



Republic of the Philippines

DEPARTMENT of AGRARIAN REFORM

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

Memorandum Circular No. 14
Series of 1996

SUBJECT : Operationalizing the ARB Monitoring System

I. Rationale

As stipulated in Section 22 of the Comprehensive Agrarian Reform Law (CARL), the Department of Agrarian Reform (DAR) adopted a system of monitoring the performance or record of each farmer beneficiaries. The **ARB Monitoring System** is a tool designed to validate the actual tenurial status and to assess the impact of the program in the improvement in the quality of life of the farmer beneficiaries. It also provides the program implementors the basis to draw out operational direction and orchestrate the implementation of the Program for Beneficiaries Development (PBD). Thus, the ARB Monitoring System is a validation, monitoring and planning tool.

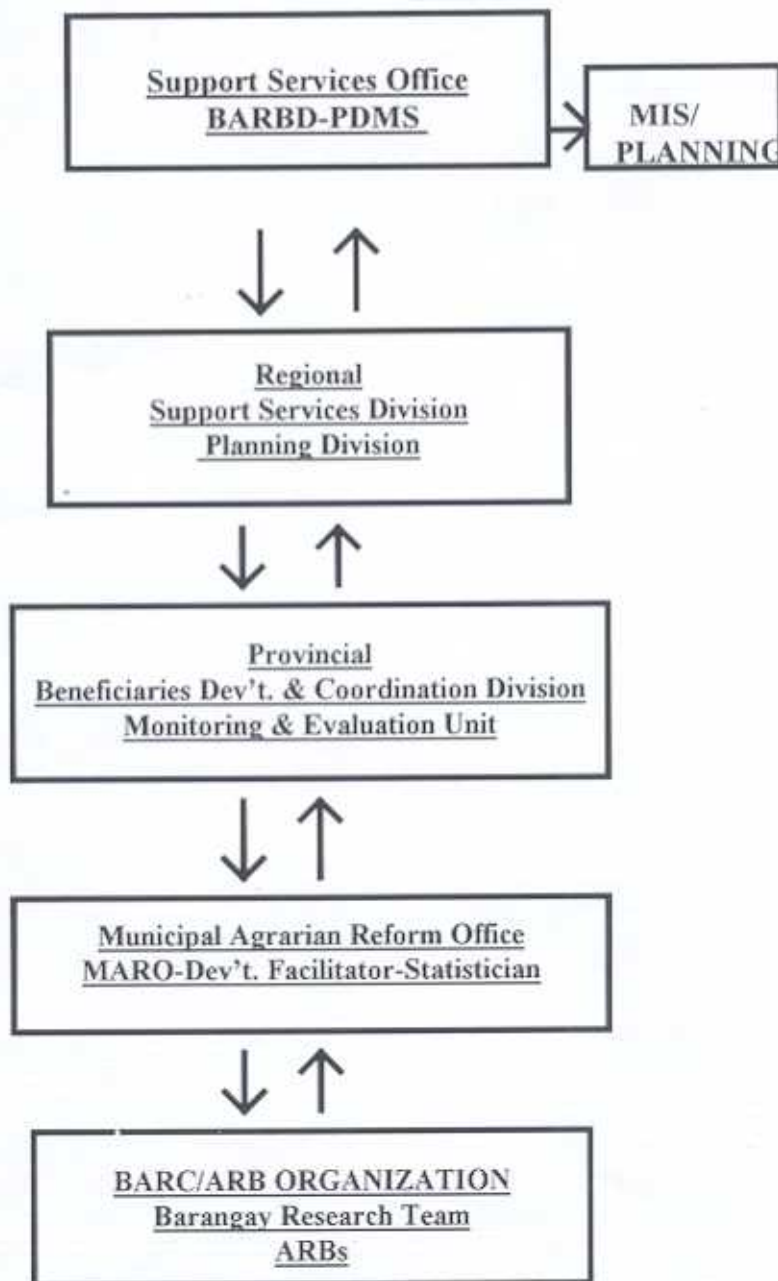
II. Objectives

1. To have a baseline data on ARBs re: implementation of PBD component of CARP.
2. To have a tool for validating the tenurial status and assessing the need requirements of our ARBs in terms of PBD and its impact.
3. To have a basis for orchestrating/strategizing delivery of support services thus maximizing the utilization of limited resources for PBD.

