



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 15
Series of 1997

SUBJECT: REVISED IMPLEMENTING GUIDELINES ON THE AVAILMENT OF PEASANT FUND PER ADMINISTRATIVE ORDER NO. 01 SERIES OF 1997.

I. INTRODUCTION AND RATIONALE

Pursuant to the revision of Administrative Order (A.O.) No. 7, series of 1995; "Rules and Regulations in the Development and Strengthening of Peasant Organizations," its implementing guidelines are likewise and hereby revised in accordance with the Revised Administrative order No. 01, Series of 1997 issued by the Department of Agrarian Reform.

Under the revised A.O. No. 01, the Peasant Fund with an initial allocation of P13 Million for CY 1996 allocated and earmarked for assisting and strengthening of peasant organizations sourced out from the Agrarian Reform Fund from appropriation made by law, and from grants by local and foreign sources, will now be open for availment by local (down to barangay) based POs.

This is to provide and ensure the effective utilization of the said fund and equal opportunities to as many Peasant Organizations (POs).

These guidelines spell out the operational strategy for POs accreditation, evaluation of proposals, fund draw down and monitoring of assistance under the Peasant Fund.

II. DEFINITION OF TERMS

For accreditation purposes, and to qualify for fund assistance under the Peasant Fund, the following terms shall be understood in the sense as hereunder defined:

Accreditation: shall refer to the formal recognition by the DAR of the PO after proper verification and validation of required documents.

Peasant Organization: shall refer to any people's organization or association which is voluntary and independent, and established to protect and advance the interest of farmers and/or fisherfolks. Below are the different levels of POs as defined herein:

First Level Organization: shall refer to peasants/peoples organizations whose membership are individual person.

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Second Level Organization: shall refer to peasants/ peoples organizations whose membership are the first level organizations operating in a barangay, municipal or provincial areas.

Regional Peasant/Peoples Organizations: shall refer to peasants/peoples organizations with chapters in at least three (3) provinces/region.

National Peasant/Peoples Organizations: shall refer to peasants/peoples organizations with chapters or affiliates in all the major island groups (Luzon, Visayas, and Mindanao) in at least three (3) provinces/regions.

Fund Assistance: shall refer to government funds provided to the Peasant/Peoples Organization (PO) to cover the implementation of a project and which is included in the Work and Financial Plan (WFP) and the budget of the government but not necessarily released for Maintenance and other Operating Expenses (MOOE), Grants, Subsidies and Contributions.

Program or Project: shall refer to any planned activities to be undertaken by the PO for institution building and strengthening and is integral to its over-all and continuing organizational thrust to contribute to agrarian reform and rural development.

Beneficiary: shall refer to the peasant and/or fisherfolk sector of the community who are the target recipients of development assistance of the government and the PO.

III. GUIDELINES AND PROCEDURES

A. General Requirements

For the entire accreditation process, PO applicants seeking to be accredited for purposes of assistance from the Peasant Fund shall adhere to the general provisions of *DAR Revised A.O. No. 01, Series of 1997* and the COA Circular No. 95-003.

To ensure equitable treatment to all POs in the availment of the Peasant Fund, equal opportunity shall judiciously be observed in the dispensation of the Fund.

B. Eligible Proponent and Projects

Proponents qualified to avail of the Peasant Fund shall be *all* the Peasant Organizations as defined above and *with capacity to finance at least 5% of the total project cost as equity*. Said equity, whether in cash,

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kind, or any form of service is to provide the PO with a sense of ownership and belongingness to the project.

Projects eligible for funding under the Peasant Fund are any educational and/or training activities relative to institutional building and capability building programs/projects such as organizational management, project development and packaging, technology transfer, formation of positive value system and related activities *enumerated under III of the Revised A.O. No. 01, Series of 1997.*

C. Terms of Assistance

The amount of fund assistance that proponent organization may receive shall be limited to a ceiling of P 300,000.00 per project

D. Mechanisms

Central Office Level

Peasant Management Committee

A Peasant Fund Management Committee (PF MANCOM) shall be created, represented by the Directors from the following DAR units/offices: BARBD, PARC, FIMAS, Legal Service and a Peasant Sector Representative. The Committee shall: 1) Review eligible project proposals submitted by the *national peasant organizations* and recommend approval to the Secretary; 2) and provide management direction in the utilization of the Peasant Fund.

