



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR

No. 08

Series of 2009

SUBJECT: Revised Guidelines on the Selection of Most Outstanding ARB, Most Progressive ARB Organization, and Most Progressive ARC

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I. RATIONALE

Since 1996, the Department of Agrarian Reform has institutionalized the Awards and Recognition Program, to acknowledge the outstanding contributions and commitment of the key players who have made possible the success of CARP.

These key players include the agrarian reform beneficiaries (ARBs) whose dedication, perseverance and hard work made the lands awarded to them productive; and ARB organizations (ARBOs), which serve as conduit of support services. Likewise, Agrarian Reform Communities (ARCs) as showcase of convergence area for development efforts of DAR, other line agencies, partner non-government organizations and community-based organizations/people's organizations, are to be recognized.

To fully capture and document their exemplary contributions to CARP implementation, the National ARC Task Force (NARCTF) which spearheads the implementation of the Awards and Recognition Program, revisited the existing selection guidelines. The NARCTF members reviewed the applicability and fit of the existing qualification standards and criteria.

Further, with the 20-year gains of CARP, it is imperative to showcase the best, innovative, good, and promising agrarian reform practices. Taking into account the emerging challenges and developments, the existing selection guidelines need to be enhanced, thus, this memorandum circular is being issued.

II. SCOPE

The Awards and Recognition Program shall be implemented nationwide through the conduct of the Search for the **Most Outstanding ARB, Most Progressive ARB Organization, and Most Progressive ARC** at the Provincial and Regional levels. The DAR National Awards and Recognition Committee shall confer the awards to deserving ARBs, ARB organization and ARCs by cluster or island group, as follows:

- Luzon Group - Regions 1, 2, 3, 4-A, 4-B, and CAR
- Bicol- Visayas Group - Regions 5, 6, 7, 8
- Mindanao Group - Regions 9, 10, 11, 12, and CARAGA

III. SELECTION STANDARDS AND PROCESS

A. Qualification Standards

The search for the **Most Outstanding ARB** is open to all ARBs who are directly cultivating or managing their lands awarded through EP/CLOA and made these lands continuously productive.

The search for the **Most Progressive ARB Organization** is open to all primary organizations formed and managed by agrarian reform beneficiaries that have effectively performed their roles as conduit of support services. Qualified ARB organizations should have consistent high OM ratings (no regression) for the past three years. For the latest ALDA results, OM rating across all sub-KRAs such as Organizational Management, Social Enterprise Operations, Resource Management, and Alliance Building should be at least 75%.

For the **Most Progressive ARC**, the search is open to all officially confirmed ARCs that exemplify the integration of development efforts of the Department and its partners. Qualified ARCs are those in Level 5 with consistently high ALDA ratings (no regression) for the past three years and their latest ALDA results have at least 75% rating in the key results areas of LTI, OM, ECOPISS, FPI, BSS, and 50% in GAD.

Previous awardees (first place winners) in all categories may no longer be included as nominees.

B. Criteria for Evaluation

a) Most Outstanding Agrarian Reform Beneficiary

The selection shall be based on four aspects: (1) economic; (2) social; (3) political; and, (4) environmental/ecological

1. Economic Aspect

This criterion focuses on the ability of the ARB in the aspects of (1) making the awarded land productive gauged through improved farm productivity and increased household income; (2) regular and prompt payment of land and loan amortization; (3) capability to finance on and off farm-related activities; and (4) improving his/her standard of living.

Specifically the measure and bases are the following:

- Improvement made on the land by the ARB from the time it was awarded to him/her;
- Agricultural production of the awarded lands by major crops is above the prevailing regional average;
- ARB's on and off-farm income from the CARP-awarded lands (based on previous year figures);

- The ARB is up-to-date in payment of land amortization or has fully paid the land amortization;
- The ARB is up-to-date in payment of loan amortization (agri-credit and/or micro-finance);
- The ARB is directly financing at least 20% of his/her agricultural production cost;
- Capability and commitment to send children to school;
- Ownership of permanent dwelling place (house);
- Has acquired farm facilities and implements (e.g. hand tractor, irrigation pump);
- Has savings deposit in bank(s) and other financial institution;
- Ownership of consumer durables/household assets (household appliances) and vehicle/s.