III. Operationalization Mechanics:

The task of operationalizing the nation-wide ARBs Monitoring system will be done utilizing the Downstream-Upstream Operational Framework:

DOWNSTREAM-UPSTREAM OPERATIONAL FRAMEWORK FOR ARBs MONITORING SYSTEM



ARB Monitoring Downstream Operational Mechanism

Support Services Office BARBD-PDMS

- Initiate the consultation process with the Regional CARPOs for SSD and Operation to design monitoring tools that are acceptable, workable and cost efficient.
- Establish process flow/system of data gathering, data banking, analysis and interpretation.
- Draw out the work program and determine resource requirements to operationalize the system at the Regional level.
- Coordinate with other related structures at the Central Office to operationalize and maintain the monitoring system.
- Follow through the conduct of Regional orientation workshop for provincial CARPOs for BDCD re: processes and mechanics of operationalizing the ARBs monitoring system.

Regional Support Services Division

- Coordinate with the Regional Planning Office to firm-up the masterlist of ARBs (EP/CLAO Holders) by province, by municipality, and by barangay and to establish a system of data banking and retrieval.
- Conduct an orientation workshop to provincial BDCD CARPO & staff on the processes, mechanics of operationalizing the ARBs monitoring system.
 - > Draw out the provincial work program.
 - > Determine the resource requirements.
- Follow through the conduct of orientation workshop for MARO, Development facilitators and Statisticians.

Provincial Beneficiaries Development & Coordination Division

- Coordinate with the provincial PMEU head to

- > Firm-up the masterlist of ARBs (EP/CLOA Holders) by municipality and by barangay.
- > Establish system of data banking and retrieval.
- Firm-up masterlist of functional BARCs and POs in the province.
- Conduct an orientation workshop to all MARO Development Facilitators and Statistician on the processes and mechanics of operationalizing the ARBs monitoring system.
 - > Draw-out the municipal work program.
 - > Determine the resource requirements.
- Reproduce ARB Monitoring Forms and distribute required volumes for the MARO.
- Facilitate the conduct of training for the Barangay Research Team.

Municipal Agrarian Reform Office

- Firm-up masterlist of ARBs (EP/CLOA Holders) by Barangay.
- Firm-up listing of functional BARCs and POs in the Municipality.
- Conduct a consultation workshop to all BARC chairpersons and PO leaders in the municipality to catalyze the formation of a Barangay Research Team (BRT).
- Organize a Barangay Research Team compose of selected BARC members as recommended by the BARC chairpersons and PO leader representatives.
 - > BRT may only be organize in areas where there are large concentration of ARBs.
 - > A BRT may be composed of eight (8) to ten (10) persons.
- With the assistance of Provincial BDCD staff, conduct a training/orientation seminar for Barangay Research Team. (Existing technology in the formation and education of Research Team in ARCs may be utilized applying the concept of Participatory Action Research/Community Information and Planning System.)

- With the assistance of the BRT, conduct data gathering per barangay using the ARBs Welfare Monitoring Form. (The form must be accomplished with duplicate copy)

Barangay Agrarian Reform Committee/ARB Organization Barangay Research Team

- Assist the MARO in the formation and organization of the Barangay Research Team (BRT).
- Assist the MARO/Development Facilitators in the conduct of data gathering for ARB Monitoring.

ARBs MONITORING UPSTREAM OPERATIONAL MECHANISM

Municipal Agrarian Reform Office

- Development Facilitators will consolidate data gathered by the BRT using the Consolidated ARB Monitoring Form by Barangay.
- Statistician will consolidate data gathered by barangay using the Consolidated Monitoring Form by Municipality.
- MARO will review, validate and submit a copy of the Individual ARB Monitoring Form and the Consolidated ARB Monitoring Form by Municipality to the Provincial BDCD.
- MARO must establish a data base of the following:
 - > Individual ARB Monitoring Form
 - > Consolidated ARB Monitoring Form by Barangays
 - > Consolidated ARB Monitoring Form by Municipality

Provincial Beneficiaries Development & Coordination Division

- BDCD to consolidate data from the Consolidated ARB Monitoring Form by Municipality and prepare Consolidated ARB Monitoring Form by Province.
- Draw out an analysis of the data gathered.

- Identify gap in PBD/SS requirement of the ARBs with the AR Development Plan of the province.
- Draw out strategic intervention to meet the support services requirements of the ARBs in the province.
- Prepare a PBD/SS Operational Plan of the province.
- Coordinate with PMEU to establish database of ARB Monitoring System. Maintain database of the following:
 - > Individual ARB Monitoring Form
 - > Consolidated ARB Monitoring Form by Municipality
 - > Consolidated ARB Monitoring by Province
- Reproduce copy of the following reports and submit to the Regional SS Division:
 - > Individual ARB Monitoring Form
 - > Consolidated ARB Monitoring Form by Province
- Submit the following to Regional SS Division:
 - > Provincial Analysis of data gathered. Analysis of data can be focus on the Gap Assessment of PBD/SS requirement of ARBs from the data gathered vis-a-vis the Provincial AR Development Plan.
 - > Provincial PBD/SS Operational Plan .