Technical Secretariat

The BARBD shall serve as the Technical Secretariat at the national level. It shall provide administrative and technical support to the PF MANCOM. Specifically, it shall: 1) Recommend the accreditation of POs eligible for assistance from the Peasant Fund; 2) Update and maintain the list of accredited POs; 3) Schedule and prepare agenda of meetings; 4) Prepare and furnish members of the committee with minutes of all meetings; 5) Pre-screen and evaluate proposals *submitted by the national POs* for deliberation by the committee; 6) Monitor implementation of projects funded under the PF; and 7) Perform other related functions.

Regional Level

A Regional Peasant Fund Management Committee shall be created as the counterpart of the PF MANCOM and Secretariat of the Central Office and shall be composed of ARDO; Chief PDID, Legal Officer and designated Account Officer/s. It shall undertake the the following functions: 1) accredit qualified regional and first and second level POs 2) evaluate project



proposals; 3) Update, maintain and furnish PF MANCOM thru BARBD of the list of accredited POs and projects approved for funding ; 4) Submit quarterly status report to PF MANCOM thru BARBD using attached PF monitoring forms number 3 to 5; 5) Monitor implementation of projects funded under Peasant Fund; and 6) Perform other related functions as stated below:

6.1 Ensure the validation of the documents submitted and the conduct of ocular inspection of the proponent. This is to avoid "ghost" organizations and "ghost" membership.

6.2 Encourage various peasant organizations to participate in the availment of the Peasant Fund; intensify information dissemination by sending communications and information materials to duly registered POs.

The first and second level organizations shall submit documents for accreditation to BDCD who will endorse the same to Regional PF Committee.

E. Procedures and Requirements for Accreditation

- 1) POs shall secure a PO Profile Form (Annex I) from the DAR PF Committee and file in duplicate with the DAR office of their areas of concern.*
- 2) The PO Profile Form shall be notarized and submitted to DAR office of their respective area of concern with the following documents:*
 - a) Certified copy of the Certificates of Registration with SEC, CDA DOLE, DSWD, or with any appropriate agency authorized by law, depending on the nature of the service or to be rendered.*
 - b) Audited financial statements for at least three (3) years operations to ensure that:*
 - o it has stable financial condition so that the funds assistance shall not be its sole source of funds; and*
 - o it has proven experience in fund management so that the grant shall be managed efficiently and economically.*
 - c) For POs which has been in operation for less than three (3) years, proof that it has previously implemented similar projects and a certificate from LGU, RDC or the governor of the respective province where project shall*

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be undertaken, as appropriate, attesting to the credibility and capability of the officers and staff of the POs shall be submitted in lieu of financial statements.

- d) List of projects it has previously undertaken to show its experience and expertise in implementing the project to be funded
3. *The Technical Secretariat/PF Regional Committee shall countercheck submitted documents using a checklist (Annex 2). This is to determine whether all the required documents are complied with.*

If any item or document is missing, the *Technical Secretariat/PF Regional Committee* shall notify the PO concerned on the necessary documents for compliance. No application for accreditation shall be recognized until all required documents are duly satisfied.

4. Efforts shall be exerted by the *Technical Secretariat/PF Regional Committee* to validate documents submitted to them. Whenever possible, the assistance of the Municipal Agrarian Reform Offices (*or national or regional NGOs operating in the area, as the case may be*) where the PO may be based, shall be solicited in the validation proceedings.
5. If all papers have been complied with and all information contained therein are validated and found to be in order, the *Technical Secretariat/PF Regional Committee* shall issue a Certificate of Accreditation (Annex 3) to the PO concerned.
6. The DARROPF Committee *shall submit consolidated list of all accredited POs to PF Management Committee at the Central Office every quarter. Copy furnished the concerned PARO.*
7. *The Technical Secretariat from BARBD shall prepare a national list of accredited POs. It shall submit to the PF Management Committee and PARC Execom an updated list on a quarterly basis.*

F. Project Proposal Evaluation

National Level

All project proposals by the *national POs* shall be submitted to Technical Secretariat (BARBD):

1. The Technical Secretariat shall pre-screen and evaluate project proposals using the PDMS Guide to Project Proposal Evaluation (Annex 4).

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The Technical Secretariat shall also evaluate proposals endorsed by DARRO with funding requirement above P 150,000.00 (but not to exceed P 300,000.00). It shall be supported by evaluation report prepared by the Regional PF MANCOM, certified xerox copy of accreditation certificate issued by the DAR regional office and the project proposal with training design.

