga dire ka interesado magpartisipar han pagpatitulo han imo tuna ngan amo na an rason nga ideklara namon nga ikaw usa nga "NON-PARTICIPATING CLAIMANT".

An matinalahuron,

Received by:

Date Received :

SA Team Leader

Xxxx

Bbbbbbb

''''

|||||

Chapter 3. Other agencies - Role in Judicial Titling

Flowchart of interagency dependencies

Agency	Role
Solicitor General	
DENR Lawyer	
Government Printer	
Notified Agencies	
Municipal trial Court	
Cadastral Officer	
Commissioner of the Court	
Provincial Assessor	
Municipal Assessor	
Survey Contractor	
Land Registration Authority	
ROD	

The following legal resources are made available by DENR, ROD and PIO 1:

- Departmental Lawyer
- Legal Assistant
- Cadastral Officer

3.1 Aims of legal resources

The aims of the application of legal resources are:

- To ensure that all legal processes are correctly followed
- Ensure that applications are supported by appropriate evidence
- Ensure that field staff have access to up-to-date advice
- Ensure that training processes reflect legal requirements
- Provide a level of confidence in the judiciary and the department about the integrity of LAMP processes
- Conduct research as required.

3.2 Roles

3.2.1 The DNR lawyer deputized by the Solicitor General

- Assist in the presentation of training for the court officers
- Sign the Petition, arrange signature by RED and refer the Petition to the Solicitor General
- File the Petition in the Municipal Trial Court together with supporting information
- Initiate conference with the judge after filing of the Petition, to receive a hearing date
- Receive the order setting out the date of the initial hearing. Transmit it to the OSS
- Witness the signature of the affidavit of service by the local CRS
- Liaison between LAMP and the courts
- Attend all hearings

3.2.2 The Legal Assistant

- Assist in drafting the Petition
- Draft the form of Notice of Hearing to be served on adjoining owners
- Identify all information to be gathered by interviewers when interviewing the adjoining owners and the applicants in the target barangay and approve the standard interview forms to be used by LAMP
- Assist in the training of field staff [CRS, SAT, Cadastral officers, Council participants], particularly presenting an overview of the laws impacting on judicial titling
- Draft the Affidavit of Service of Notice on the adjoining Owners
- Assist in drafting the form for the Answer
- Provide inputs into the training and field processes
- Research and copy all relevant legal provisions and regulations affecting adjudication. Arrange a bound volume for the adjudicators.

3.2.3 The Cadastral Officer

The duty of the Cadastral Officer is to carefully examine all answers prepared by claimants and ensure that the prescribed format has been followed and the details are correct. If defects are identified these may be corrected.

- Receive from SAT Leader draft Answers for all land in the barangay and all supporting documentation. Review all information
- Also receive from the Systematic Adjudication Team Leader a draft Cadastral Officer's Report for review.
- Receive a list of all claimed/ unclaimed land
- Receive a list of all unused land

- Receive a list of all government land
- Receive a list of all uncontested lots
- Receive a list of all lots where no Answer has been prepared
- Attend the base camp at advertised times to receive the claimants, to review the Answers and to witness their signatures. Sign the Cadastral Officer's Report
- Where there is a dispute, the Cadastral Officer may attempt reconciliation
- Submit to the Court
 - the Answers and Cadastral Officer's Report
 - A Table showing the updated list of applicants, land status, unclaimed land, list of parcels where no Answer has been lodged, government land and contested lots
- Act as liaison between the court, DNR and the LRA
- Assist the Court through the entire process to prepare its decision.

The Cadastral Officer's Report is completed and signed by the Cadastral Officer. It essentially reports the facts he has gathered during his assistance/ guidance of claimants.

He cannot require, as a condition of the issuance of the title, the payment of tax arrears [estate/ inheritance, capital gains] before accepting the Answer. However, if taxes are not paid he should inform the court. See below under court.

3.2.4 The Commissioner of the Court

The role of the Commissioner is to gather and review the evidence prepared during field interviews. If there is some lack of evidence in relation to an uncontested lot then this may be addressed by the Commissioner by conducting an interview with the claimants.

- As required by the Court, review the reports filed by the Cadastral Officer
- Segregate all disputed lots and refer them to the judge for hearing
- In relation to uncontested cases, decide which applicants need to be interviewed
- Conduct an informal hearing as required
- Confirm the findings/ recommendations or make alternate recommendations
- In relation to uncontested lots, present recommendations and draft orders to the judge.

3.3 Role of the Court

- Receive and number documents
- Set hearing date
- Notify Solicitor General and Land Registration Authority
- Appoint a Commissioner of the Court to segregate uncontested claims and to make a recommendation to the Court

- Set a hearing date to dispose of all uncontested cases
- Issue Order
- Send notice of the decision to interested parties [there is a right to appeal within 15 days]

The cadastral proceedings is in rem and the final judgment of the court is binding and conclusive against the whole world.

During the proceedings the court has a number of powers:

- Adjudicate title to any claimant entitled thereto
- Declare land public land
- Order the correction of technical descriptions
- Order the issuance of a new title in place of a title issued under a voluntary registration proceedings
- Determine priority of overlapping titles

(11) Order a partition of the property - see "The Registration of Land Titles and Deeds by Noblejas, A.H. and Nolejas, E., Rex Book Store, 1986, at page 338.

