



Republic of the Philippines

## DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 997-031 TO 39

### MEMORANDUM

CIRCULAR NO. 11

Series of 1997

SUBJECT: *GUIDELINES FOR THE TRANSFER AND TURN-OVER OF RECORDS, RESPONSIBILITIES AND ACCOUNTABILITIES FOR MAROs*

### RATIONALE

*The MAROs backed-up by the ARPTS are the frontliners in the implementation of RA 6657. So in the event of their leave of absence, transfer or reassignment, resignation and retirement, a formalized procedures for the turn-over/transfer of records, responsibilities and accountabilities shall be instituted for continuity of the service. It is in this light that a stricter formal procedures and control measures be put in place to protect the Department.*

### II. OBJECTIVES

- A. *To institute and protect the continuity of the delivery of the Department's service to its clientele.*
- B. *To assure that all records, administrative issuances relative to carrying the functions are on file at the Municipal's Office; and*
- C. *To serve as a reference to effectively monitor the Municipal's Office work activities.*

### III. PROCEDURES

- A. *A joint inventory of records, equipment and accountabilities shall be conducted to establish a benchmark report of what the previous officer had accomplished and what's left for the incoming officer.*
- B. *The provincial officer shall facilitate an exit conference with the incoming officer to formalize the transfer and relieve the accountabilities of the outgoing officer prior to the approval of his/her clearance.*



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- D. *Performance/Commitment Contract shall be prepared by the successor to be approved by the Provincial Officer (copy furnished the Regional Office concerned).*
- E. *The Provincial Officer shall issue a certification to authenticate the completeness and validity of the transfer of accountability for control and monitoring purposes (copy furnished both the outgoing and incoming officer)*

#### **IV. RESPONSIBILITIES**

A. *The outgoing MARO shall:*

- a) *Ascertain that all DAR administrative and operational issuances/directives, including those relevant issuances emanating from the CSC, DBM and other agencies, are on file at the office. (For this purpose, the Provincial Records Officer shall draw up and update list of these issuances furnished to the MARO Offices.)*
- b) *Draw up list of pending indorsements, referrals, communications and cases, what actions have been taken, and suggested actions to be taken thereon, and ascertain that pertinent documents thereon are on file (Form No. 1).*
- c) *Draw up list of EP, CLOA, claim/documentation folders pending thereon, and ensure that documents already gathered are on file such as (Form No. 2):*
- *Name of Farmer Beneficiaries*
  - *Title Number*
  - *Location*
  - *Area Per Title (Square meter)*
  - *Others (Remarks Recommendations)*
- d. *Prepare for and conduct a briefing for the incoming MARO using the regular monitoring forms/tables on the following:*
- *over-all LTI status (scope, accomplishment, balances)*
  - *whereabouts of acquisition/distribution balances, by landholding*
  - *status of ARC areas (projects, PO's, NGO's)*
  - *status of pending cases (specially flash points)*

- performance commitment status
  - problems, issues, needs, concerns and recommendations
- e. Certify that, to the best of his knowledge, he has turned over all, and has not willfully withheld any current available document(s) or information necessary for the incoming MARO to fulfill his assumed responsibilities sufficiently and to cover for his assumed accountabilities without an unnecessary delay that maybe brought about by the absence of such document or information.

B. OTHER OFFICE/UNIT CONCERNED

The other office personnel where the change of MARO is being effected shall assist the outgoing MARO in drawing up the lists enumerated above and in the preparation and conduct of briefing by providing updates and information on their particular areas of assignment or coverage.

C. The incoming MARO shall:

- a) Ascertain the veracity of the lists prepared by the outgoing MARO and the presence of pertinent documents on file, and if such are found in order, to
- \* consequently confirm the certification issued by the outgoing MARO.
  - \* indicate his acceptance of responsibility for such by affixing his signature on each page of the lists, and to
- b) Attend the briefing to be conducted by the outgoing MARO and his staff.