2. Social Aspect

- Is an active member in cooperative/farmer's association/tribal association within and outside his/her community;
- Provides technical assistance as training staff during farmers' classroom training or provide coaching/hands-on training at the farm level (e.g. as para-technician, extension agent, farmer scientist, community development worker/volunteer);
- Has attended trainings for the past three years.

3. Political Aspect

- Participated actively in political bodies either as officer or member of barangay council, municipal council or other governing bodies/ committees within the municipality or province;
- Holds key position in community-based organization such as coop, irrigators association, rural improvement club, women's organization, users group (eg. BAWASA), and etc.

4. Environmental Aspect

- Adopts or uses sustainable and environment-friendly farming/ production technologies, i.e. SALT, IPM, organic fertilizer, soil enhances, green manuring, Masipag rice/corn technology, integrated farming system, etc.

Additional relevant information about the nominee shall be taken into consideration to enhance the evaluation, such as:

- Previous awards and citations received
- Ownership of other lands acquired/bought through the ARB household's on-and-off farm income
- Payment of land and/or loan amortizations has been made on schedule or obligations (land and/or loan) has been settled before its maturity date.

b) Most Progressive ARB Organization

1. OM Rating

- The organization exhibited substantial and continuous improvement in the management and operation of organizational affairs for the past three years.

2. Services and Projects

- The ARB organization has provided services to its members such as, but not limited to, production; marketing; credit; micro-enterprises; pre & post harvest facilities; and others.

3. Service reach & financial stability

- The organization has enlisted larger number of the community members as primary recipient of its services/products;
- The organization, though it allows open membership, has made conscious effort to encourage other ARBs to join the organization;
- The organization has good financial standing. It has exhibited profitability of projects, capacity to pay debts/external loans, proper management of capital structure and financial risk, and readiness to pay obligations on schedule.

4. Participation to community affairs and local governance

- Extent of participation in civic/community programs/ projects/activities; have business alliances with other coops/orgs/federations; have successfully availed of services from other coops /orgs/ federation/banks /NGOs;
- The organization actively participates in local governance. It has representation in governing bodies/committees either at the barangay, municipal, or/and provincial level.

5. Contribution to over-all ARC development

- Extent of involvement in LTI, OM, ECOPISS, FPI, BSS, and GAD that contributed to the over-all development of the community;
- For the past three years, the organization through its business operations/ initiatives/projects has generated job opportunities particularly for the community members.

The screening team shall take into consideration the awards and recognition received by the organization and the increase in its membership for the past three years.

c) **Most Progressive Agrarian Reform Community (ARC)**

Qualified nominees are further subjected to the following criteria:

1. ALDA Rating

- The ARC exhibited substantial increase in the over-all ALDA rating for the past two years

2. Agricultural productivity

- Refers to the productivity of the CARP lands in relation to area fully utilized for agricultural production and yield of primary crop. A crop is considered "primary crop" when it occupies the largest portion of the lands devoted to agriculture.

3. Social mobilization

- The ARBs are active participants in organizational development such that, at a minimum, they contribute to CBU/savings, pay their dues and regularly attend meetings;
- Involvement of women (ARB and non ARB) in community project/activities;
- Extent of participation of the community members in LTI, OM, ECOPISS, FPI, BSS, and GAD.

4. Outcome and effects

- The extent of ARC transformation being the nucleus and convergence area of development. This process of transformation has resulted to at least an improvement in technology adoptions, market linkages, farm incomes, and development of ARB champions.

5. Development Strategy

- Presence and extent of collaboration among stakeholders and development partners at the community level evidenced by the setting up of institutional mechanism, which is functional and able to implement programs/ projects;
- The ARC has exhibited spill-over development effects to adjacent barangays and communities.