The court can confirm the ownership of the claimant. It can do this even if tax payments are not up-to-date. The process of confirming the title is independent of the process of collecting revenue. However, if evidence of payment of taxes is not provided then a the court order will indicate that a lien should be endorsed on the certificate of title. Thus arrears will be collected at the time of the next mortgage or transfer.

3.4 Role of the Land Registration Authority

Before the hearing - The LRA will take the following action in relation to the Notice of Hearing:

- arrange publication of the court hearing in two successive issues of the Gazette
- send notices by registered post to adjoining owners and applicants
- arrange display of notice in the municipality and barangay
- give notice of hearing to Public Works, Forests, Mines, Fisheries, DAR, Provincial authorities, Parks and Wildlife, NIA, etc
- receive and file evidence of the service posting and display.

After the hearing - the LRA is responsible for the drafting, signature and issue of the certificates of title.

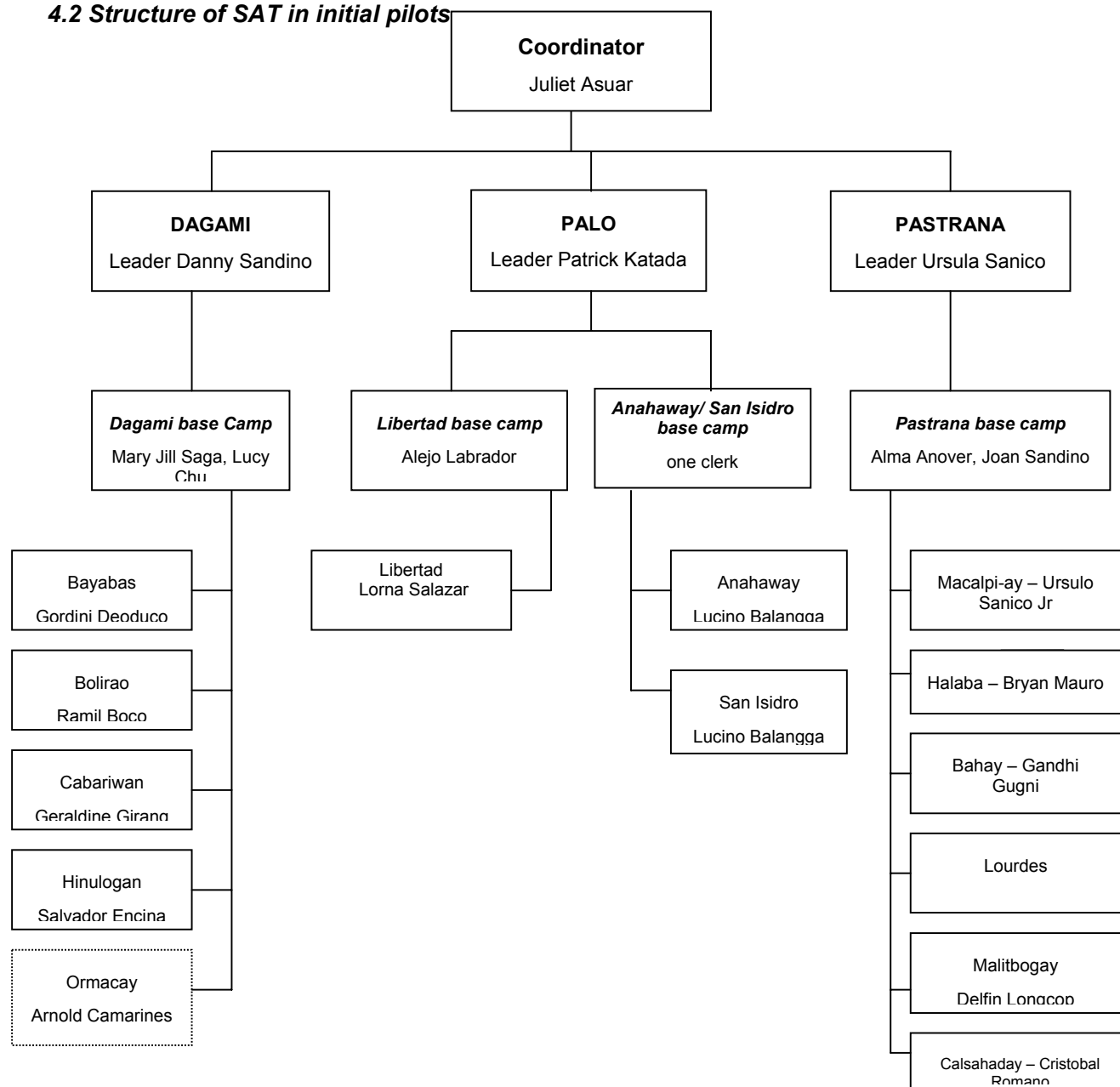
3.5 Role of the National Irrigation Authority

Chapter 4. Systematic Adjudication Team - Roles in Judicial Titling

4.1 Aims of Systematic Adjudication Team in Judicial Titling

The Systematic Adjudication Team aims to conduct all interviews and fieldwork necessary to support the claim to the court for titles to issue for all alienable and disposable land in the barangay. Its method is to interview each landowner to assess the extent of evidence available to support a claim of ownership and to help each claimant to file an appropriate Answer.