2. If a project proposal qualifies for funding, the Technical Secretariat shall convene the Management Committee en banc for final review, and recommending approval or disapproval. *It shall prepare a MOA to be endorsed to the DAR Secretary for final approval.*
3. The Technical Secretariat shall *endorse the MOA together with attached approved project proposals* and other required documents to FIMAS for allocation of funds.

If the proposal submitted is conduct of trainings/workshop seminar, the training design and profile of the resource persons shall be required.

Regional Level

All regional POs shall submit project proposal to SSD for pre-evaluation using the Project Proposal Evaluation (Annex 4). While the first and second level organizations shall submit the same to BDCD who will pre-screen and endorse the same to DARRO.

1. The SSD shall convene the Regional PF Committee for deliberation of project proposals evaluated.
2. Project proposal recommended for approval by the Regional PF Committee shall be endorsed to the Regional Director for approval.

At the regional level, the project proposals to be approved shall have fund requirements of P150,000.00 and below.

The proposals with funding requirement above P 150,000.00 (but not to exceed P 300,000.00) shall be evaluated and recommended to PF MANCOM thru BARBD for final review and approval or disapproval.

3. The Regional PF Committee shall notify the PF Management Committee at the Central Office on the approved proposal. (Using PF Monitoring Forms No. 3 and 4 together with the brief summary of the project approved).



G. Establishment of Peasant Fund

At DAR Central Office, FMAO shall establish a separate Key Budgetary Item (KBI) for the Peasant Fund under the Agrarian Reform Fund (ARF).

A Special Allotment Release Order (SARO) from the Department of Budget and Management (DBM) for purposes of the Peasant Fund shall be released by DAR Central Office-FIMAS through DARRO Finance and Administrative Division.

H. Funds Drawdown

National Level

1. FIMAS shall earmark funds for approved project proposals.
2. The Technical Secretariat shall draft the Memorandum of Agreement (MOA) within five (5) days from receipt of the proposal (with earmarked funds). A prototype MOA is attached herewith for reference.
3. The Technical Secretariat shall refer the MOA to FMAO and LAO for review and comment. If found in order, FIMAS shall process said MOA before final signing by the Proponent and DAR authorized Representative per General Memorandum Order No. 03, Series of 1994. Upon signing of the MOA, FIMAS forwards pertinent documents to the Secretariat.
4. The Technical Secretariat shall prepare the Disbursement Voucher in accordance with the terms and conditions stipulated in the MOA.

Regional Level

1. SSD shall prepare MOA for all approved regional project proposals.
2. SSD shall refer MOA to the DARRO Legal Division. If found in order, same shall be forwarded to the Finance and Administrative Division for processing before final signing by the PO proponent and the authorized DAR representative in accordance with GMO No. 03, series of 1994.
3. Finance and Administrative Division shall prepare the Disbursement Voucher in accordance with the terms and conditions stipulated in the MOA and forwards the signed MOA to SSD.



I. Monitoring and Evaluation

1. National POs who have received funding under the program shall submit Physical and Financial Accomplishment Report in accordance with COA Circular No. 95-003 to the Management Committee through the Technical Secretariat.

Regional and first and second level POs shall submit to SSD Physical and Financial Accomplishment Report in accordance with the MOA. SSD shall submit to the Technical Secretariat the monthly consolidated reports, where applicable.

2. The Technical Secretariat in coordination with the concerned DAR field office shall conduct a joint quarterly Monitoring and Review of POs performance. The Technical Secretariat shall consolidate report submitted every quarter to the PF Management Committee and PARC EXCOM for management use.
3. In the interest of public service and to sustain the institutional strengthening activities of the POs, project audit as deemed necessary by the DAR Management may be conducted.
4. Attached is the suggested monitoring system of Peasant Fund.

PF Monitoring Form No. 1 shall be used for the preparation of accomplishment report of the actual conduct of the training. The form shall focus on the planned versus actual conduct of the approved project/training design. It shall be prepared by the PO proponent and noted by the DAR PF Evaluation Team. The forms shall be submitted to the DAR office where the PO is duly accredited.

PF Monitoring Form No. 2 shall be used for the preparation of accomplishment report of the post-training activities. It shall be prepared by the PO proponent and noted by the DAR PF Evaluation team. The form shall be submitted to the DAR office where the PO is duly accredited, within 6 months after the conduct of the activity.

PF Monitoring Form No. 3 shall be used for the preparation of the financial utilization report/releases to PO proponents. It shall be prepared by the DAR PF Evaluation Team and submitted quarterly to BARBD.