6. Sustainability Mechanism

- The ARC has adopted appropriate and environment-friendly farm/production technologies, implemented programs/projects on soil and water conservation; proper waste management; watershed development; forest protection, etc.;
- The ARC has institutionalized their operations and maintenance mechanisms to ensure proper and longer use of community assets (e.g. FMR, irrigation, water supply, electricity, pre-/post-harvest facilities, amenities, warehouse, dryers, etc.).

Special characteristics of the area, awards and recognition received, revenue generation, and job generation shall be noted to enhance the evaluation.

IV. COMPOSITION OF PROVINCIAL AND REGIONAL SCREENING COMMITTEES

Provincial Screening Committee

The committee shall be chaired by the PARO and will be composed of representatives from the BDCD, Administration and Finance, Operations and PMEU.

Regional Screening Committee

The committee shall be chaired by the ARDO and will be composed of representatives from RSSD, Planning, Operations, and Administration and Finance.

V. SELECTION PROCESS

The procedure in the selection for the Most Outstanding ARB, Most Progressive ARB Organization and Most Progressive ARC is presented as follows;

1. The MAROs shall nominate deserving ARBs and/or ARB organizations, and/or ARCs based on the set qualification standards and criteria and submit these to the Provincial Screening Committee through the BDCD;
2. The BDCD will initially review the submitted entries, if such complied with the qualifying standards and within the passing marks or weighted ratings of 80%;
3. The BDCD shall submit to the Provincial Screening Committee the short listed nominees for screening and validation;
4. The Provincial Screening Committee will select and award the Most Outstanding ARB, the Most Progressive ARB Organization, and the Most Progressive ARC at the Provincial Level;
5. The list of provincial awardees will be endorsed to the Regional Screening Committee. Thereafter, the committee shall select among the provincial entries the regional awardees and endorse the same to the Support Services Office;
6. Upon receipt of regional nominees by the Support Service Office, the Awards and Recognition Program Technical Working Group shall be convened to conduct preliminary review of the submitted documents;
7. The Awards and Recognition Program Technical Working Group (TWG) shall screen the entries and shortlist top 2 nominees per category and per island group.

These nominees shall be subjected to validation and the finalists will be presented to the NARCTF for approval;

8. The NARCTF shall finally endorse to the CARP Anniversary Awards Committee the list of Island Group Awardees (Luzon, Bicol-Visayas, and Mindanao) for conferment of awards.

VI. COMPUTATION OF RATING

1. Use the following Rating Sheet in determining the individual rating per indicator under the given criteria:

Annex B. Criteria and Rating Sheet for Most Outstanding ARB
 Annex E. Criteria and Rating Sheet for Most Progressive ARB Org.
 Annex F. Criteria and Rating Sheet for Most Progressive ARC

2. The point score of 5 is the highest and the lowest is 1. However, when the answer is "none" in any of the indicator, the point score is 0.
3. Weight is assigned in each key area according to its significance, relevance, and impact.

Category	Criteria	Weight
A. Outstanding ARB	1. Economic Aspect	40%
	2. Social Aspect	30%
	3. Political Aspect	20%
	4. Environmental Aspect	10%
B., Most Progressive ARB Organization	1. OM Rating	10%
	2. Services and Projects	15%
	3. Services reach & financial stability	50%
	4. Participation to community affairs	15%
	5. Contribution to ARC development	10%
C. Most Progressive ARC	1. ALDA Rating	5%
	2. Agricultural productivity	20%
	3. Social Mobilization	25%
	4. Outcome and Effects	25%
	5. Development Strategy	10%
	6. Sustainable Mechanism	15%

4. Determine the weighted rating using the formula:

$$\text{Weighted Rating} = \text{Rating} \times \text{weighted Rate}$$

Add all the Weighted Rating to get the over-all rating of a nominee.

