



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM
ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 928-7031 TO 39

MEMORANDUM CIRCULAR NO. 03
SERIES OF 1997

TO : ALL REGIONAL DIRECTORS,
PROVINCIAL AGRARIAN REFORM OFFICERS,
MUNICIPAL AGRARIAN REFORM OFFICERS
AND OTHERS CONCERNED

SUBJECT : WORKPLAN FOR THE IMPLEMENTATION OF
A.O. NO. 5, SERIES OF 1996

Pursuant to Administrative Order No. 5, Series of 1996, Identification Cards (IDs) shall be issued to Agrarian Reform Beneficiaries (ARBs) with registered EP, CLOA, Homestead Patent, and Leasehold Contract. In order to have an effective and systematic implementation thereof, a Workplan is hereby prescribed for your guidance.

The following shall be observed in the implementation of the said Administrative Order:

1. The DARCO-MIS shall be responsible in the printing and production of the ID Card forms based on the number of Agrarian Reform Beneficiaries (ARBs) reflected in the masterlist on file. This is expected to be completed between January to February, 1997.
2. Each Provincial Agrarian Reform Officer (PARO) shall establish the Provincial Data Processing Center (PDPC) in the generation of a Masterlist of ARBs. The generation of masterlist of ARBs should have started within the first two (2) weeks of December 1996 after which it has been transmitted to the DAR Municipal Office.
3. The Municipal Agrarian Reform Officer (MARO), with the assistance of the BARC and ARB organization, shall validate the transmitted ARB masterlist by accomplishing Validation Form I (See Attachment B). Thereafter, the DARPO shall finalize listings of ARBs by municipality and edit the masterlist of ARBs upon receipt of the validated masterlist from different MAROs and this has to be certified by the PARO concerned. This is expected to be completed within three (3) months after generation of masterlist or not later than March, 1997.



"Tulong-tulong sa pagsulong"



4. The Regional Director shall issue the corresponding numbered IDs to individual ARBs upon receipt of the certified masterlist of ARBs prepared by the DARPO. The DARRO shall transmit the signed IDs and photocopy of certified list of ARBs to the DARMO through the DARPO for distribution to ARBs. This has to be completed within one (1) month or not later than April, 1997. The DARPO thru DARRO may request DARCO-MIS additional ID card forms for issuance to the new ARBs, if necessary.
5. The MARO or his/her representative shall cross check the signed IDs with the record/masterlist on file. If in order, distribute the IDs within one (1) week upon receipt thereof with the assistance of the BARC or farmer organization in the area. The same shall prepare a logbook to record the ARBs receipt of the ID cards. It is expected that the distribution of IDs shall be completed within the 2nd quarter of 1997 but not later than May 1997.
6. The MARO shall monitor the implementation of Administrative Order No. 5, Series of 1996. Status report shall be submitted to DARCO-MIS through the DARPO, copy furnished DARRO on quarterly basis.

Attached is the matrix of the standard Workplan (See Attachment A) for your guidance and may be made flexible as may be applicable on the particular office.

For strict compliance.

Diliman, Quezon City, JANUARY 15 1997.


ERNESTO D. GARILAO
Secretary

WORKPLAN

OFFICE RESPONSIBLE	ACTIVITIES	OUTPUT	TIME FRAME	REMARKS
DARCO-MIS	I. Printing of ID Card Forms 1. Determination of the number of ID card forms to be produced. 1.1 Based on ARC areas 1.2 Based on non-ARC areas	ID Card Forms printed	Jan.-Feb. 1997	This includes preliminary activities such as bidding, etc.
DARPO-PDPC	II. Generation of Masterlist of ARBs 1. Generation of ARB Masterlist on file who are recipients of registered EPs/CLOAs titles and leasehold contracts	Generated Masterlist	Dec. 2-Dec. 15, 1996 (2 weeks)	Generation of the masterlist of ARBs shall be at the DARPO-PDPC.
DARMO	III. Validation of ARB Masterlist 1. Cross checking of records on file and validation of the same through physical inventory of ARBs 2. Verification of registered leaseholders from the Municipal/City Treasurer's Office 3. Preparation of validated and certified list of all ARBs	Validated Masterlist	(Start on Jan. 1997 until March) 3 months January Within Jan. and Feb. Within Feb. and March	With the assistance of BARC and ARB organizations using the Form I attached. In the case of lands found to be titled/occupied by persons other than the registered EP/CLOA holders, the issuance of ID shall be held in abeyance pending result of the investigation and decision on the matter.
DARPO	4. Editing of the validated and certified masterlist in the computer		Within Feb. and March	
DARPO	5. Finalization of ARB Masterlist by municipality to be certified by PARO concerned		March	

OFFICE RESPONSIBLE	ACTIVITIES	OUTPUT	TIME FRAME	REMARKS
DARRO	<p>IV. Issuance of ID Cards</p> <p>1. Preparation of ID cards with corresponding RURBAN Code, name and address of individual ARBs including the date of issuance</p> <p>2. Signing of ID cards by the Regional Director concerned</p>	<p>Generated ID cards</p> <p>Signed ID cards</p>	<p>(April 1997) 1 month</p> <p>April</p> <p>April</p>	
DARMO	<p>V. Distribution of ID Cards to ARBs</p> <p>1. Cross checking of the signed IDs with the records/masterlist on file, otherwise return the erroneous ID to DARRO through DARPO for reissuance of new ID</p> <p>2. Distribution of ID cards to ARBs concerned</p> <p>3. Acknowledgement of individual ID cards by ARBs concerned</p>	<p>ID cards distributed to ARBs</p>	<p>First week of May 1997 (W/in 1 week upon receipt of the signed IDs)</p> <p>May</p> <p>May</p> <p>May</p>	<p>With the assistance of BARC and other farmers organization in the area.</p> <p>An ARB who is an EP/CLOA holder and at the same time leaseholder will be issued one (1) ARB identification card only.</p> <p>The ID card should be received by the concerned ARB only.</p>
DARMO	<p>VI. Reporting and Monitoring</p> <p>1. Monitoring of the implementation of AO No. 5, S. 1996</p> <p>2. Submission of quarterly reports to the DARCO through DARPO, copy furnished DARRO</p> <p>3. Overseeing the proper implementation of AO 5, s. 1996 by submitting report to the Office of the Usec. FOG-SSO</p>	<p>Reports</p> <p>Quarterly Report</p>	<p>Quarterly</p> <p>Upon implementation by field units concerned</p>	<p>Quarterly reports to be submitted to DARCO- MIS on or before the 10th day of the 1st month of succeeding quarter.</p> <p>Any violation committed by an ARB contrary to MC No. 19, s. 1996 must be reported.</p>

ARB Validation Form No. 1

Region : _____
 Province : _____
 Municipality : _____
 Barangay : _____

I. ARB PERSONAL PROFILE

Name: _____
 Address: _____
 Birthdate: _____ Age: _____ Civil Status: _____ Gender: _____
 Highest Educational Attainment: _____
 Dependent: Total: _____ Male: _____ Female: _____

Name of Dependent	Birthdate	Age	Relationship	Educational Attainment	Employment	
					Farm	Non-Farm

II. LAND TENURE STATUS

1.1 Awardee/recipient of Certificate of Landownership Award/EP/Homestead Patent

Title No.	Type*	Date Registered	Date Received	Area	Location	Actual Cultivation (Area)	Findings/Remarks

1.2 Leaseholder

Date of Registered Contract	Name of Lessor	Area	Location	Crops Planted	Ave. 3:Yrs Production	Total Deductible	Lease Rental	Remarks

* Refers to CLOA/EP/Homestead Patent