PF Monitoring Form No. 4 is a summary monitoring report to be prepared by the DAR PF Evaluation Team. The report shall feature the findings on the actual and post training activities conducted, and the utilization of fund released to proponent. It shall be submitted to BARBD on a quarterly basis.



All orders, memoranda, circulars and issuances inconsistent herewith are hereby amended or repealed accordingly.

This revised Memorandum Circular shall take effect immediately.

Diliman, Quezon City, 2 April, 1997



HECTOR D. SOLIMAN

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Annex 1

PEASANTS ORGANIZATIONS PROFILE

Date Accomplished: _____ By Whom (Please Check): _____ National PO _____ Regional PO _____ Provincial PO
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I. GENERAL INFORMATION

A. Name of Organization and Initial: _____

B. Address and Tel. No. : _____

C. President/Chairperson : _____

Home Address : _____

D. Type of Organization : (Please Check)

- Farmer's Association
 Farmer's Cooperative
 Others (Specify)

E. Date Organized : _____

F. Date Registered : (write date of registration in appropriate space)

BRW/DOLE _____ SEC _____ CDA _____

G. Location of Operations:

Geographical Areas of Operations *	Name of Affiliates/Address	No. of Members	No. of Farmer-Members

* Indicate whether Regional (R); Provincial (P); Municipal (M); or Barangay (B).

II. ORGANIZATIONAL DEVELOPMENT :

A. Organizational Structure being followed and its Field Complementation.

(Pls. draw the organizational structure.)

B. Leadership Profile:

Names of Elected Officers	Highest Educ'l Attainment	Actual Functions	Other Orgn'l Affiliations	Tenurial Status/Hectares
1. B.O.D.				
2. Committe Heads				
3. Mangement Staff/Secretariat				
4. Others (Pls. specify)				

C. Systems and Mechanisms:

Systems/ Mechanisms Installed	Date Initially Installed	Date Fully Installed	Presence/Absence of Skilled Staff (No.)	Remarks
1. Constitution and by-laws; Articles of Incorporation/ Corp.				
2. Planning, Monitoring and Evaluation				
3. Regular Meetings/ Consultations				
4. Financial Management				
5. Performance Report				
6. Others (Specify)				

D. Financial Capability

1. Internal Fund Source:

Source	Description	Amount Generated As of (date)
a. Membership Fees		
b. Savings Mobilization		
c. Others (Specify)		

2. External Fund Source:

Source	Period Covered	Amount Generated	Description
1. NGO Development Fund			
2. Government Grant/Loan			
3. Foreign Funding Agencies Grant			

III. CONSCIOUSNESS RAISING ACTIVITIES (Major Educational Trainings):

A. For the Past Six (6) Months:

Title/ Description	Objectives of the Organization	Training Methods Adopted	Participants Male Female	Sponsoring Agencies	Major Learnings Generated

B. Proposed Education and Training Activities:

Title/Description/Time Frame	Objectives of the Training	Training Methodology	No. of Pax M F	Sponsoring Agencies

IV. ECONOMIC SELF-RELIANCE AND STRENGTHENING ACTIVITIES:

Projects/Enterprise Initiated and managed by Organization Affiliate.

Name of Organization /Affiliate	Municipality Barangay	Type	Date	No. of Members Assisting		No. of Beneficiaries		Organization's Net Income	Status
				Male	Female	Male	Female		
		1. Credit							
		2. Consumer							
		3. Farm Inputs Trading							
		4. Warehouse of Crops							
		5. Others							

ANNEX 2

Department of Agrarian Reform
Elliptical Road, Diliman, Quezon City

Peasant Fund Management Committee
PO ACCREDITATION CHECKLIST AND EVALUATION REPORT

Name of PO: _____
Address : _____
President/ : _____

I. Requirements/Documents

Registration			By-Laws & Article of Cooper- ations	#-Year Audited Financial Statement or Cert, LGU	PO Profile & List of Member- Org'n	Remarks
Agency	Reg. No.	Date				

II. Brief Description of the Organization

III. Findings/Observation on the Documents Submitted:

IV. Recommendation Action Taken:

Reviewed By: (Name and Signature of Regional PF Technical Secretariat)

Sample of Certificate of Accreditation for
Peasant Fund



DEPARTMENT OF AGRARIAN REFORM
Bureau of Agrarian Reform Beneficiaries Development
Elliptical Rd., Diliman, Quezon City

Certificate of Accreditation

ACCREDITATION No. DAR-000000

Awarded to

Name of PO Proponent t herein represented by _____
President - _____ with official address at _____, an
accredited Peasant Organization (PO) pursuant to the pertinent
provisions of DAR Administrative Order No. 01, Series of 1997.

