



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

No. 07
Series of 2009

SUBJECT: **ADDENDUM to MC No. 12, series of 2008, on the SUBMISSION of SUPPORT LISTS for PBD ACCOMPLISHMENT**

I. BACKGROUND

The issuance of MC No. 12, series of 2008 institutionalized the submission of the SSO Forms/ support lists simultaneous with the quarterly accomplishment reports based on the WFP. Field offices were directed to comply with the said Memorandum Circular starting in the 3rd quarter, CY 2008 submission of accomplishment reports.

The support lists provided the SSO with the tools to counter-check and verify the accomplishment figures reported, resulting in a "cleansed" and realistic consolidated report as of December 2008. Interventions provided to ARBs/ ARBOs in non-ARC areas were likewise segregated under some of the performance indicators, thereby acknowledging the field accomplishment in these areas, which were not captured under ARC Form 1-11.

However, minor problems were encountered since not all of the field offices adopted the designed forms downloaded to their offices. Due date for submission was likewise not observed well. Some data entry required in the forms were not provided or inadvertently omitted. Hence a clear and concise definition or interpretation of these data requirements need to be made.

Relatively, the WFP format for CY 2009 was revised and updated in line with the PBD thrusts and directives for the current year. Hence, the SSO Forms need to be likewise amended, adjusted and improved in line with the revised performance indicators.

II. The Support Lists

Form	Title	Previous Data Requirements	Revisions/ Amendments/Clarifications
A	Support Lists on ARBs Trained	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
		Type and name of training conducted	Type of training should specify whether it is related to SILCAB,

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			SARED or AFAES. Date when training was conducted should also be noted.
			Additional column on the Agency /Sponsor of the training conducted.
B	ARB Members of Organizations	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
C	ARB Organizations Assisted	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
			Specified assistance or intervention should have been provided to the ARBO within the reporting period or quarter.
D	Agribusiness Development	Accomplishment on existing agribusiness areas developed only.	Based on the WFP format, accomplishment is broken down into: a) Formulation/ preparation of Agribusiness plan; b) Agribusiness ventures in start-up phase. Under (a) data required are type of agribusiness, crop, area to be developed, number of ARBs involved and if the area is under Convergence Initiative. For (b), area developed, crop, and number of jobs generated.
E	New Products Developed	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
F	Products launched in Commercial Market	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
			Additional column to indicate registration number of BFAD (or other regulatory body) issued to the specific product launched.
			Column on "Year Developed"

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			deleted.
G	Infrastructure Completed	Location requirement where ARBO/ARBs are based- name of ARC or Non-ARC barangay only.	Specific location – whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
			Reported project (FMR, bridges, irrigation system, etc) should be <u>completed</u> within the reporting period, so as to avoid double counting or overlaps in reported accomplishment. “Completed” denotes that the project has been certified by the concerned project office (if under FAPs) or by the project engineer (if under ARF) as 100% physically completed and/or if the project has been issued with an acceptance certificate by the beneficiaries.
H	Health Care Provider	Location requirement where ARBO/ARBs served by the health provider are based-name of ARC or Non-ARC barangay only.	Specific location of the other health provider– whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
			Another column for no. of ARBs- ARB-HH members newly enrolled under other health care providers, for the specific reporting period.
			“Other healthcare provider” refers to: a) ARB orgs. Providing health insurance services; b) Private-owned health insurance services ; c) NGO, Church-based, etc
I	Agri-Credit	Location requirement where ARBO/ARBs served by the health provider are based-name of ARC or Non-ARC barangay only.	Specific location of the ARBO which accessed credit– whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC or Non-ARC barangay
			Addition of another column on “Number of ARBs Benefitted”
J	Micro-Credit	Location requirement where ARBO/ARBs served by the health provider are based-name of ARC or Non-	Specific location of the ARBO which accessed MF– whether it is an ARC or non-ARC brgy within an ARC Cluster; in an ARC outside of Cluster, SARC

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		ARC barangay only.	or Non-ARC barangay
			Addition of another column on "Type of project/ Enterprise Funded" by the individual ARBs who availed of micro-credit.
K	Trade Fairs Participated/ Conducted		Addition of another column on "Number of ARBOs Involved"
L	Marketing Contracts Facilitated		No change in format
Additional Forms (in line with revised WFP for 2009)			
A-1	Management of Agri-Business Enterprises		Captures specific data on ARBOs newly-managing enterprises, for the specific reporting period, such as name of PO/ARBO, location, type/name of newly established enterprise, number of ARBs involved, number of jobs generated and date when the enterprise was established.
A-2	ARBs Newly-Managing Enterprises		Captures specific data on ARBs newly-managing enterprises, for the specific reporting period, such as name of ARB, location, Name of PO/Coop affiliated with, type/name of newly established enterprise, number of jobs generated and date when the enterprise was established.
A-3	ARB Organizations Developed as Micro-Finance Provider ¹		Captures specific data, such as name of PO/ARBO, location, Source of credit, name of ARBs provided with micro-credit, amount accessed by the specific ARB/s, and type of project enterprise funded.
A-4	Formulation of Development Plan		To identify the specific development plan of an ARC, ARC Cluster or SARC formulated and submitted for the reporting period, based on the targets set by concerned DARPOs. For ARC Development plans, it should be indicated if these are revised or updated, or for newly-confirmed ARCs in 2008.
A-5	ARCDPs Integrated/		Under MC 12, series of 2008,

¹ These ARBOs differ from MF provider under Form J, since they are newly-developed and assisted under DAR-BARBD MF programs.

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	mainstreamed with LGU Development Plans		field offices were required to submit a copy of Sangguniang Bayan Resolution adopting the ARCDP or any specific program/ project. However, this was not complied with. Hence Form A-5 should include name of ARC whose plan has been integrated in the LGU, together with corresponding SB Resolution number, Name of ARC and the programs/ projects mainstreamed with the LGU, and the SB resolution number.
M	KFC's Operation		Data to be reported include name of functional KFCs, location, service provided for the <u>specific reporting period</u> , number of ARBs served and newly-established KFC, if any. These data should tally with the project monitoring report submitted to BARBD at year-end.

Mechanics on the submission of the forms, stipulated under MC 12, series of 2008, shall remain in effect. However, the CARPOs of RSSD are strictly enjoined to evaluate and ensure that data/ figures on the list coincide with those in the WFP. If otherwise, a clarification should be noted down.

These revised forms are to be used and adopted for the CY 2009 1st quarter accomplishment reporting and succeeding reports.

04 April 2009, Diliman, Quezon City.

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NASSER C. PANGANDAMAN
Secretary

Department of Agrarian Reform
Office of the Secretary



OTH-09-00380

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ARB Organization Assisted

SSO Form C

Municipality/ Province	Name of PO/ ARBO	ARC Cluster		Location		Form/ Type of Assistance Provided
		ARC	Non-ARC Brgy	ARC (Outside of Cluster)	SARC (Outside of Cluster)	
						Example of entry: 1. list type of training provided 2. Facilitated access to credit/ MF 3. Strengthened ARBO > Installed PSPs > Mentoring (facilitated meetings, bookkeepings, tellering, credit investigation, inventory, etc) > Updating of VMGO, > assistance inpreparing strat plan, investment and business plans >Assistance in registration with CDA, DOLE-BRW etc > Linkage, networking to other POs

Reporting period: _____

Prepared By: _____

Development Facilitator

(For DARMO reporting)

CARPO BDGD and CARPO PMEU

(For DARPO consolidation)

CARPO RSSD and CARPO Planning