4.2 Structure of SAT in initial pilots



4.3 SAT Detailed functions

4.3.1 Systematic Registration Coordinator

- Plan and manage all systematic registration field activities.
- Manage the activities of the SAT Leaders and meet weekly with them. Obtain sufficient information to report weekly to the Technical Meeting
- Liaise between the base camp and the PIO, and ensure the base camp equipment, supplies and forms are delivered on time. Where requisitions for supplies are lodged, follow up until the supplies are delivered to the base camp
- Manage the mobilisation and demobilisation of base camps. Ensure that adequate base camp procedures are designed and implemented.
- Manage the production and presentation of training programmes, including new training resulting from changes in procedure identified during the review process. The training will recognise the needs of new recruits
- Develop and maintain the Systematic Registration Training and Operations Manual. Prepare changes to the manual resulting from changes in practice documented by the adviser.
- Oversee the start-up of base camp operations and provide support to the SAT leaders. Assist them to manage all aspects of daily activities including progress reporting to PIO.
- Oversee fieldwork to ensure its quality. Quality management is a key responsibility.
- Responsible for the achievement of targets set for systematic registration by PIO 1, including targets for parcels to be titled
- In conjunction with PIO 1, plan the expansion of the land titling projects, and ensure the availability of a supply of a pool of trained adjudicators and potential team leaders. This planning function will be carried out so that Systematic Adjudication Team Leaders are encouraged to select new base camp sites and to prepare to move adjudicators to the new location when one barangay is completed. This will ensure that the productivity of adjudicators is maximised.
- Assemble all forms for Homestead Patents and miscellaneous sales on a computer disk and provide copies to each team. Ensure that adequate copies of all forms are delivered to the base camp before the commencement of fieldwork.
- Assemble all forms for judicial titling and ensure they are available on each base camp computer
- Organise the review of all pilots and field activities.
- Ensure each database from CIM is copied onto the base camp computer so it may be used as a platform for preparing the Petition, schedules of interviews, the alpha-numeric report from the Cadastral Officer to the Court
- With assistance from the adviser, develop a checklist to assist PIO to plan the start-up of new field activities.
- Conduct a review with the SAT leader of the quality of field work. This is to ensure that the staff are adequately trained, have sufficient knowledge and are performing at an acceptable standard. Design additional training as required.

Meetings and Reports:

- Meet weekly with the Systematic Adjudication Team Leaders
- Represent PIO at all meetings concerning land titling in general and systematic adjudication in particular. Meetings include barangay council and assembly meetings, LAG and supervision missions by the World Bank, AusAID, QAP and QAC
- Present reports on the progress of all fieldwork to the technical meeting
- Ensure provision of Monthly Reports from the SAT Leaders to M & E

- Ensure provision of other reports for the Monitoring and Evaluation Section.

4.3.2 Systematic Adjudication Team Leader

The detailed duties of the Systematic Adjudication Team Leader are now set out in chapter 6

4.3.3 Adjudicator, Systematic Adjudication Team

- Receive and review reports from the CENRO and LRA concerning the status of each lot as reflected in CIM database
- Review the types of land in allocated barangay from the CIM data and CIM sheet
- Participate in council meetings and barangay assemblies
- Prepare Notices of Hearing for service on the adjoining owners and owners in the target barangay
- Develop an interview schedule for landowners in the target barangay. Ensure this is typed into the appropriate database format presented in this manual.
- Complete a daily journal, which will list every parcel scheduled in the Schedule of Interviews, progress, lessons learned, reasons for non-participation etc. Copy it daily to the base camp clerk
- Provide an information service from the base camp for two weeks before the commencement of fieldwork
- Participate in the interview of all landowners to assess their claim of ownership and complete a Record of interview. Conduct ocular inspection of all lots. Issue a receipt for copies of documents provided and requisition for additional documents required to support the application.
- As a result of the interview, prepare a report for each land parcel in the approved format.
- Update the list of claimants database so that an up-to-date list is available at all times.
- Using the detail from the Record of Interview, prepare a draft Answer. Attach copies of all relevant documents.
- Complete the report by the Cadastral Officer to the Court. This may simply be an update of the CIM database format with the addition of an extra column containing the report and recommendation to the court. Also prepare the Cadastral Lot data sheet.
- Arrange for the local CRS to contact the landowner to attend the base camp to sign the Answer in front of the Cadastral Officer.
- Each day, update the Daily Progress Report
- Each month assist in the preparation of the Monthly Report by preparing Sheet 2 in the format specified in this manual.
- Complete and update a Barangay Profile in the form specified in this Manual.
- Each adjudicator will participate in the PIO 1 review of the judicial titling applications by preparing a report of progress, issues arising, problems and recommendations. Present the report verbally and in writing and respond to questions.

4.3.5 Barangay Council representative on the adjudication team

- Assist in liaison between the project and the community.
- Assist the CRS Team in the dissemination of information about the project
- Assist the CRS team in interviewing owners to collect details of the names and addresses of the owners
- Participate with the SAT in the interviews of the owners, and provide supporting information about land ownership in the barangay. Sign the Record of Interview.
- Assist the survey party to confirm the location of boundaries with the claimants and adjoining owners. Sign the SNS.
- Assist in the resolution of disputes where possible. Liaise with the council about the operation of the barangay dispute process.
- Assist the Cadastral Officer and the Commissioner of the Court as required.