As such the above organization shall be included in the official
list of potential POs that may avail of the Peasant Fund of DAR.

Approved on the th day of _____ 1997 at _____, Philippines.

DAR, Regional Director

* GUIDE TO PROJECT PROPOSAL EVALUATION

GENERAL CONSIDERATIONS:

1. With respect to the completeness of the proposal. The following should be noted down:
 - "Accreditation"/prequalification
 - Objectives
 - Methodology
 - Scope
 - Expected Outputs
 - Timetable
 - Budgetary Requirements, etc.

2. With respect to the content of the project/training proposal:
 - Is the project/training in conformity with CARP's program thrusts, priorities, concerns and objectives
 - Is the scope and nature of problems and needs very well-defined
 - Are the needs/outputs appropriate or suited to the components of the project/training design.

3. With respect to duplication/similarity with other on-going projects/trainings/conformity with Department Order #10, s, 1995.
 - What is the area under coverage
 - What activities are involved
 - What "training approach" has been utilized
 - Is the training necessary? Is there demand for this training, i.e., the proposed beneficiaries has expressed their need and desire to have the training
 - Has the training not yet been provided for, i.e., by BARIE

- Is the number of participants manageable and reasonable (cost-wise)
- Is the training most advantageous to the Department in terms of cost, quality of output and other criteria
- Is the venue a DAR-owned facility, or privately-owned facility
- Is the training a Skills Training, a Knowledge and Value Formation Training, a Team Building Activity, or an Assessment, Planning Conference or Workshop
- Do the participants to the training possess the minimum training requirements according to the prescribed training design
- Are the speakers/resource persons for the training qualified as detailed in Department Memo Circular #10.

4. With respect to the Budgetary Estimates

- Are the budget estimates reasonable
- Are the budget units justifiable and will not run counter to any COA rule or procedure
- How much is the proponent's participation? Is this adequate?

5. With respect to the Institutional/Human Resource Development

- Will the project/training contribute to strengthening the effectiveness of the CARP implementation machineries in terms of:
 - upgrading manpower's capabilities
 - technically
 - institutionally
 - upgrading facilities/equipment
 - improving systems and procedures and linkages

6. With respect to technical capability of trainers/proponents

- What is the experience or number of years of exposure to the training being given
- Is the proponent within a network

- What is the organization and management of the proponent

7. With respect to Organization and Management

- Is the schedule/workplan realistic
- Are there provisions for sustainability (continuity or "tricking-down" of benefits/skills acquired)

8. Monitoring Provision

- Will there be a post-training report to be made to BARBD

PEASANT FUND MANCOM DELIBERATION

(Date)

- I. Name of Proponent/PO: _____
- Address : _____
- Representative/
Designation : _____
- Project Title : _____
- Project Duration : _____
- Total Project Cost : _____

Amount
Requested

Amount
Recommended for Approval

DAR :
PO Equity/
Counterpart:

II. Brief Description of the Project:

III. Finding/s and Recommendation/s:

III. Action Taken:

_____ Approved _____ Disapproved Date: _____

Reasons:

Chairperson-PF Management Committee

Member

Member

Member

Member

SAMPLE OF MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT, made and entered into by and between:

The DEPARTMENT OF AGRARIAN REFORM, a government entity with principal office address at Elliptical Road, Diliman, Quezon City, herein represented by its Secretary, Honorable ERNESTO D. GARILAO, and hereinafter referred to as the DAR;

and

The _____ Name of PO Proponent _____, a peasant/people's organization with office address _____ herein represented by its President/Chairperson _____, and hereinafter referred to as the _____

WITNESSETH: THAT

WHEREAS, under Section 3 of Republic Act 6657, DAR is mandated to provide support services to agrarian reform beneficiaries (ARBs) of the Comprehensive Agrarian Reform Program (CARP);

WHEREAS, people's organizations are recognized by the DAR as indispensable partners in the development programs for the ARBs;

WHEREAS, _____

WHEREAS, _____

WHEREAS, DAR and _____ PO Proponent _____ have agreed to work in close partnership for the purpose of implementing the " _____ Project Title _____ " which will be held on _____ at venue _____ ;

WHEREAS, the principal objective/concrete output of this workshop ;

WHEREAS, DAR agreed to extend a grant to _____ Name of PO Proponent _____ in the P _____

WHEREAS DAR and and _____ PO Proponent _____ agreed to share in the implementation cost of the workshop as follows:

COMPONENTS	FUND SOURCE		
	DAR	PROPONENT'S EQUITY	TOTAL
TOTAL			

NOW, THEREFORE, premises considered, the parties hereto hereby agree as follows:

Article I The Project

The DAR hereby agree to jointly implement "Title of the Activity/Proposal" described in the project documents herein attached as "Annex A" which is made integral part of this agreement.

