



Republika ng Pilipinas  
KAGAWARAN NG REFORMANG PANSAKAHAN  
(DEPARTMENT OF AGRARIAN REFORM)  
Tanggapan ng Kalihim  
Diliman, Lungsod ng Quezon  
D-605

In reply, please address:

THE SECRETARY  
Department of Agrarian Reform  
P.O. Box No. 2003  
Manila

RB 2/20/73

DEPARTMENT MEMORANDUM  
CIRCULAR NO. 3  
Series of 1973 RB


TO: All Bureau Directors, Chiefs of Services, Division  
Chiefs, Regional Directors, District Officers and  
Team Leaders.

The Department has adopted abbreviations and Code Names (list attached) corresponding to the different Bureaus, Services, Divisions and Special Units in the Central Office. Henceforth, these abbreviations and code names shall be used to facilitate and economize in the transmission of communications - telegrams, radiograms and the like.

Please be guided accordingly.

Quezon City, February 16, 1973.

Encl.: a/s  
GRL:NCP:azd

  
CONRADO F. ESTRELLA  
Secretary

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Republic of the Philippines  
DEPARTMENT OF AGRARIAN REFORM  
Diliman, Quezon City

<u>LIST OF OFFICES</u>	<u>ABBREVIATION/CODE NAME</u>
1. Office of the Secretary	OSAR
a) Secretary of Agrarian Reform	SAR
2. Office of the Undersecretary	OUSAR
a) Undersecretary of Agrarian Reform	USAR
3. Office of the Assistant Secretary	OAS
a) Asst. Sec. on Administrative Affairs	ASAA
b) Asst. Sec. on Field Services	ASFES
4. Planning Service	PLANS
5. Financial and Management Service	FIMAS
a) Budget Division	BUDGET
b) Accounting Division	ACCTG
c) Management Division	MANED
6. Administrative Service	ADS
a) Personnel Division	PERS
b) Information Division	INFO
c) General Services Division	GENSER
7. Agrarian Reform Education Service	ARES
8. Bureau of Land Acquisition, Distribution and Development	BLADD
a) Land Acquisition Division	LAD
b) Land Distribution Division	LDD
c) Land Survey Division	LAS
d) Land Capability Survey and Classification Division	LACAS
9. Bureau of Agrarian Legal Assistance	BALA
a) Judicial Cases Division	JCD
b) Claims and Conflicts Division	CCB
c) Legal Information & Mediation Division	LIMD
10. Bureau of Resettlement	BURE
a) Census and Statistics Division	CESTICS
b) Settler's Affairs Division	SAF
c) Engineering Division	ENGED
d) Special Projects Division	SEPO
11. Bureau of Farm Management	BUFAM
a) Agricultural Development Division	ADD
b) Home Management and Rural Youth Development Division	HMRYP