VII. REQUIRED DOCUMENTS

1. The Regional Screening Committee shall submit a two-page write up highlighting the reasons why the nominee (per category) should be chosen as awardee.
2. Annexes: (See attached forms)

CATEGORIES	ANNEXES
Most Outstanding ARB	Annex A. Outstanding ARB Nominee Profile Annex B. Criteria and Rating Sheet for Most Outstanding ARB Annex C. Summary Rating Table for Most Outstanding ARB
Most Progressive ARB Organization	Annex D. Criteria and Rating Sheet for Most Progressive ARB Org. Annex E. Summary Rating Table for Most Progressive ARB Organization
Most Progressive ARC	Annex F. Criteria and Rating Sheet for Most Progressive ARC Annex G. Summary Rating Table for Most Progressive ARC

VIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

13 May 2009, Diliman, Quezon City.



NASSER C. PANGANDAMAN
Secretary

Department of Agrarian Reform
Office of the Secretary



MC-09-00636

ANNEX A

OUTSTANDING ARB NOMINEE PROFILE

As of _____ 200__

A. General Information

Name: _____

Age: _____

Birth date: _____

Civil Status: _____

Religion: _____

Highest Educational Attainment: _____

Address: _____

Contact Number/s: _____

ARC Name: _____

Dependents:

Name of Children	Age	Educational Attainment	Status

Recognition/Awards Received during the last 3 years

LEVEL (Brgy., Mun., Prov., Nat'l.)	TITLE	DATE RECEIVED

B. Economic Aspect

1. Tenorial Status

Type		Hectarage	Check if the land is directly being:			Remarks
EP Holder	CLOA Holder		Cultivated	Managed	Cultivated & Managed	

2. Agricultural Productivity and Farm Income (Year ____)

Year	Crops	Area Planted	Ave. Yield Per Hectare	Production Cost/Yr.		Gross Income per Year	Net Income per Year
				Self-Financed	External Source (Specify)		

3. Land Amortization Status of Payment to LBP

Year	Principal	Amount Paid	Balance	Remarks

4. Loan Amortization

Type of Loan Availed	Financing Institution	Amount of Loan	Amount Paid	Date of Maturity

5. Ownership:

House Own: ____ Rent/Lease: ____ Other: ____

Materials Used Light: ____ Concrete: ____ Other: ____

6. Appliances/Vehicles Owned:

Type/Kind	No. of Units

7. Year ____ Average Monthly Balance in Savings:

Name of Bank/Organizations	Average Monthly Balance

8. Farm Implements/Facilities Owned:

Type/Kind	No. of Units	Amount
<i>TOTAL</i>		

C. Socio-Political Aspect

Type of Organization	Position in the Organization	Services Aailed for the past 3 years	Contribution/s Provided For the past 3 years

D. Trainings Attended (for the past 3 years)

Title	Date	Role			No. of Hours
		Participant	Facilitator	Resource Speaker	

E. Environmental Aspect

Enumerate Farm Technologies Adopted:

- 1.
- 2.
- 3.
- 4.
- 5.

F. Enumerate Extension Services provided by nominee ARB to other ARBs in the ARC

- 1.
- 2.
- 3.
- 4.

G. Lands acquired from Households on- and off-farm income (if any)

Location	Area (in ha.)	Present Land use*	Remarks

*residential, industrial, agricultural (crop & animal/livestock, commercial, etc.

Certified By:

(Signature above printed name)
Municipal Agrarian Reform Officer

Date: _____

ANNEX B

CRITERIA AND RATING SHEET FOR MOST OUTSTANDING ARB

Name of ARB :		Name of MARO :				
Location (Barangay/ARC & Municipality) :		Name of DF :				
Province/Region:						
CRITERIA		INDICATOR		Points	WEIGHT (%)	SUPPORTING DOCUMENTS
				5	40	
BASIC INFORMATION						
a) Date when EP/CLOA was awarded						
b) Date of the availability of the amortization payment schedule						
I. ECONOMIC ASPECT						
1. The ARB is directly cultivating or managing the land		cultivating and managing the land		5		AIMS/ARB Form No. 1-A
		cultivating or managing the land		3		
2. ARB's agricultural productivity for primary crop (in terms of area planted in the awarded land)		Production yield is 20% and above the regional average yield		5		AIMS/ARB Form No. 1-A
		Production yield is 10% to 19% above the regional average yield		4		
		Production yield is equal to or up to 9% above the regional average yield		3		
3. ARBs Annual Farm Net Income (On-farm and Off-farm)		above 150,000		5		ARB Form No. 1-A
		100,001 to 150,000		4		
		75,001 to 100,000		3		
		50,001 to 75,000		2		
		up to 50,000		1		
4. The ARB is up to date in the payment of land amortization		99 - 100%		5		Certification from LBP/
		97 - 98%		4		
		95 - 96%		3		
		90 - 94%		2		
		85 - 90%		1		
Computation:		Total Amount Paid				
% of land amortization payment =		Total Amount Due				Certification from LBP/ financing institution
		99 - 100%		5		
		97 - 98%		4		
		95 - 96%		3		
		90 - 94%		2		
		85 - 90%		1		
5. The ARB is up to date in the payment of loan amortization						