4.4 Summary of Role of the SAT Leader

This summary is now set out in Chapter 6.

4.5 The Systematic Adjudication Team Leader's Quality Assurance Checklist

This summary is now set out in Chapter 6.

4.6 Summary of the role of the Adjudicator

<i>Adjudicators – your key functions are...</i>
<ul style="list-style-type: none">• Reviewing the data about the land from CIM and other sources• Drafting a Schedule of Interviews• Liaising with the barangay assembly and the survey contractor to organise each member of the team carrying out the field visit• Compile a barangay profile and keep it up-to-date• Interviewing the land owner and ascertaining the strength of the claim, including all supporting evidence• Inspecting the land• Completing a Record of Interview and providing the applicant with a list of the additional evidence required• Recording progress in the Daily Journal and the SAT Leader's Daily Progress Report• Prepare the Answer, Cadastral Officer's Report and narrative report for the Commissioner of the Court

- Attend the meetings with the Cadastral Officer and record all lessons learned in the Daily Journal. These lessons are then communicated to the Systematic Adjudication Team Leader for reference to other adjudicators
- Reporting monthly to Systematic Adjudication Team Leader by completing the monthly report and in particular Sheet 2

4.7 The Answer

A sample of the Answer is set out in Volume 2.

4.8 Daily Journals

The value and importance of the Daily Journal should not be understated:

- It is a record of daily progress
- It assists the project to audit the attendance and participation of the adjudicator and the barangay representative. It is in effect an attendance record for the barangay representatives. This is important in the calculation of allowances or honoraria
- It is key for the adjudicator in compiling the monthly report. It contains full details of issues affecting the progress and problems encountered.
- A copy is given weekly to the Systematic Registration Coordinator. He provides a copy to M & E to enable them to compile a record of all issues
- When assessing the performance of an adjudicator, the Systematic Adjudication Team Leader will refer to this document to examine particular difficulties facing an adjudicator.

For these reasons the adjudicators should take care to complete all details in the daily journal. At the end of the day, the adjudicator should use the journal to update the Daily Progress Report and provide a copy to the base camp clerk.

DAILY JOURNAL of Field Party

Base Camp:			Name			
Date	Council rep	Lot No.	Action Outcomes	Issues arising/ Problems	Complete/ Incomplete	Adjudicator and council rep sign

DAILY JOURNAL for meetings with the Cadastral Officer

Date		
File examined	Additional evidence required	Lessons learned

<i>ADJUDICATOR SUMMARY REPORT - BOLIRAO</i>
1. Essential documents to attach to each Answer
2. Other optional documents that the adjudicator should evaluate carefully
3. Changes in the interview procedure and the data evidence procedure suggested by adjudicator
<ul style="list-style-type: none"> • Changes to the interview form
<ul style="list-style-type: none"> • Additional questions asked by the adjudicator
<ul style="list-style-type: none"> • Changes to the Answer form
4. Changes to the Cadastral Officer's report
5. Changes to the Commissioner's report
6. Other

DAILY JOURNAL

Date	Encoded Answer	Encoded Document	Lot No.	Location	Adjudicator

Submitted By:

Base Camp Clerk

4.9 The Daily Progress Report

This is a key management tool and is essential to tracking progress.

It is fundamental to the SAT leader's understanding of the latest position of the fieldwork. It is also key for the CRS Assistant to understand which claimants have completed their documentation and which ones require further follow-up.

A new version will be printed weekly and the base camp clerk will maintain a master copy, to be updated each day by each adjudicator.

The Daily Progress Report confirms details of the status of work in relation to each land parcel. It discloses whether the claimants have provided the essential information to support their claim.

Chapter 5. Base Camp Operations

5.1 Research before Adjudication Commences

- CIM - Map; List of Claimants
Latest tax declaration - gives some history
Tax history
- Interview
 - Schedule of interview
 - The interview process
 - The form to be completed
- Evaluation of Evidence

5.2 Base Camp Team Structure

Barangay:		
	Position	Location
1	Team Leader	
2	Base Camp Clerk 1	
3	Base Camp Clerk 2	
4	Adjudicator	
5	Barangay representatives	
6		
7		
8		
9		
10		
Survey Party for unsurveyed barangays		
11	Surveyor	
12	Surveyor	
13	Cartographer	
14	Cartographer	
15	Survey Assistant	
16	Survey Assistant	
17	Survey Assistant	

18	Survey Assistant	
19	Survey verifier	
20	Survey verifier	
21	Utility	
22	Utility	
23	Utility	
24	Utility	

5.3 Base Camp Equipment

A list of all equipment and supplies recommended for the base camp is set out in Attachment 2.