The purpose of the project is to _____; Specifically, the project aims to:

Article II

General Working Relationship Between The Parties

The DAR shall provide funding support for the implementation of the project described in "Annex A," and which manner of releases is described in Article III and IV of this Agreement while _____ PO Proponent _____ shall implement the said project and manage the utilization of the Fund to the project.

Article III Obligations of the Parties

Section I: Obligations of the DAR

The DAR shall:

1. Release to and _____ PO Proponent _____ the amount of P _____ which shall be treated as a grant representing _____% of the cost of the implementation of "Title of the Activity/Proposal."

2. Undertake project monitoring and evaluation to ascertain the progress, fund utilization and compliance with the policies and guidelines governing the said project through the PF Technical Secretariat and designated staff from Finance and Management Service (FIMAS).
3. Examine the book of accounts of PO Proponent and ensure that the fund is properly utilized/disbursed.

Section 2: Obligations of the PO Proponent

1. Provide counterpart fund of P _____ or 10% of the total cost of the project as its equity share for specific components described in the Project Proposal herein attached as "Annex A".
2. Implement the Project faithfully in accordance with the proposal submitted to DAR.
3. Maintain separate books of accounts which shall include the accounting for the project, and make the same accessible to duly authorized DAR officials at all times.
4. Submit report on status of project implementation and fund utilization to DAR within one month after the conduct of the activity;
5. Submit Project Terminal Report to DAR within fifteen (15) days after the termination of the Project.

Article IV
Program and Financial Management

The Fund shall be managed by the PO Proponent for the implementation of the above-mentioned components of the Project subject to the following:

1. The DAR shall release the counterpart fund to PO Proponent according to the following schedule:
 - 1.1 Initial release of P _____ for the Conduct of Title of the Activity .
 - 1.3 The last release in the amount of P shall be done after the expenses in the second sub-activity is liquidated and the report requirements stated below (item 2) are submitted to DAR.
2. The following reports shall be submitted to DAR:
 - 2.1 PF Monitoring Form No 1. - Accomplishment Report on the Actual Conduct of the Activities - within 15 days after each conduct of the National Council Planning Session and the Executive Committee Planning Session;

- 2.2 Terminal Report within 15 days after the conduct the whole evaluation and planning session activity;
 - 2.3 Audited Fund Utilization Report within 15 days after the conduct of the whole evaluation and planning session activity;
 - 2.4 PF Monitoring Form No. 2 - Accomplishment Report on the Conduct of Post-Training Activities within 6 months after the conduct of the activity.
3. PF Technical Secretariat shall monitor the actual conduct of the activity .

The DAR and the PO Proponent further agree that:

- 1. The parties hereby warrant that they have the full authority to enter this MOA as the PO Proponent hereby submits the Board Resolution/Certification that Name of PO President is the officer authorized to be the signatory to this instrument. A resolution attesting to the authority of the disbursing officer shall also be submitted.
- 2. If upon evaluation by DAR, it is shown that the the PO Proponent has not satisfactorily met its objectives and that it can be concluded that the project has lost its viability, or its further implementation will be prejudicial to public interest, this Agreement shall be rescinded provided that actual termination of the Agreement shall take effect thirty (30) days after such notice; and
- 3. In the event that the Agreement is terminated, the the PO Proponent shall turn over to the DAR the unused amount of the Fund.

IN WITNESS WHEREOF, the parties hereto have set their hands on this _____ day of _____ 199__ at _____.

DEPARTMENT OF AGRARIAN
REFORM

Name PO Proponent

BY:

BY:

ERNESTO D. GARILAO
Secretary

President

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.
)

BEFORE ME, personally appeared:

NAME	CTC NO.	DATE/PLACE ISSUED
<u>Ernesto D. Garilao</u>	_____	_____
<u>PO President</u>	_____	_____

known to me and to me known to be the same persons who executed the foregoing AGREEMENT consisting of _____ pages including this page on which this Acknowledgement appears and they acknowledged to me that the said AGREEMENT is their own free voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____ day of _____ 199__ at _____, Philippines.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 199__.