CRITERIA	INDICATOR	Points	WEIGHT (%)	SUPPORTING DOCUMENTS	Data per Documents Received	Observations/Justification	Rating	Weighted Rating
Computation: % of loan amortization payment =	Total Amount Paid							
	Total Amount Due							
6. The ARB is financing his agricultural production cost on awarded land.	90-100%	5		Cash Flow certified by MARO				
	above 80-lower than 90%	4						
	above 50-80%	3						
	above 30-50%	2						
	20-30%	1						
7. Being able to send to school all school age children/household members	100% of the school age children/household members	5		Certification from Barangay Chairman				
	80% of the school age children/household members	3						
	50% of the school age children/household members	1						
	Note: Not applicable to ARBs without school age children/household members							
8. Owns permanent dwelling place	Yes	5		Certification from Brgy. Chairman and photo				
9. Has acquired needed small farm facilities and implements (e.g. hand tractor, irrigation pump, etc.)	more than one farm facilities	5		Certification from Brgy. Chairman and photo				
	one farm facility	3						
10. Has savings deposited in the bank or other similar institutions (cooperative)	more than Php 20,000	5		Certification from the bank/organization and photocopy of passbook				
	more than Php 15,000 - Php 20,000	4						
	more than Php 10,000 - Php 15,000	3						
	more than Php 5,000 - Php 10,000	2						
	Php 5,000	1						
11. Owns consumer durables (household appliances, cellphone) and vehicle	more than one household appliance and more than one vehicle	5		Certification from Brgy. Chairman/ Photocopy of LTO Registration				
	more than one household appliance and one vehicle	4						
	more than one household appliance	3						
II SOCIAL ASPECT			30					
1. Active member of coop/ farmers assoc. within and/or outside the community	Active membership refers to:			Certification from the Chairperson of the organization wherein he/she is a member				
	1. pays minimum subscription requirement imposed by the organization and attends the annual general assembly	1 - ARB meets QR # 1						
	2. patronizes the organization's services/products	3 - ARB meets QR #s 1 & 2						
	3. increases CBU continuously	5 - ARB meets all the QRs						

CRITERIA	INDICATOR	Points	WEIGHT (%)	SUPPORTING DOCUMENTS	Data per Documents Received	Observations/Justification	Rating	Weighted Rating
2. Attendance to training programs for the last 3 years	2. a. As participant	No. of training hours		Photocopy of Certification of Participation/Attendance				
		above 40 hrs	5					
		25 to 39 hrs.	4					
		17 to 24 hrs	3					
		9 to 16 hrs	2					
		minimum of 8 hrs	1					
2. b. As training staff/coaching/hands-on		Trainer/Resource Speaker	5	Photocopy of Certification of Recognition/ List of training programs attended and certified by MARO/DF				
		Facilitator/Support staff	3					
III. POLITICAL ASPECT			20					
1. Actively participates in local governance	Member of the Sangguniang Bayan (Municipal Council)	5		Certification from MARO/Mayor				
	Member of Sangguniang Barangay (Barangay Council)	4						
	Member of any social, cultural, environmental and other committees at the barangay council or the municipal council	3						
	Leader of any community-based organization	5		Certification from the MARO				
	Member of any community-based organization	3						
IV. ENVIRONMENTAL ASPECT			10					
1. The ARB is adopting or using sustainable, environment-friendly farm/production technology	more than one technology adopted	5		List of farm/production technology/ies adopted, certified by MARO				
	at least one technology adopted	3						
TOTAL:			100					