5.4 Initial Base Camp Setup

Table: Preliminary activities in the base camp

Aspect	Activity	Follow-up
Office setup	Project Sign Notice board All furniture procured	Notify PIO of deficiencies
Public Meeting	SAT attends general assembly for introduction to the community	
Selection and training of barangay representative	SAT to liaise with Training Coordination Officer and barangay chairman for the selection and training of the barangay staff to participate on the SAT	
Establish security for equipment	Keys Access Guard – security arrangements	
Establish base camp office processes	Attendance Book Message Book Visitors Log Book Complaints book File processing procedures Files and filing cabinet Cover sheets for files Travel allowance applications Log book for vehicles Process for filing Daily Journals	

Aspect	Activity	Follow-up
	Procedure for processing Complaints Procedure for processing Disputes	
Office Processes	Fieldwork hours set Attendance Book procedures clarified Communications Book initiated, to enable staff to record messages for other staff. Work areas allocated Daily performance requirements clarified - parcels per field party	
Display in office	<ul style="list-style-type: none"> • List of personnel on the team • a map of the total work area • List of applicants • Individual areas of responsibility of each adjudicator • Structure of field parties – team members • Office hours of operations • Daily work schedules - sequence of interviews • Complaints procedure • Progress reports- updated interview schedule with outcomes • Addresses for local Notaries • Fees • Land titling options available to the public 	
Personnel	Roster and attendance list Areas allocated - use Progress Map to allocate activities and work areas Each officer reviews the statement of duties	
Preliminary review of the work area before fieldwork commences	Each team, in relation to its area, works through the preliminary questions Mark the respective areas on the map Review the list of questions to be asked by adjudicators	<ul style="list-style-type: none"> • Identify areas where activity is not required • Identify areas where survey team must accompany • Identify areas where MARO must accompany • See Preliminary Questions asked by SAT

Aspect	Activity	Follow-up
Barangay representative	Review the preliminary work areas with the barangay rep Record the name of the barangay representative on the Interview Schedule. Post it on the Notice Board.	
Corner markers	Ensure that corner markers have been delivered Programme for effective distribution	Liaise with survey team
Two-week Advice Period	For two weeks before systematic registration commences, provide daily advice service from the base camp	
Computer setup	Set up on the computer all standard forms <ul style="list-style-type: none"> • Applications • Powers of attorney • List of applicants • CIM database configured as an alpha/ numerical report to the Court • Schedule of interviews • Progress reports • Monthly reports • Attendance lists • Answer pro forma • Notice of hearing to be served 	
Strategy for work	<ul style="list-style-type: none"> • Determine the sequence in which lots will be adjudicated • Prepare a schedule and provide it to the barangay chairman and the CRS team 	

5.5 Daily Programme

Although programmes will vary in each location, the following may be used as a guide:

BASE CAMP DAILY SCHEDULE

Time	Activity	Notes
	Travel to Base Camp	
8:00	Base Camp opens	
8:00	Daily strategy meeting led by SAT leader and attended by SAT members, barangay representatives and clerk, survey contractor. After meeting, adjudicators travel to base camp - adjudicators and barangay representatives	<ul style="list-style-type: none"> ○ Summarise progress to date, recorded on progress map ○ Outline daily activities ○ Lessons about quality learned from reviewing files
0830 - 1200	Base camp receives public enquiries	<ul style="list-style-type: none"> ○ Public enquiries recorded in base camp log ○ Complaints recorded in complaints register
0830 -1200	<ul style="list-style-type: none"> ○ Field teams participate in field adjudication 	All adjudication activities recorded in daily journal
1200-1300	LUNCH	
1300 - 1500	Continue field adjudication and public enquiries. Ocular Inspection.	
1500	Base Camp stops receiving public enquiries and applications for surveyed lots, as technical staff will be busy compiling results for the day Adjudicators and barangay representatives collected and returned to the base camp	
1600	<ul style="list-style-type: none"> ○ Adjudicators prepare list of lacking documents for claimants interviewed that day and submit to Base Camp Clerk. Adjudicators submit Daily Progress Report. ○ Adjudicators submit files with cover sheets completed ○ Adjudicators submit completed daily journal ○ Clerk records statistics. Submit list of lacking documents to LCRS for collection - issue of notice or tracer. ○ Survey party submits completed SNS 	

5.6 Base Camp Clerk Duties

- Ensure all signs and displays are set up at the base camp
- Review security at the base camp
- Take responsibility for the management of all documents/ files, and keep file cover sheets showing the latest position for each file
- Ensure the list of applicants and the daily interview schedule are displayed prominently
- Display of posters, hours of operation and other details as set out in the Manual
- Maintain a Daily Progress Report and to post it on the notice board at regular intervals. Print a new version weekly. Provide a master copy so that adjudicators can update it each day.
- Maintain statistics in order to prepare the monthly SAT report
- Manage the supply of stores and stationery
- Keep travel orders and payment records
- Maintain attendance records of all base camp and Systematic Adjudication Team field staff, sufficiently detailed to satisfy the mother units and PIO 1 and to support an application for travel allowance. Prepare the weekly Attendance Report.
- Maintain attendance records for the barangay council representatives on the Systematic Adjudication Team
- Preparation of all reports required by the Team Leader
- Assist the Systematic Adjudication Team Leader to organise weekly meetings and type and distribute all outcomes, instructions etc
- Assemble monthly the daily journals of the adjudicators and deliver them to the Monitoring and Evaluation Section

Base Camp Clerks – your key functions are...