Republic of the Philippine
DEPARTMENT of AGRARIAN REFORM

Department Memorandum Circular No. 10
Series of 1995

Subject: Defining the Department of Agrarian Reform Policy Guidelines and Procedures in the Conduct of Training and other HRD Related Activities including the conduct of Assessments, Planning, Workshops and Conferences for the Central and Field Offices

I. Introduction

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 43, Series of 1993, agency heads are primarily responsible for the formulation and establishment of their respective training and development programs.

Along this line, the Commission issued in February, 1994 MC No. 10 stating among others that heads of agencies should ensure training opportunities would form part of their total human resource management program. It likewise states that in-house training programs or those conducted by government agencies for their employees are deemed accredited by the Commission, if they are certified by the agency heads as part of the approved training and development or Human Resource Development (HRD) Program.

In consonance, Executive Order No. 129-A issued on 26 July, 1987 mandated BARIE to conduct training for the personnel and beneficiaries of the Department, thus making it the training arm of DAR. This was bolstered by a new mandate in May, 1994 when BARIE was tasked to implement the Department's HRD program together with the Regional Information and Education Division.

Other bureaus and offices both in the Central and Field Offices, are also conscious in implementing their own staff development trainings and other HRD related activities and regular assessments, planning, workshops and conferences. These resulted in the growth of seminars, workshops, conferences, team building sessions, assessments, and others spearheaded by various DAR offices. Unfortunately, the trend gives varying perceptions as regards standard operating procedures in overall HRD implementation.

In view of this, it is necessary to have uniform policies and procedures that will guide the Central and Field Offices in conducting training and other HRD related activities, including assessment and planning workshop/conferences. These will set the parameters in clarifying the processes involved in each activity and ensure that efficiency, effectiveness and sustainability measures are built-in and maintained.

1.1.2 Team Building Session (TBS).

The project proponent submits requirements for TBS to BARIE at least one month before the conduct of the activity. BARIE then validates whether such activity is necessary.

1.1.3 Assessment, Planning, Conference, Workshop

For these activities, the requirements are submitted directly to the approving offices. If there is a request for technical support, BARIE or IE-Region/Province will assist in content and process-designing or re-structuring.

Section 2 - Administrative Requirements

2.1 The following guidelines should be observed regarding the administrative aspect of the various activities.

2.1.1 Venue

The DAR-owned facilities should be the first option in selecting the venue for the conduct of any HRD related activities including assessments, planning, workshops and conferences followed by other government institutions. If these are not available, privately-owned training venues can be resorted to. Other factors to be considered, are reasonable cost, lowest quotation, availability of AV-equipment, and proximity of site to the participants. The place should likewise be conducive to learning to facilitate the attainment of training objectives.

2.1.2 Selection of Participants

The participants should meet the minimum training requirements which varies according to the prescribed program design. Following are several considerations for recruitment:

- 2.1.2.1 he/she possesses the desired position and/or designation for the specified target-group;
- 2.1.2.2 has acquired the necessary level and length of work-experience and or educational qualification;
- 2.1.2.3 has an openness and/or willingness to learn;
- 2.1.2.4 recommended and supported by the authorized official;
- 2.1.2.5 physically and mentally healthy.

Section 1 - Declaration of Policy

1.1 It is a pre-requisite in the Central Office to prepare a request for the Secretary's approval to conduct training and other HRD-related activities including conduct of assessments, planning workshops and conferences. This is in the form of a Completed Staff Work (CSW) where the proponent describes the rationale, objectives, content, methodology, schedule of activities, budgetary estimate with Certificate as to Availability of Funds (CAF), expected output and list of participants. For contracted out activities, a Memorandum of Agreement (MOA) is an additional requirement.

The project proponent submits the requirements to BARIE for review, fifteen (15) working days before implementation. If all requirements are met, BARIE endorses these to the Secretary or sends back to the proponent within two (2) working days with appropriate recommendations.

With regards the field offices, the project proponent submits the documents with the same requirements to the Regional Information and Education Division (RIED) or the Provincial Beneficiaries Development and Coordinating Division (BDCCD) which in turn endorses to the RD or PARO or sends back to the proponent within two (2) working days as the case may be.

The procedure, varies depending on the type of activity to be implemented as shown below:

1.1.1 *Contracted out Trainings for Central and Field Offices.*

For contracted out trainings, the internal proponent invites bidders who are interested in one specific project or training venture to submit a proposal to the Office of the Assistant Secretary for Finance, Management and Administration (FMAO). BARIE shall assist in the review and selection of the project proposal which is most advantageous to the Department in terms of cost, quality of output and other criteria.