Evaluated by:

1 _____ Name and Signature

2 _____ Name and Signature

3 _____ Name and Signature

ANNEX C
SUMMARY TABLE FOR MOST OUTSTANDING ARB

Region : _____
Province : _____

Name of ARB	Weighted Ratings					Total Weighted Rating	Rank
	Economic Aspect	Social Aspect	Political Aspect	Environment Aspect			

Approved By: (Screening Committee)

Date: _____

ANNEX D

CRITERIA AND RATING SHEET FOR MOST PROGRESSIVE ARB ORGANIZATION

Name of Organization: _____

Location (Municipality/Province/Region): _____

Criteria	Indicator	Points	Weight (%)	Supporting Document	Date per Documents Received	Observation/Justification	Rating	Weighted Rating	
I Organizational Maturity Rating (Rating will be based on the average of the past three years of ALDA result) Note: No Back sliding	OMA rating is 91-above	5	10%	ALDA result					
	OMA rating is 81-90	4							
	OMA rating is 75-80	3							
II Services and Projects (Production, Marketing, Credit, Micro-enterprises, Pre & Post harvest, Other Services)	5 or more services	5	15%	Policy Guidelines, Proof of Availments and Photo documentation					
	4 services	4							
	3 services	3							
	2 services	2							
	At least one (1) service	1							
III Service Reach and Financial Stability			50%						
	A. Membership		15%						
	1) Total Membership			5%	Certification of coop as to the number of members (regular) and ARB member as of December 2008				
		500 Above	5						
		400 - 499	4						
		300 - 399	3						
		200 - 299	2						
		100 and below	1						
	2) ARB Members in the organization (in relation to total membership)			10%					
		90 - 100%	5						
	80 - 89%	4							
	70 - 79%	3							
	51 - 69%	2							
	50% and below	1							
B. Financial Status			35%						
1) Capital Build-Up (CBU)			5%	Audited Financial Statement (Audited by External Auditor)					
	Above P10 M	5							
	8 M - 10 M	4							
	5 M - 7.9 M	3							

Criteria	Indicator	Points	Weight (%)	Supporting Document	Data per Documents Received	Observation/Justification	Rating	Weighted Rating
2) Savings Mobilization	2 M -- 4.9 M	2	5%	Audited Financial Statement (Audited by External Auditor)				
	Below 2 M	1						
	Above 5 M	5						
	4 M - 5 M	4						
	3 M - 3.9 M	3						
	2M -- 2.9 M	2						
	Below 2 M	1						
3) Return on Equity (for last 3 years) <i>measures the amount earned on the owners (or the Stockholders) investment. It is important indication of the firm's profitability because it determines how well the company is performing with the investment contributed by its owner</i>	16 % above	5	5.0%	Audited Financial Statement (Audited by External Auditor)				
	10 % to 15%	4						
	5% to 9%	3						
	1% to 4%	2						
	less than 1%	1						
4) Return on Capital (for last 3 years)	20% above	5	5.0%	Audited Financial Statement (Audited by External Auditor)				
	15% to 19%	4						
	10% to 14%	3						
	5% to 9%	2						
	1% to 4%	1						
5) External Loan Repayment <i>(payment/amount due)x100</i>	71% and above	5	5.0%	Audited Financial Statement (Audited by External Auditor)				
	31% - 70%	4						
	less than 30%	3						
	less than or equal to 4	4						
	greater than 4 but less than or equal to 5	5						
6) Debt-Equity Ratio <i>(Debt/Equity)</i>	greater than 5 but less than or equal to 6	3	5.0%	Audited Financial Statement (Audited by External Auditor)				
	greater than 6 but less than or equal to 7	2						
	greater than 7	1						
	greater than or equal to 2.00	5						
	less than 2.00 but greater than or equal to 1.00	4						
7) Current Ratio <i>(Current Asset/Current Liability)</i>	less than 1.00	3	5.0%	Audited Financial Statement (Audited by External Auditor)				
IV) Participation to Community Affairs								
1) Community services/programs and projects								
Coop/org. must have on-going civic/community projects that would uplift other members of the community, such as, but not limited to:								