Regional Support Services Division

- SSD to consolidate data from the Consolidated ARB Monitoring Form by Province and prepare a Consolidated ARB Monitoring Form by Region.
- From the Provincial PBD/SS Operational Plan, draw-out strategic intervention to support the PBD/SS programs, projects, and activities of the provinces.
- Prepare a PBD/SS Operational Plan of the Region .
- Coordinate with the Regional Planning Office to establish database of ARB Monitoring system. Maintain database of the following:
 - > Individual ARB Monitoring Form


- > Consolidated ARB Monitoring Form by Province
- Reproduce copy of the following reports and submit to the SSO:
 - > Individual ARB Monitoring Form
 - > Consolidated ARB Monitoring Form by Region
- Submit to the SSO the PBD/SS Operational Plan of the Region .

Support Services Office
BARBD-PDMS

- Consolidate data from the Consolidated ARB Form by Region and prepare a National Consolidated ARB Monitoring.
- From the Regional PBD/SS Operational Plan, draw-out strategic intervention to support and integrate PBD programs, projects, and activities of the regions.
- Prepare operational directives, and policy recommendation to orchestrate/integrate PBD/SS operationalization.
- The SSO, coordinate with MIS/Planning Service to establish database of ARB Monitoring system.
- MIS/Planning Service to maintain the following database:
 - > Individual ARB Monitoring Form
 - > Consolidated ARB Monitoring Form by Region.

This Memorandum Order takes effect _____ and supersedes all issuances inconsistent herewith.

Done this 17 JULY 1996, Diliman, Quezon City.


ERNESTO D. GARILAO
Secretary

ARB MONITORING

Date Printed: 09/28/95

Barangay: TIGATTO
Municipality: BUHANGIN DISTRICT

Province: DAVAO CITY

I. ARB PERSONAL PROFILE

Name: WAGAS, SATURNINO D

Address: _____

Birthdate: _____ Age: _____ Civil Status: _____ Gender: _____

Highest Educational Attainment: _____

DEPENDENTS: Total: _____ Males: _____ Females: _____

NAME of Dependents	Birthdate	Age	Relationship	Educational Attainment	Employment	
					Farm	Non-Farm
BAHON, FLAVIANA			Spouse			

II. LAND TENURE STATUS

Certificate of Land Ownership Award

* CLQA No.	TITLE No.	TYPE	No. of FAs	DATE		Per Title	AREA (sq. m)		Findings/Remarks
				Registered	Received		Actual Possession	Actual Cultivation	
00198098	CL-1310	CO-OWNERSHIP	7	11/25/93	12/03/93	81,777			
00043437	CL-126	CO-OWNERSHIP	3	06/06/91	06/21/91	13,265			
Total Area:						00,171			

* This portion is to be generated by the MIS or the RDPC

ARB MONITORING FORM

Province _____ Year _____
 Name _____ Municipality _____ Barangay _____
 (CLOA/EP Holder)

III. AGRICULTURAL PRODUCTIVITY AND FARM INCOME IMPROVEMENT

A. ON & OFF-FARM

LotSeq	Crops	Area Planted	Annual Yield/Hectare			Gross Income Per Year	Production Cost Per Year	Net Income Per Year	*
			# of cropg	Quantity	Unit				
①									
②									
③									

* Indicate whether subject landholding planted to crop is : A - awarded, L - leased, M - mortgaged, O - owned, R - rented

LotSeq	IGPS/Poultry/Livestock/ Fish Culture	Area Devoted	Volume of Production			Unit Price	Gross Income Per Year	Production Cost Per Year	Net Income Per Year	*
			# of cycle	Quantity	Unit					
①										
②										
③										

* Indicate whether subject landholding is : A - awarded, L - leased, M - mortgaged, O - owned, R - rented

IV. NON-FARM AND OTHER SOURCES OF INCOME

Source of Income	Gross Income/Amount Received Per Year	Remarks

V. HOUSEHOLD EXPENDITURES

Expense Items	Amount Spent	Expense Items	Amount Spent
Food		Recreation	
Clothing		Health	
House/Res. Lot Rental /Amortization		Association Dues	
Fuel, Light, Water		Taxes	
Repair and Maintenance		Others (specify)	
Education			