- Maintaining the daily operations of the base camp
- Assisting the SAT Leader in the daily operations of the base camp
- Maintaining a daily progress report for each barangay
- Typing Notices for service on landowners
- Maintaining the stores and supplies
- Maintaining records of attendance and making applications for travel allowance
- Maintaining files for each land parcel in each barangay
- Receiving documents lodged by members of the public, connecting them to the appropriate file and referring the file to the appropriate adjudicator
- Collating and preparing the monthly report for each barangay and submitting a draft at the end of the month for approval by the adjudicator

5.7 Develop a daily programme of Interviews

The SAT produces a Schedule of Interviews in the following format:

Interview Schedule									
Date	Lot No	Original claimant	Current claimant	Address of current claimant	Status #	Land Use *	Ownership type/ number +	Adjudicator Barangay rep	Location of interview

5.8 Interview schedule with the Cadastral Officer

Table: Interview with Cadastral Officer

Date	Lots	Claimant	Location	Time

Table 2: Interview with Commissioner of the Court

Date	Lots	Claimant	Location	Time

5.9 File Cover Sheets

Each land parcel needs a file. Each file needs a file cover sheet to summarise the present status of the application. The Cover sheet can be in the following format:

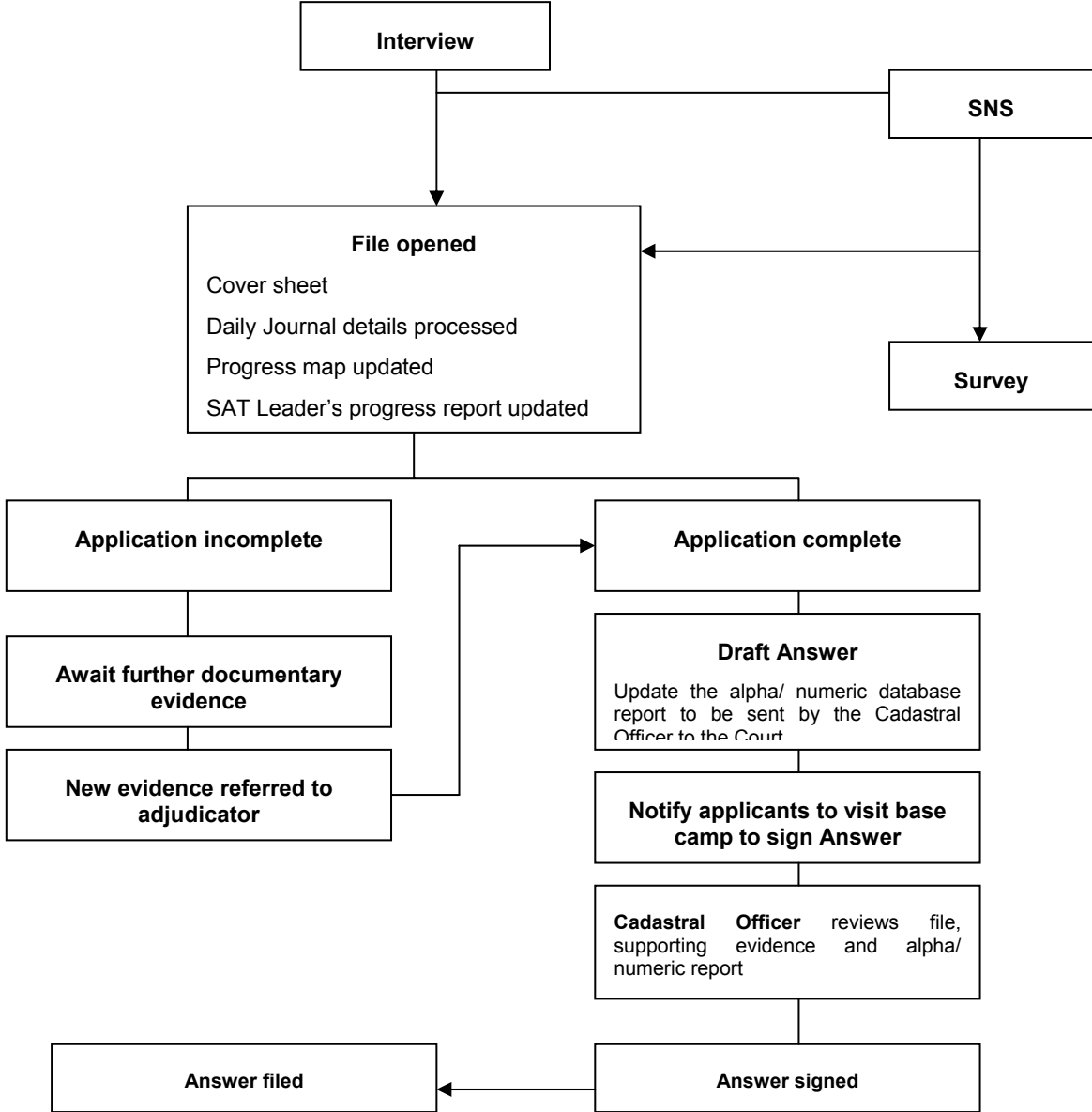
File Cover Sheet

Municipality of	Barangay
Lot:	Applicant:
Date of Interview:	
Application	Homestead Patent/ Sales/ Judicial/ Other
Situation	(i) unsurveyed (i) surveyed
	(i) pending application (ii) no pending application
	(iii) application approved but not registered by ROD
Applicant:	Male / Female /Joint
Attached to file	1.
	2.
	3. Community Tax Certificate
	4. Copy of
	5. Copy of
	6.
	7.
	8.
Evidence required	1.
	2.
	3.
	4.
All required evidence attached	
Application Complete:	Date:
Team Leader confirm complete	
Database updated	
Answer prepared	
Report by Cadastral Officer prepared	
Answer signed	
Answer filed I Court	