Criteria	Indicator	Points	Weight (%)	Supporting Document	Data per Documents Received	Observation/Justification	Rating	Weighted Rating		
<p>a. Community-based health projects – those may include maternal and child health, immunization, family planning, nutrition, child feeding, nursery, medical missions;</p> <p>b. Environment sanitation – recycling projects, regular street cleaning, dredging of canals, garbage can projects and the like;</p> <p>c. Support to peace and order campaign – against drugs, gambling, prostitution;</p> <p>d. Support to community infra – barangay roads, libraries, school house, etc;</p> <p>e. Other social service projects</p> <p>2) Business alliance with other Coops/Orgs., Federations</p> <p>2.1 Support Services Extended</p> <p>Support services must be beneficial to other coops/orgs. undertakings/operations which include but not limited to the following: a. training (specify) b. technology transfer c. marketing assistance d. audit services e. investment of not less than P25,000 & f. advisory services</p> <p>2.2 Services availed from other coops / federation / banks / NGOs</p> <p>Affiliations must be with coop/federations/NGOs/banks. Linkage must be supportive and beneficial to the coop's undertakings which include but not limited to the following: a. training (specify) b. technology transfer c. marketing assistance d. audit services e. installation of acctg. system f. other related services (e.g.computerization, avallment of coop bank products & services</p> <p>3) Participation in Local Governance</p>	5 programs/projects and above	5	4.0%	<p>Certification from Barangay Chairman/Municipal Mayor, Write-up published in a local newspaper, Photo documentation</p> <p>Certification issued by manager of recipient coop, MOA/Board resolution of both parties, Certification from manager of recipient coop of the services extended, Official receipts, Vouchers issued</p> <p>Certification issued/signed by the party whose services are availed, Proof of membership, remittances and receipts issued by NGOs, coops, bank (whichever is applicable)</p> <p>Certification from the Governor/Municipal Mayor/Barangay Chairman</p>						
	4 programs/ projects	4								
	3 programs/ projects	3								
	2 programs/projects	2								
	At least one (1) program/project	1								
	5 types of services extended	5								
	4 types of services extended	4								
	3 types of services extended	3								
	2 types of services extended	2								
	At least 1 service extended	1								
5 types of services availed	5		4.0%	<p>Certification issued/signed by the party whose services are availed, Proof of membership, remittances and receipts issued by NGOs, coops, bank (whichever is applicable)</p> <p>Certification from the Governor/Municipal Mayor/Barangay Chairman</p>						
4 types of services availed	4									
3 types of services availed	3									
2 types of services availed	2									
At least 1 service availed	1									
Provincial Level	5				3.0%	<p>Certification from the Governor/Municipal Mayor/Barangay Chairman</p>				
Municipal Level	4									
Barangay Level	3									

Criteria	Indicator	Points	Weight (%)	Supporting Document	Data per Documents Received	Observation/Justification	Rating	Weighted Rating			
V Contribution to ARC Development	1) With contributions in all aspects of ARC Development (LTI, OM, ECOPISS, FPI, BSS, GAD) Along the 6 KRAs Only 4-5 KRAs Only 3 KRAs Only 2 KRAs Only 1 KRA	5	10%	Certification from the MARO/Barangay Chairman							
		4									
		3									
		2									
		1									
		2) Jobs generation Coop/long has generated job opportunities in the community (average for the last 3 yrs)			5	5%	Certification from the Barangay Chairman				
					more than 12 jobs generated			4			
					11-12 jobs generated			3			
					9-10 jobs generated			2			
					6-8 jobs generated			1			
	5 jobs generated										
TOTAL:			100%								

Evaluated by:

1 _____
Name and Signature

2 _____
Name and Signature

3 _____
Name and Signature

ANNEX E – SUMMARY RATING FOR MOST PROGRESSIVE ARB ORGANIZATION

Province: _____

Region : _____

ARB Organization	Weighted Rating						Rank
	OM Rating	Services & Projects	Service Reach & Financial Stability	Participation to community affairs	Contribution to ARC dev't	Total Weighted Rating	

