



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

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

MEMORANDUM CIRCULAR

No. 12
Series of 1996

**SUBJECT : STRENGTHENING THE OFFICE OF THE UNDERSECRETARY
FOR FIELD OPERATIONS AND SUPPORT SERVICES**

In the interest of the service and in order to deliver effectively the services needed by the Department and its clientele, the following units in the Office of the Undersecretary for Field Operations and Support Services are being reorganized, designating the unit heads and staff and defining their respective functions.

OFFICE OF THE UNDERSECRETARY

CHIEF OF STAFF : Atty. Rodolfo C. Sabio

Staff :
Lilibeth G. Lee
Atty. Manuel Gacula
Ma. Concepcion B. Real
Jose Balili, Jr.
Ma. Estrellita C. Falar
Jocelyn SB. Domingo
Leonor Guzman

Functions :

Administrative Supervision

1. Supervises over - all operations of units within FOG/SSO
2. Reviews all communications/documents and drafts reply for appropriate action, e.g. Memo, indorsement, letters, etc.
3. Monitors linkages with NGO/PO and other concerns
4. Attends DAR Joint EXCOM/MANCOM for/with the Undersecretary
5. Monitors/Coordinates supervision of Task Force Cocolands
6. Supervises, as Managing Editor, the FOG/SSO Monitor publication
7. Oversees receiving, releases, recording and filing of incoming and outgoing documents
8. Attends to personal follow-ups from field and other offices
9. All other personnel and administrative matters (i.e. Legal Defense Fund)
10. Monitors implementation of SPEED
11. Plans and Implements Staff Development of FOG/SSO personnel

Legal Support

1. Provides assistance to walk-in clients (peasants and landowners)
2. Reviews DARAB cases and other orders, decisions to be signed by the Undersecretary
3. Reviews conversion applications
4. Replies to communications needing legal advises
5. Monitors and follows through priority cases pending at DARCO, e.g. flashpoint, legal matters which under existing AOs are to be resolved by the Undersecretary for FOG/SSO
6. Conducts and submits reports on field investigation
7. Conducts regular legal policy reviews in coordination with LAO and PSRS



"Tulong-tulong sa pagsulong



Deputy Chief of Staff : Josefina G. Reyes

Staff :
Arlene Q. Gutierrez
Rosalinda P. Lorenzo
Melody A. Flores
Maribel R. Suan
Leticia M. Sims
Bonifacio P. Lagumbay

Functions:

1. Oversees regular review and evaluation of Performance Contract
2. Monitors compliance to the Secretary 's Program Directions for 1996
3. Attends to administrative matters pertaining to the Undersecretary
4. Oversees regular monitoring and tracking of documents
5. Acts as FOG/SSO MANCOM Secretariat
6. Attends to special assignments as may be instructed by the Undersecretary and/or Chief of Staff

LAND ACQUISITION AND DISTRIBUTION UNIT (LADU)

Unit Head : Ana Maria P. Garcia

Staff :
Gilbert Jamarillo
Dennis Joseph Cruz
Nestor Ambalina
Luzviminda Fonacier
Rosa Mendoza
Joven T. Tasarra
Ricardo Mandapat

Functions:

1. Monitors over-all program accomplishment in the regions
2. Serves as Secretariat for VOS (VOS center)
3. Close monitoring of priority landholdings for immediate coverage and distribution
4. Attends regular meetings with MAROs and Provincial Staff in critical area of Regions V, VI, VII and VIII
5. Trouble-shoots aging claimfolders including unprocessed CFs due to operational impediments (e.g. lack of technical documents at the field level)
6. Coordinates with other FOG units concerning operational matters urgently needed by the Undersecretary
7. Liaisons with FOG Bureaus and other DARCO offices upon instructions of the Undersecretary
8. Acts as backstaff of the Undersecretary during meetings/conferences/field visits as the need arises
9. Assists the secretariat for Regional Directors' Monthly conference

FIELD SUPPORT UNIT (FSU)

Unit Head : Marilen Tomelden

Staff :
Floro Espares
Samuel Gali
Eduardo Tubio
Veronica Siccion
Evangeline B. Calope

CMV

Functions :

1. Coordinates/tracks pending documents with line agencies (e.g. retrieval of vital documents Memorandum of valuations, Certificates of Trust accounts, Maps, etc.) from concerned line agencies
2. Processes and reviews LAD and LUMD Budget concerns (e.g. timely releases of funds)
3. Survey consolidation/analysis in coordination with BLD
4. Personnel matters at the field level (e.g. evaluation of documents from MARO to PARO, personnel movements and reassignments)
5. Provides administrative support to field offices
6. Supervises Task Force Sugarlands
7. Monitors Staff development and skills enhancement program for field offices and FOG/SSO personnel (e.g. scholarships and foreign travels)

INFORMATION MANAGEMENT AND RESEARCH UNIT (IMRU)

Unit Head : **Rigoberto Castro**

Staff : Alma Dulce Deapera (on study leave)
Ruel Limbo (on study leave)
Carol Cristine Baltazar
Felixberto Javier
Marlito Flaris
Marie Procerlyn Fabros
Gloria Rebucas
Doreen Garciano
Taib Abdulgani

Functions :

1. Maintenance of LAD Database
2. Table 4, LAD Flow Worksheet
3. Inventory and analysis of Problematic Column of Table 4 for corrective action
4. LAD tracks
5. Analysis of LTI performance/Accomplishment for corrective action
6. Coordinates with MIS, Planning Service and PARC on plans, targets and accomplishments
7. Task Force LAD Flow and Regional Director's Conference Secretariat
8. Maintenance of data, graphics at the FOG Conference Room

Under this Order, the Unit Heads are authorized to recommend travel orders in their respective units which should be certified by the Chief of Staff before approval by the Undersecretary. The Unit Heads shall initial the Time Cards of their staff before they will be signed by the Chief of Staff. Applications for leave of all personnel shall be subject to the approval of the Undersecretary.

This Circular takes effect immediately and supercedes all previous issuances inconsistent herewith.

Diliman, Quezon City. 8 July 1996.



HECTOR D. SOLIMAN
Undersecretary

