CASE CONTROL NUMBER SYSTEM FOR CANCELLATION CASES

DAR MEMORANDUM CIRCULAR NO. 12, S. 2011, October 05, 2011

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SECTION 1. MANDATE OF THE RULES. – Section 12 of Administrative Order (A.O.) No. 06, Series of 2011 mandates the clerk of a Provincial Agrarian Reform Adjudicator (PARAD) to assign a Case Control number to a Cancellation Case within the same day as it is filed.

Section 3 (d) of the same A.O. defines a Case Control number as:

> "the number assigned by the clerk of the Provincial Agrarian Reform Adjudicator (PARAD) to the petition for cancellation received by it for monitoring purposes and for the determination of case folders actually transmitted by the PARAD, which number shall be substantially adopted up to the Office of the Secretary (OSEC) level. The case control number shall be in a format distinct from ordinary DARAB cases."

SECTION 2. UNIFORM CASE CONTROL NUMBER SYSTEM. – To ensure uniformity, and therefore efficiency and order, in the assignment of Case Control numbers to Cancellation Cases, all Offices of the PARADs are hereby directed to use the following format:

CANC-[REGIONAL AND PROVINCIAL NUMBER (FOUR DIGITS [some are alphanumeric])]-[SERIAL NUMBER (FOUR DIGITS)]-[YEAR (FOUR DIGITS)]

For example, the fourth Cancellation Case filed with the PARAD of Ilocos Sur in the year 2011 shall be given the following Case Control Number:

> CANC-0104-0004-2011
>
> Notice the use of zeroes to complete the required two or four digits.
>
> CANC-0104-0004-2011

The list of Regional and Provincial Numbers is attached hereto for easy reference.

SECTION 3. APPLICATION. – The Uniform Case Control number System for Cancellation Cases set by this Circular shall be used for all Cancellation Cases filed with the PARADs pursuant to A.O. No. 06, Series of 2011.

It shall also be used for all Cancellation Cases pending as of 5 October 2011 that are transmitted to the PARADs for case build-up purposes. The new Case Control numbers for these cases shall be assigned at the time and date they are received by the pertinent PARAD. For easier reference, however, their previous Case Control numbers shall be written, enclosed in parentheses, subsequent to the new Case Control Number. The parties to pending Cancellation Cases that are transmitted to the PARADs for case build-up purposes must be duly notified by the pertinent PARAD of the change in the Case Control Number.

The Uniform Case Control number System for Cancellation Cases set by this Circular shall not be applicable to Cancellation Cases pending with the Central Office which the Undersecretary for Legal Affairs Office has deemed not necessary for case build-up, pursuant to Section 48 of A.O. No. 06, Series of 2011.

SECTION 4. SEPARABILITY CLAUSE. Any judicial pronouncement declaring as unconstitutional any provision of this Circular shall have no effect on the validity of the other provisions not affected thereby.

SECTION 5. REPEALING CLAUSE. – All administrative issuances inconsistent with this Circular are hereby deemed modified and amended accordingly.

SECTION 6. EFFECTIVITY. – This Circular shall take effect on 6 October 2011. For everyone's strict compliance.

Adopted: 05 October 2011

(SGD.) NARCISO B. NIETO, CESO I

(SGD.) ANTHONY N, PARUÑGAO

Undersecretary for Management and

Undersecretary for Legal Affairs

Administration and Field Operations

OIC-Secretary of Agrarian Reform

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