5.10 Tracking Incomplete Files

It is essential that incomplete files are properly recorded and processed in the base camp. The following diagram attempts to summarise processes for the management of files:

Diagram: Links between the field and basecamp



5.11 Weekly Attendance Report

The Weekly Attendance Report should be filed weekly with the Systematic Registration Coordinator in LAMP PIO 1. The information will be relevant in the presentation of information at the Technical Meetings held weekly in PIO 1.

LIBERTAD BASE CAMP							
WEEKLY ATTENDANCE SHEET							
Date prepared							
Attendance period							
Team							
No.	Name	Totals	DAYS				
[Sign]							
[Name of Base Camp Clerk]							
Base Camp Clerk							
Noted by							
[Sign]							
[Name of team leader]							
SAT Leader							

Note: Complete weekly

Submit to Systematic Registration Coordinator weekly

Include all base camp personnel, barangay representatives

SURVEY TEAM		
Daily Attendance Sheet		
Date:		
Name	Designation	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

5.12 Monthly Systematic Adjudication Team Reports

LAMP PROTOTYPE 1 LEYTE BARANGAY PROFILE As of _____					
Barangay:		Municipality:			
Court:		Judge:			
1. Total Lots:				No. %	
2. Total Area:		% owner-occupied			
3. Government:		% non-owner-occupied			
	No.	Area	%		
Government					
Non-Government					
4. Land Use:					
	No.	Area	%		
Residential:					
Agricultural:					
Other:					
5. Existing title types					
	No.	Area	%		
Titled:					
Patented:					
Pending Patent:					
Untitled:					
6. No. of claimants					
7. No. of disputed lots					
8. Date Petition filed					
9. Date scheduled for Initial hearing					
10. Progress		No. of lots	%	Gender of claimants-approx percentages	
Interviews Conducted					
				No.	%
Answers Completed				Male	
				Female	
				Joint	

PROGRESS	
Interviews	
Workable lots	
Answers approved by Cad Off	
Answers still to be referred to C	
Answers to be drafted	
Hearings by Commissioner	
Non-participating	

LAMP PROTOYTPPE 1 LEYTE
JUDICIAL TITLING- Monthly Report by SAT Leader

Municipality:

Table 1: Progress at the End of OCTOBER 2002 (month/year)

Barangay	All CIM sheets available	Date CIM sheets received	Brgy. Index map provided on (date)	Consol. Brgy. map provided on (date)	Consolidated list of claimants received on (date)	Consolidated list of adjoining owners received on (date)	Petition filed on (date)	Notices for service prepared on (date)	Notices served on (date)	Gazzettal on (date)	Initial hearing scheduled for (date)	Order made on	Decree on (date)	Titles issued on (date)
<i>Bayabas</i>	1	1/3/02	1/3/02	1/3/02	1/3/02	3/15/02	4/26/02	-	-	-	11/6/02	-	-	-
<i>Bolirao</i>	1	1/3/02	1/3/02	1/3/02	1/3/02	3/15/02	4/26/02	-	-	-	10/10/02	-	-	-
<i>Hinulogan</i>	1	1/3/02	1/3/02	1/3/02	1/3/02	3/15/02	4/26/02	-	-	-	10/2/02	-	-	-
<i>Cabariwan</i>	1	1/3/02	-	1/3/02	1/3/02	3/15/02	4/26/02	-	-	-	11/13/02	-	-	-
Total	4													

ENGR. DANILITO S. SANDINO
SAT Leader

ENGR. RAMON S. UNAY
Prototype Manager

LAMP PROTOTYPE 1 LEYTE				
JUDICIAL TITLING - Monthly Report by SAT Leader				
For the month of _____, 200				
SAT LEADER'S QUALITY ASSESSMENT REPORT			Municipality:	
Barangay	Adjudicator	No. of Assessment forms reviewed	No. of Submitted files considered to be completed	%
Assessment of quality of work submitted				
Remedial action/Training required				
ENGR. DANILITO S. SANDINO				
SAT Leader				

**LAND ADMINISTRATION AND MANAGEMENT PRO
 PROTOTYPE IMPLEMENTATION OFFICE 1
 SYSTEMATIC ADJUDICATION MONTHLY REPORT
 As of _____, 200**

Output/Activity	Indicator	Accomp.	Target	Monthly Achievem	
				Year to Date	Ac
1. Systematic registration by Compulsory Judicial Titling					
- Barangay with Petitions filed for compulsory Titling	No. of brgys. No. of Mun. No. of Petition				
- Lots with Record of Interview	No.				
- Lots with Answers	No.				
- Answers filed (Resulting Answers)	No.				
- Initial hearing conducted	No.				
- Titles Issued	No.				
2. Land Dispute Resolution					
- Cases Referred	No.				
- Cases resolved	No.				
- Cases Pending	No.				
- Cases Indorsed to the Lupong Tagapamayapa	No.				
Prepared by:					Approve
ENGR. DANILITO S. SANDINO SAT Leader- DAGAMI					