In the Field Offices, the same procedure shall be followed in coordination with the Regional or Provincial IE Offices (BARIE counterpart) and their respective Administrative Offices (FMAO counterpart).

The internal proponent, makes the necessary arrangement with the approved external proponent, then submits the proposal to the OSEC or in the case of field trainings, to RD or PARO for final approval.

The prospective participants should confirm their attendance with the conducting Office five (5) working days before the implementation of the activity.

Confirmed participants must comply with the requirements of the activity such as complete attendance, punctuality, active involvement, output-submission, report-preparation, and re-entry plan accomplishment, if required.

For *Skills Training*, the optimum number of participants per activity is (thirty) 30, and forty (40) for the *Knowledge and Value Formation Trainings*.

For *Team Building activity*, a skeletal force in the office must remain in case team building falls on weekdays.

For *assessment, planning, conference and workshop*, the participants should be limited to those directly involved in the activity.

2.1.3 Selection of Resource Persons

Speakers/Resource Persons invited for the activity should be:

- 2.1.3.1 adequately prepared and motivated trainers;
- 2.1.3.2 competent in transferring the skills to the trainees;
- 2.1.3.4 have mastery of the subject matter;
- 2.1.3.5 have positive attitude towards the training activity and its objectives; and
- 2.1.3.6 preferably an internal expert.

The criteria for hiring of resource persons for assessment, planning, conferences and workshops varies depending on the specified design of the activity. Payment of the honorarium should be based on the existing industry rate.

2.1.4 Training Staff

A ratio of one (1) training staff for every ten (10) participants must be observed in the conduct of an activity. The goals and objectives of the activity must be clear among the training team. The role and responsibility of the team before, during and after the activity must be well-defined. Foremost of which is the submission of post-training report to BARIE or IE- Region/Province using the DAR's New Monitoring and Recording System.

One training staff will have to monitor the implementation of the activity for contracted out trainings and seminars to ensure that the terms of reference are followed.

2.1.5 Fund Sourcing and Utilization

Cognizant of the impact of HRD on CARP Implementors and Farmer-Beneficiaries' welfare, a guarantee fund allocation for such purposes should be advocated by the Central and Field Offices. As a policy, ten percent (10%) of the DAR Central/Regional/Provincial budget should be adequately allotted per annum for Agrarian Reform Information and Education (ARIE) and other HRD-related activities. Monitoring will be done by BARIE to determine if the allocated amount is spent for the purpose intended for.

2.1.6 Direct Costs

Direct costs of conducting the various HRD related activities include expenses for Board and Lodging, use of Function Hall and AV-Equipment, Honoraria of Resource Persons, Petroleum, Oil and Lubricant (POL) products, Supplies and Materials. The costs may vary by type and nature of activity as shown below:

2.1.6.1 Residential types of Training/Seminar/Conference/Orientation

For Metro Manila area, the maximum amount allowed per participant per day is P1,000.00 and for the province or region, P600.00. The breakdown of the total costs should show that the board and lodging fee should not exceed P700.00 in Metro Manila or P400.00 in the regional/provincial areas.

2.1.6.2 Non residential type of Training/Seminar/Conference/Orientation

The participants are provided with one meal and two snacks per day for this type of activity. The maximum allowed for each participant is P200.00 a day in Metro Manila and P150.00 in the province. Other costs like rental of facilities, honoraria of resource persons, supplies and materials would depend on the prevailing rate in the locality where the activity would be conducted.

2.1.6.3 Residential Type of Team Building

If this type of activity is held in Metro Manila, a ceiling on board and lodging, honorarium of resource person, POL products, supplies and materials is P700.00 each participant per day. A maximum of P300.00 per day is allowed for each participant in the region and the provinces.

2.1.6.4 Non residential Type of Team Building


In Metro Manila, the maximum amount allowed is P200.00 a day per participant for one meal and two snacks and P150.00 in case the session is held in the province or region.

All direct costs can be increased at the rate of fifteen percent (15%) per year to cushion the impact of inflation.

2.1.7 Duration and Timing of the Activities

The timing and duration of any HRD activity will depend on the overall design of the activity considering among others the type of activity, competency development needs and objectives or other factors which BARIE or IE Regional/Provincial Office will find necessary.

This Memorandum Circular takes effect immediately. Please be guided accordingly.
Approved this 6th day of July, 1995. Diliman, Quezon City


ERNESTO D. GARILAO
Secretary