D. The PARO shall:

- a) Coordinate the conduct of the briefing between the outgoing and incoming MARO and to ensure that such is properly and comprehensively conducted by attending and facilitating the same.
- b) Withheld the issuance of clearance for the outgoing MARO in case of retirement, and/or cause the withholding of payment of salary of either or both of the incoming and outgoing MAROs for non-compliance with this issuance.
- c) Witness and administer under oath the signing of the certification of the outgoing MARO and the confirmation of

*the incoming MARO and be responsible for the submission of the same, together with its attachments to the Records Section for official recording and safe keeping for future reference.*

**V. SANCTIONS**

*Non-compliance shall be dealt pursuant to Civil Service Law.*

**VI. EFFECTIVITY**

*This circular on transfer of Records, Responsibilities and Accountabilities for MAROs shall take effect MARCH 20, 1997.*

  
**ERNESTO D. GARILAO**  
**Secretary**

*History*

*A*



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 997-031 TO 39

**CERTIFICATION OF COMPLETE TRANSFER OF  
RESPONSIBILITIES AND ACCOUNTABILITIES**

Pursuant to MC No. \_\_\_\_\_, Series of \_\_\_\_\_, I hereby certify under oath that, to the best of my knowledge, I have turned over all, and have not willfully withheld any, documents or information currently available to me and necessary for the incoming MARO to fulfill his responsibilities without unnecessary delay that may be brought about by the absence of such document or information, and to sufficiently cover for the accountabilities he has assumed from me, and that a comprehensive briefing has been conducted for this purpose.

\_\_\_\_\_  
Outgoing MARO

CONFIRMED as to responsibilities and accountabilities contained in the attached lists consisting of \_\_\_\_\_ pages which I have accepted by affixing my signature thereon.

\_\_\_\_\_  
Incoming MARO

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ at  
\_\_\_\_\_

\_\_\_\_\_  
P A R O

cc: Outgoing MARO  
Incoming MARO  
PARO/Records Section



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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Elliptical Rd., Diliman, Quezon City

Region No. : \_\_\_\_\_

Province : \_\_\_\_\_

Municipality : \_\_\_\_\_

DAR-MAROs Turnover/Transfer  
of Accountabilities  
Form No. 1

MASTERLIST OF PENDING INDORSEMENT/REFERRALS/COMMUNICATIONS/CASES

Title/Subject	Reference *	Date or Control No.	From	To	Action Taken	REMARKS/ RECOMMENDATIONS

CERTIFICATION

- I - Indorsements
- R - Referrals
- Co - Communications
- ca - Case

This is to certify that the above-mentioned are all the list of indorsement/  
referrals/communications/cases received by the Municipal's Office and that  
the pertinent documents therein are on file.

NOTED:

\_\_\_\_\_ Date \_\_\_\_\_ SIGNATURE OVER PRINTED NAME (Outgoing MARO) \_\_\_\_\_ Date \_\_\_\_\_ PARO CONCERNED

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRARIAN REFORM  
Elliptical Rd., Diliman, Quezon City

Region : \_\_\_\_\_  
Province : \_\_\_\_\_  
Municipality: \_\_\_\_\_

SUMMARY OF PENDING EMANCIPATION PATENTS/CERTIFICATE OF LAND AWARDS/CLAIM FOLDERS

TYPE*	EP/CLOA/CF TITLE NUMBER	BARANGAY/LOCALITY	NAME OF FARMER BENEFICIARY	AREA PER SQ. METERS	REMARKS

\* Legend:  
EP - Emancipation Patents  
CLOA - Cert. of Land  
Ownership Award

CERTIFICATION

I hereby certify that all documentary and procedural requirements of the above-cited documents/folders have been evaluated and that the pertinent documents are on file.

NOTED:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Over Printed Name  
(Outgoing MARO)

\_\_\_\_\_  
Date

\_\_\_\_\_  
PARO CONCERNED