



MEMORANDUM CIRCULAR NO. 05
Series of 1997

**TO : ALL REGIONAL DIRECTORS AND
PROVINCIAL AGRARIAN REFORM OFFICERS**

FROM : THE SECRETARY

**SUBJECT : CREATION OF THE TASK FORCE ON INDIGENOUS
CULTURAL COMMUNITIES (TFICC)**

Pursuant to the provisions of Administrative Order No. 04, Series of 1996 providing for the rules and procedures governing the issuance of CARP Beneficiary Certificates (CBCs) to Indigenous Cultural Communities (ICCs) and Peoples, the Regional Directors are hereby directed to create a Task Force on Indigenous Cultural Communities (TFICC) in every province where there are public agricultural lands occupied and cultivated by ICCs.

The TFICC shall be composed of the following members:

Chairman	:	PARO II	
Members	:	PARCCOM Chairman	
		ONCC Representative	} to be designated by the Regional Heads of Office
		DENR Representative	
		DA Representative	
		One (1) representative each from the concerned communities	
		One (1) representative each from at most three (3) POs/NGOs with National or Regional Scope of operation to be selected by the RD	
		One (1) representative each from provincial based POs/NGOs	

The Provincial Agrarian Reform Officers II are hereby directed to immediately organize a Technical Working Group (TWG) corresponding to each provincial taskforce with the following composition:

Leader	:	PARO I
Co-Leader	:	Community/NGO/PO representative to be selected by the PARO II
Two (2) Technical Staff	:	Land Tenure Improvement and Program Beneficiaries Development
Survey Team	:	Geodetic Engineer and Survey Aide
Typist/Encoder	:	Clerk or Statistician
LGU Representative	:	Provincial Agriculturist

Attached is the CBC Generation and Issuance Workflow. Meanwhile, upon creation of the TFICC, a Planning Workshop shall be conducted by the Regional Office to determine the CBC Scope, Workplan, Financial Plan and Implementation Strategies. The concerned regions are directed to coordinate with DARCO for the printing of the needed CBC Certificates and Forms.

The TFICC composition and CBC Work and Financial Plans should be submitted immediately to the Office of the Undersecretary, FOG-SSO for monitoring and evaluation purposes.

Be guided accordingly.

Diliman, Quezon City, 24 ^{January} ~~December~~ 1997.


ERNESTO D. GARILAO
Secretary

CBC ISSUANCE PROCESS FLOW

PARTY CONCERNED	STEP	ACTIVITY	DOCUMENTS REQUIRED
DARMO/LGU/PO and TFICC	1	Conducts information-dessimation/IEC	Info-materials
	2	Identifies and selects qualified claimants	
	2.1	Receives and reviews application with the supporting documentary proofs of claimant	Application Documentary proofs
	2.2	Conducts field investigation and "Pulong-Pulong"	Field investigation report List of ICCs and individual members
	3	Conducts parcellary/delineation survey and prepares Parcellary Sketch Plan	Parcellary Sketch Plan
DARPO	4	Prepares and forwards Documentation Folder, together with its recommendation to DARPO	Documentation Folder
	5	Reviews and evaluates Documentation Folder. If warranted, generates CBC	Documentation Folder CBC generated
DARRO	6	Transmits the Documentation Folder and CBC generated to the Regional Director	- do -
	7	Receives and evaluates CBC	CBC generated
	8	Approves and signs CBC	Duly approved and signed CBC
DARPO	9	Forwards duly approved and signed CBC to DARPO (including Documentation Folder)	Duly approved and signed CBC
	10	Receives and forwards duly approved and signed CBC to DARMO for distribution to the concerned ICCs or individual members thereof	Duly approved and signed CBC
DARPO (TFICC)	11	Monitors and provides applicable assistance in all the Process Flow Activities	