Approved By: (Screening Committee)

Date: _____

ANNEX F

CRITERIA AND RATING SHEET FOR MOST PROGRESSIVE ARC

Name of ARC: _____
 Location (Municipality/Province/Region) : _____

Criteria	Indicator	Points	Weight (%)	Supporting Document	Data per Documents Received	Observations/Justification	Rating	Weighted Rating
Basic Information								
a) Year Launched								
b) Year Expanded (if applicable)								
c) Classification								
d) No. of Barangays								
c.1 Original								
c.2 Expansion Brgy.								
I ALDA rating (rating will be based on the % increase on KRA overall rating from 2007 level to 2008 level)			5%	Current ALDA results (DARCO)				
	10% and above increase in ALDA rating	5						
	6% to 9% increase in ALDA rating	3						
	1% to 5% increase in ALDA rating	1						
II Agri. Productivity			20%					
a) Agricultural Area								
b) CARP area								
c) % of CARP awarded lands engaged in agri-related activities/enterprises				Certification from MAO				
	95% and above of CARP land fully utilized	5						
	85% to 94% of CARP land fully utilized	4						
	70% to 84% of CARP land fully utilized	3						
	50% to 69% of CARP land fully utilized	2						
	below 50% of CARP land fully utilized	1						
d) Primary (first major) crop and yield (compared to regional average yield)				Certification from MAO				
	production yield is 20% (and above) higher than the regional average	5						
	production yield is 10% to 19% higher than the regional average	4						
	production yield is equal to or up to 9% higher than the regional average	3						
III Social Mobilization			25%					
a) No. of ARBs				Certification from MARO, ICS Masterlist of ARBs from the MARO				
b) % of ARB Population who are active members of organizations				Certification from ARB Org duly certified by the Chairperson of the organization; masterlist of members				
	80% and above of ARB population are members of orgs	5						
	51% to 79% of ARB population are members of orgs	4						

V Development Strategy																					
a) Evidence of CONVERGENCE approach																					
a.1 Process of institutionalizing the convergence team	community initiated																				
	with support from external institution/organization																				
a.2 Functionality of the convergence leading to institutionalization	conduct regular meetings with written Policies, Systems and Procedures installed and Plans Implemented																				
	with regular meetings but no Policies, Systems and Procedures installed and/or Plans implemented																				
	no regular meetings but no Policies, Systems and Procedures installed and/or Plans implemented																				
a.3 With Program/Project	with self-initiated project implemented																				
	with externally-initiated project implemented																				
b) Spill-over of dev't to nearby area																					
b.1 No. of b'rgs covered outside the ARC	within and outside the municipality																				
	within the municipality																				
VI Sustainability Mechanism																					
1 Adoption of environment friendly farm/production technology/ies	4 to 5 technologies																				
	1 to 3 technology/ies																				
2 Waste Management Practices	presence of facility or system at the community level																				
	household practices (e.g. waste segregation)																				
	with community-led protection and conservation program/project																				
3 Natural Resource Management (i.e. watershed, forest, rivers, streams, springs, water source, soil erosion, air pollution)	with externally-initiated protection and conservation program/project																				
d.4 Project Operation and Maintenance (include Physical infra, potable water/electricity and other BSS)	with existing Operation and Maintenance Funds and Plan (with LGU appropriation, user's fee and bayanihan)																				
	with LGU appropriation or user's fee or bayanihan																				
TOTAL:																					

Evaluated by:

1 _____ Name and Signature 2. Name and Signature 3 _____ Name and Signature

ANNEX G – SUMMARY TABLE FOR MOST PROGRESSIVE ARC

Province: _____

Region : _____

ARC	Weighted Rating							Rank
	ALDA Rating	Agricultural Productivity	Social Mobilization	Outcome & Effects	Dev't. Strategy	Sustainable Mechanism	Total Weighted Rating	
1.								
2.								
3.								

Approved By: (Screening Committee)

Date: _____