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Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Defend and Assert the Rights of Farmers

MEMORANDUM CIRCULAR NO. 06
Series of 2017

**SUBJECT: ORGANIZATIONAL MANDATE, FUNCTIONS,
RESPONSIBILITIES AND STRUCTURE OF THE POLICY,
PLANNING AND RESEARCH OFFICE**

PREFATORY STATEMENT

On February 10, 2017, Memorandum Circular No. 03, Series of 2017, was issued creating the Policy, Planning and Research Office (PPRO). It was followed by the issuance of Special Order No. 54, Series of 2017 dated February 13, 2017, designating the then Undersecretary of Finance, Planning and Administration Office (FPAO) to head the PPRO. The creation of the PPRO aims to strengthen the policy, planning and research functions of the Department in order to best serve the operationalization of the approved 2017-2022 Strategic Plan and other concerns.

BACKGROUND

Under the present organizational structure of the Department, the functions of policy formulation, planning and programming have been undertaken by a single service unit, the Policy and Planning Service (PPS) under the then FPAO, while research has been spread out among the different sectors and divisions and limited to specific problems discovered in the process of implementing their respective plans and programs. This arrangement might have served the purposes of the past. But given the new policy thrusts and directions of the new leadership, it needs to be restructured toward strengthening these functions in order to meet the requirements and challenges of operationalizing the Department's 2017-2022 Strategic Plan.

In the approved Department's Strategic Plan, the new leadership has committed to attain five (5) strategic objectives as translated into policies within a time-boundary of five (5) years. These are:

1. Ensuring the security of tenure of farmers;
2. Promoting farmers' rights and welfare;
3. Contributing to rural development;
4. Ensuring food self-sufficiency/security; and
5. Strengthening the DAR community.

It must be stressed that these objectives, as translated into policies, have nuances that differ in many crucial respects with existing policies and guidelines. Considering their nuances, realizing them within the time boundary is full of issues, requirements

and challenges which the Department has to address. To overcome the challenges, fulfill the requirements and resolve the issues, those objectives need to be translated into clear, evidence-based and research-supported policy directives in order to properly guide the planning and programming of the Department. Strengthening the functions of policy review and formulation, planning and programming and research is a necessary first step toward that end.

RATIONALE

For DAR to meet the challenges of operationalizing its 2017-2022 Strategic Plan, it must adopt the policy framework of reorganizing its existing machinery for policy formulation and planning along the lines of specialization and strengthen it through synergy and complementation with research, plan/program monitoring and evaluation, information management and close linkages with stakeholders. This policy framework should enable the PPRO to create an organizational structure suited to its mandate, retool its personnel and hone its organizational capability to carry out its responsibilities and functions in line with the Strategic Plan. Specialization should enable each function to be performed in focus which shall be strengthened further through synergy and complementation.

In line with the embraced policy framework, the PPRO shall have four (4) services units that will each concentrate in carrying out their assigned functions. These are the External Affairs and Relations Service (EARS), Policy and Research Service (PRS), Planning Service (PS) and Management Information System Service (MISS).

MANDATE

The core mandate of the PPRO is to strengthen the policy, planning and research functions and other primordial concerns of the Department. The core mandate of the PPRO shall be carried out by the Policy and Research Service and the Planning Service. The two units will work in synergy with and be complemented by the EARS and the MISS and *vice-versa*. The Legislative Affairs Office is now strengthened to become EARS. The PRS shall have two (2) divisions, the Policy Division (PD) and the Research Division (RD). The PS also has two (2) divisions, the Planning and Programming Division (PPD) and the Plan Implementation, Monitoring and Evaluation Division (PIMED). The MISS also retains its present organizational structure of two (2) divisions which are the IT Support Division (IT SD) and Data Management Division (DMD).

RESPONSIBILITIES AND FUNCTIONS

The PPRO, its services and divisions shall assume the following functions and responsibilities:

POLICY, PLANNING AND RESEARCH OFFICE

1. Advises and assists the Secretary in setting the policies, thrusts and directions of the Department.
2. Ensures that the thrusts and policy directions are formulated and translated into coherent, integrated and priority-driven plans, programs, projects and targets;
3. Initiates the preparation and development of department-wide plans, programs and projects;
4. Provides over-all direction in the conduct of research and studies in support of setting policies, plans and programs;
5. Coordinates and synchronizes the various activities of the sectors, services, bureaus and operating units of the Department;
6. Evaluates, monitors and assesses the implementation of plans, programs, and projects of the sectors and services units of the Department;
7. Spearheads and oversees the implementation and enhancement of Information and Communication Technology (ICT) of the Department;
8. Represents the Secretary in inter-agency meetings involving policy-setting, planning and programming; and
9. Promotes the interest of agrarian reform in both Houses of Congress, other executive departments, and the judiciary and establishes linkages with various agrarian reform stakeholders.