SYSTEMATIC ADJUDICATION

(Judicial Titling)

Municipality, Leyte

INVENTORY OF LOTS

(As of _____)

Barangay: _____, **Municipality, Leyte**

Total No. of Lots	Total No. of Land Claimants	Total Workable Lots	Total Non-Workable Lots	Lots with Interview	Lots Without Interview	Lots with Drafted Answers	Lots with Encoded Answers and with Complete Documents	Lots with Encoded Answers but with Incomplete Documents	Gov't and Other Lots	Contested Lots	Total No. of Answers Reviewed by the Cadastral Officer	Answers with Cadastral Officer's Report	Answers with Court Commissioner's Report	Total Answers Filed in Court

Submitted by:

SANDINO
Adjudicator

Noted:

Engr. DANILITO S.
SAT Leader

Department of Environment and Natural Resources
LAND ADMINISTRATION AND MANAGEMENT PROJECT
Prototype Implementation Office I Leyte

NOTICE (PAHIBARO)

3/19/03
Petsa

Ha imo MR. & MRS. Roman & Lourdes Bergado

Maupay nga adlaw!

Kasumpay han imo aplikasyon para han pagpatitulo han imo tuna ha Ergy.
Cavite West (Lot No. 1001)
ngan subay han resulta han interview nga ginbuhat, an masunod amo an imo kulang nga mga dokumento:

1. Deed of Sale
2. Latest tax declaration (R10)
3. _____
4. _____
5. _____
6. _____
7. _____

Alayon pagpasa han nakalista nga mga dokumento san-o umabot an petsa
March 22, 2003 ha LAMP Base Camp nga nahamumutang
ha Arado Base Camp

Ha takna nga dire ka makapasa hini nga mga dokumento, diri maproproseso an imo aplikasyon ha pagpatitulo han imo tuna.

Salamat ngan mamumulat kami han imo pagpasa han mga dokumento.

Received by: <u>A. Bergado</u>
Date Received: <u>3/19/03</u>
Time Received: _____
Signature: _____

An matinalahuron,

B. Atienza

SA Team Leader

LAMP PROTOTYPE 1 LEYTE							
JUDICIAL TITLING - Monthly report by SAT Leader							
As of							
Compiled report for municipality by the SAT Leader							
Municipality of Dagami, Leyte				Month of :			
Barangay	No. of Interviews scheduled	No. of Interviews conducted	%of planned Interviews conducted	No. of Interviewees providing all documents	No. of Records of Interview completed	No. of Answers completed	No. of Cad. Officer Reports Completed
1	2	3	4	5	6	7	8
ABACA							
CALUCTUGAN							
SAN BENITO							
CABULORAN							
MALIWALIW							
SIRAB							
DIGAHUNGAN							
VICTORIA							
BANAYON							
CALUTAN							
1. Summary of managements issues, problems arising, obstacles to performance, action taken by SAT Leader to re:							
2. Training inputs given:							
3. Meetings conducted:							
Engr. DANILITO S. SANDINO SAT Leader							

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that in spite of three (3) notices for the submission of complete documents in support of his/her Answer dated _____, _____, and _____ duly sent and properly served to the claimant/ landowner/ representative for Lot No. _____ Cad. No. _____ of Brgy. _____, Municipality of _____, Leyte, said landowner failed to submit lacking documents on the dates specified in the notices.

Because of the repeated failure of the landowner or his representative to submit all lacking documents as required in the notices, the landowners' Answer will be filed in court but with notation **FILED BUT WITH INCOMPLETE DOCUMENTS**.

Issued this _____ day of _____, 2003 at the LAMP Base Camp, _____, Leyte.

Adjudicator

Affirmed:

SAT Leader

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that in spite of three (3) notices for interview dated _____, _____, and _____ duly sent and properly served to the claimant/ landowner/ representative for Lot No. _____ Cad. No. _____ of Brgy. _____, Municipality of _____, Leyte, said landowner failed to appear for said interview on the dates specified in the notices.

Because of the repeated failure of the landowner or his representative to appear for interview as required in the notices, the landowner is hereby declared **NON-PARTICIPATING**.

Issued this _____ day of _____, 2003 at the LAMP Base Camp, _____, Leyte.

Adjudicator

Affirmed:

SAT Leader

Checklist of adjudicator

Name of Claimant:		Barangay:	
Lot No.	Date of Interview:	Adjudicator:	
Status of Land:	1. Purchased		
	2. Inherited		
	3. Donation		
Required Documents:		Yes	No
1. CTC			
2. Oldest Tax Declaration			
3. Latest Tax Declaration			
4. Tax Declaration History			
5. Special Power of Attorney (Dated: _____)			
6. Extra Judicial Partition (Dated: _____)			
Others:			
1.			
2.			
3.			
4.			
5.			

DAILY JOURNAL

Date	Encoded Answer	Encoded Document	Lot No.	Location	

Submitted By:

Base Camp Clerk

ENDORSEMENT FORM

Adjudicator:		Base Camp Clerk:	
Date:			
Time:			

No.	Lot No.	Encoded	Complete	With Corrections	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					