



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 11
Series of 2004

T O : Center for Land Use Policy, Planning, and Implementation (CLUPPI)
Bureau of Agrarian Legal Assistance (BALA)
Legal Service
Records Division
All Officials and Personnel Concerned

SUBJECT : **RELEASE OF DAR CENTRAL OFFICE DECISIONS,
RESOLUTIONS, OR ORDERS IN AGRARIAN LAW
IMPLEMENTATION CASES AND PERSONNEL DISCIPLINE
CASES**

To clarify the procedure governing the release of duly signed Decisions, Resolutions, or Orders, and for orderly disposition thereof, the following processual guide is hereby effected immediately, viz:

1. Duly signed Decisions, Resolutions, or Orders, together with the case folders, involving the following type of case shall be forwarded to the appropriate office for the preparation and processing of copies and notices for distribution to parties and persons or offices concerned, thus:

<u>TYPE OF CASE</u>	<u>TRANSMIT TO:</u>
1.1 Conversion cases pursuant to Administrative Order No. 1, series of 2002 and Exemption Cases under Administrative Order No. 4, series of 2003	CLUPPI
1.2 All Other Agrarian Law Implementation Cases	BALA
1.3 Personnel Discipline Cases	LEGAL SERVICE

2. Thereafter, the prepared copies and notices as processed for distribution to the parties and to such persons or offices shall be indorsed to the Records Division for release through or by mail or personal service, as may be warranted.
3. Ensure that only duly signed Decision, Resolution, or Order shall be furnished the parties and persons or offices concerned.

4. Fidelity in the custody of official papers and documents must be observed at all times.


In this regard, strict observance of Memorandum Circular No. 25, series of 1995 (23 October 1995), on the integrity and confidentiality of communication and Draft Resolution of cases, is enjoined. Copy of Memorandum Circular No. 25, series of 1995 is appended for ready reference.

5. Activities enunciated in this Memorandum shall be accomplished with utmost expediency.

All prior issuances inconsistent herewith are hereby superseded or modified accordingly.

For guidance and compliance.

18 June 2004, Quezon City, Philippines


JOSE MARI B. PONCE
OIC, Secretary 