I. EXTERNAL AFFAIRS AND RELATIONS SERVICE

1. Liaises, establishes and facilitates linkages with the legislative, executive, judiciary and other stakeholders;
2. Promotes and monitors agrarian reform and agrarian reform-related bills in Congress;
3. Drafts, coordinates, consolidates and finalizes position papers of the Department on matters related to agrarian reform; and
4. Advises the Undersecretary on developments in the policy environment in the legislative, executive, and judiciary that bears on agrarian reform.

II. POLICY AND RESEARCH SERVICE

1. Leads the institutionalization of mechanisms and the coordination of sectors for formulating policies, thrusts and directions, identifying policy areas for reforms and advocacy; and
2. Initiates and manages the conduct of researches and studies needed for policy review and formulation, planning and programming, legislative proposals and public advocacy.

A. Policy Division

1. Translates the policy calls and pronouncements of the Secretary, in coordination with concerned sector heads, into coherent, integrated and priority-driven policy statements;
2. Prepares, finalizes and facilitates approvals of policy guidelines;
3. Reviews existing Department issuances to align them with the policy statements of the Secretary and thrusts and policy directions;
4. Initiates the review of legislations and executive issuances on agrarian reform and formulate recommendatory amendments; and
5. Provides technical and administrative support to Policy Review and Formulation Committee (PRFC).

B. Research Division

1. Conducts researches and studies on agrarian reform for policy formulation, planning and programming;
2. Institutionalizes a resource center for agrarian reform;
3. Initiates the collection of resource materials (books, periodicals and journals, journals, films, video documentaries, etc.), data and information for the resource center for agrarian reform;
4. Conducts and publishes in-house researches and studies on general and specific themes for public advocacy of genuine agrarian reform and for inputting to development plans;
5. Recommends to the Undersecretary the commissioning of specific research themes; and
6. Manages the conduct and implementation of researches and studies to be commissioned by the Department to ensure the timely delivery of quality outputs.

III. PLANNING SERVICE

1. Spearheads the preparation and finalization of strategic, indicative, work *cum* financial plans and accomplishment reports of the Department based on approved planning and reporting guidelines and in compliance with parameters and standards issued by oversight agencies;
2. Evaluates and reviews project proposals to determine its viability and consistency in line with the thrust and policy directions of the Department;
3. Evaluates the implementation and conducts impact assessments of plans, programs and projects at all levels;
4. Recommends the annual physical targets and cost parameters by sectors as basis for funding allocation; and
5. Conducts mid-year and year-end assessment and planning sessions.

A. Planning and Programming Division

1. Develops the policy and directions into operational strategies, plans and programs and projects;
2. Develops and institutionalizes planning frameworks, systems and procedures;
3. Evaluates and assesses proposals of programs and projects to determine its viability and coherence with policy, thrust and direction; and
4. Provides technical guidance to the field units in developing the capability to craft and operationalize plans, programs and projects.

B. Plan Implementation, Monitoring and Evaluation Division

1. Develops and institutionalizes systems and procedures for monitoring and evaluating the implementation of plans, programs and projects;
2. Evaluates and assesses the impact of plans, programs and projects; and
3. Integrates and packages the accomplishment report of the Department.

IV. MANAGEMENT INFORMATION SYSTEM SERVICE

1. Formulates and ensures the implementation of an integrated computer development program and determines functional requirements of the Department and conceptualizes the appropriate information systems; and
2. Maintains the computer hardware and peripherals and other related facilities.

A. IT Support Division

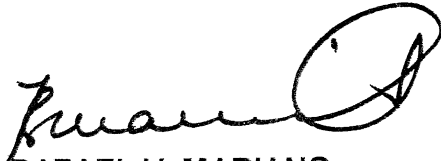
1. Provides IT support to users and implementers of ICT-enabled information systems and tools of the Department; and
2. Handles the maintenance check-up repairs of computers and other IT resources in the different units of DAR.

B. Data Management Division

1. Manages data migration, conversion, design and development of database as necessary; and
2. Manages and upkeeps of databases including network users' access and profiles.

This Memorandum Circular takes effect immediately and supersedes all other issuances inconsistent herewith.

Done this JUN 05 2017 at Diliman, Quezon City.


RAFAEL V. MARIANO
Secretary

