



Republika ng Pilipin  
KAGAWARAN NG REPORMANG PANSAKAHAN  
(Department of Agrarian Reform)  
Tanggapan ng Kalihim  
Diliman, Lungsod ng Quezon  
Pilipinas

In reply, please address:  
**THE SECRETARY**  
Department of Agrarian Reform  
P.O. Box No. 2993  
Manila

ADMINISTRATIVE ORDER

No. 4 '88  
Series of 1988

*[Handwritten signature]*  
4/26/88

SUBJECT: GUIDELINES ON THE REORGANIZED  
ADMINISTRATION OF DAR

A. Structure

The table of organization presented in Exhibit 1 shall be followed as the re-structured organizational set-up of the Department of Agrarian Reform (DAR). In addition, the following points should be considered:

1. An Executive Committee (ExCom) shall be created, to be composed of the Secretary and the four Undersecretaries. The ExCom shall have a Secretariat, the Coordinator of which shall be the Head Executive Assistant. The ExCom shall meet every first, second and third Tuesday of the month. On the other hand, the Management Committee, composed of all DAR Central Office officers up to Bureau Director level, shall meet on the fourth Tuesday of the month.
2. Strategic planning and policy formulation particularly with regard to the CARP as a whole shall be done by the Policy and Planning Office (PPO). Operational policy formulation and planning, however, shall be the responsibility of the respective Offices.

The PPO shall coordinate the preparation of DAR's plans and programs, based on the bottom-up approach and in cooperation with the other Offices. The PPO shall rationalize and integrate the plans and programs prepared in close collaboration with each Office, taking into consideration the Department's overall policies and strategies as determined by the Secretary and the Excom, and the PARC directives and agreements.

3. The PPO shall be responsible for monitoring all programs and projects vis-a-vis the overall plan of the Department. The PPO shall likewise conduct program evaluation and impact assesment. On the other hand, internal control and financial monitoring of all programs and projects shall be the concern of FMAO. In general, however, all Offices should monitor the activities of their units for effective management.
4. Development of projects, particularly for foreign funding, shall be a concern of all Offices but mainly of the PPO. The PPO shall serve as the clearing-house in this regard and coordinate the packaging and promotion of such projects.
5. All matters pertaining to the budgeting and disbursement of DAR and PARC/CARP funds shall be under the supervision of the Finance, Management and Administration Office (FMAO). In addition, the FMAO shall be closely involved/consulted in the negotiation of contracts above P50,000.
6. Matters pertaining to human resources development shall be the responsibility of the FMAO.
7. The DARAB shall be under the administrative supervision of the Office of the Undersecretary responsible for the LAO.
8. Relations with the field units shall be coordinated with the Field Operations Office (FOO).

B. Special Assignments

1. The PARC Secretariat, while under the Office of the Secretary, shall be coordinated by Assistant Secretary Dorothy Ll. Tadeo as PARC Secretary. It shall, moreover, be supervised by the FMAO Undersecretary with regard to the operation of the Agrarian Reform Fund (ARF) including but not limited to the financing of the ARF/CARP, requests for funds by the DAR and other agencies, monitoring of disbursed funds, budgeting and disbursement of DAR-ARF funds, etc.



2. The Scholarship Committee, which shall handle DAR representation for all personnel training grants, shall be a concern of the FMAO and headed by the Undersecretary responsible for the FMAO. It shall include representatives from all Offices, and shall coordinate with the Office most knowledgeable of the training grant under consideration.
3. Matters pertaining to the Cabinet Assistance System (CAS), Committee on Rural Development (CRD), and Cabinet Cluster A shall be the concern of the Undersecretary responsible for the PPO.
4. Liaison with the Catholic Bishops Conference of the Philippines shall be the responsibility of Director V. Gerardo Bulatao. Liaison with the military shall be the responsibility of Director Jose Ma. D. Villanueva.

C. Task Force and Other Assignments

In addition to the above, the respective Undersecretaries of the different Offices shall be held responsible for the following concerns/activities:

1. Policy and Planning Office  
(Undersecretary Benjamin T. Leong)
  - a. Completion of DAR reorganization
  - b. NGO/PVO mobilization
  - c. Idle and abandoned lands
  - d. Mini-CG proposal
  - e. FAO-Italian grant
  - f. ARSP
  - g. SLSP
  - h. ALPO
2. Field Operations Office  
(Undersecretary Jose C. Medina, Jr.)
  - a. LISTASAKA (completion and conduct of whatever is prescribed by Congress)
  - b. Individual VOS
  - c. Sequestered/surrendered lands
  - d. BARC organization

- e. Compensation of unpaid PD 27 claims
  - f. CLTs abandoned/surrendered
  - g. Public lands
3. Legal Affairs Office  
(Undersecretary Salvador P. Pejo)
- a. Liason with both Houses of Congress
  - b. Codification of agrarian reform laws
  - c. Operationalization of DARAB
4. Finance, Management and Administration Office  
(Undersecretary Jesli A. Lopus)
- a. Corporate compliance to CARP
  - b. Corporate VOS
  - c. Production sharing
  - d. Foreclosed/foreclosable lands
  - e. Government-owned lands
  - f. Church lands
  - g. Region 6 Issues
  - h. BLSP

  
PHILIP ELLA JUICO  
Secretary

EXHIBIT I

REVISED DAR ORGANIZATIONAL SET UP