VI. AGRICULTURAL PRODUCTION FINANCING SYSTEM

Sources of Financing: (Check)
 _____ Credit _____ Capital Build-up/Savings Mobilization/Self-finance _____ Others _____

If Credit availed:

Source of Funds	Amount	Date Granted	Amortization	Interest Rate	Amount Paid	Balance	Remarks

VII. MARKETING LINKAGES

Product/s	Volume	Marketing Outlet/s	MARKETING ARRANGEMENT			
			Contract Growing	Joint Venture	Consignment	Others (Specify)

VIII. PHYSICAL INFRASTRUCTURE, ECONOMIC SUPPORT AND BASIC SOCIAL SERVICES EXTENTION

Do you have access to :
(check)

Do you have access to :
(check)

	YES	NO	Status/Remarks		YES	NO	Status/Remarks
	Farm, to Market Road						
Irrigation System				Primary Health Care			
Bridge				Schools/Education			
Multi-purpose Pavement				Primary			
Post Harvest Facilities:				Secondary			
				Tertiary			
				Potable Water System			
Thresher				Electrification			
Sheller				Agricultural Extension			
Warehouse/Storage				Others (Specify)			
Transport Service							
Farm Machineries							

IX. MEMBERSHIP IN AN ORGANIZATION

Membership in AR Cooperative/ Farmers Association		Services Provided by the Organization				
Name of Organization	Active/Inactive	Consumers	Producers	Credit	Trading	Others

INTERVIEWED BY: _____
(Name and Signature)

DATE ADMINISTERED: _____

RESPONDENT: _____
(Name and Signature)

Attested by: _____

V. Agricultural Production Financing System

Sources of Financing		Sources of Credit					
No. of FBs w/ Credit	No. of FBs w/ CBU/Savings Mobilization	Cooperative	Average Interest Rate	Bank	Average Interest Rate	Informal	Average Interest Rate

*CBU means Capital Build-Up

VI. Marketing Linkages

Products/ Crops	Average Volume/FB	Marketing Arrangements				No. of FBs without Marketing Arrangement
		No. of Fbs w/ Contract Growing	No. of Fbs w/ Contract Growing	No. of Fbs w/ Consignment	Others	
Total						

VII. Physical Infrastructure , Economic Support Services and Basic Social Services

Physical Infrastructure		Pre-Post Harvest Facilities		Basic Social Services	
Type	No. of Fbs Benefitted	Type	No. of Fbs Benefitted	Type	No. of Fbs Benefitted
Farm to Market Roads		Dryers		Pri. Health Care	
Irrigation systems		Threshers		Scholls/Education:	
Bridges		Sheller		Primary	
Multipurpose Pavement		Warehouse/Storage		Secondary	
Others		Transport Service		Tertiary	
		Farm Machineries		Pot. H2O Supply	
		others		Electrification	
				Agricultura Ext.	
				Others	

VIII. Membership In An Organization

No. of Inactive FB Members	No. of Active FB Members	No. of FBs Services Aailed	No. of Fbs w/o. Membership in any Org./Coop

Consolidated by:

(Name/Position-Designation)

Noted by:

MARO

VII. Physical Infrastructure, Economic Support Services and Basic Social Services

Type	Barangay:	Brgy:	Brgy:	Brgy:
	No. of FBs Benefitted	No. of FBs Benefitted	No. of FBs Benefitted	No. of FBs Benefitted
Physical Infrastructure				
Farm to Market Roads				
Irrigation Systems				
Bridges				
Pre-Post Harvest Fac.				
Multipurpose Pavement				
Dryers				
Threshers				
Shellers				
Warehouse Storage				
Transport Service				
Farm Machineries				
Basic Social Services				
Primary Health Care				
Schools/Education:				
Primary				
Secondary				
Tertiary				
Potable H2O Supply				
Electrification				
Agricultural Extension				
Others				

VIII. Membership In An Organization

Barangays	No. of Inactive FB Members	No. of Active FB Members	No. of Fbs Services Availled	No. of FBs w/o. Member-ship in any Org.
Total				

Consolidated by:

(Name/Position-Designation)

Noted by:

MARO

ARB Monitoring Provincial Consolidation Form

Region : _____

Year : _____

Province : _____

No. of Respondents : _____

Male : _____

Female : _____

I. Land Tenure Improvement

Municipality	Evidence of Ownership		Actual Possession		Actual Cultivation		
	No. of EP Holders	No. of CLOA Holders	No. of Fbs w/ Actual Possession	No. of Fbs w/o. Actual Possession	No. of Fbs w/ Actual Cultivation	Area	No. of Fbs w/o. Actual Cultivation
Totals							

II. Agricultural Productivity & Farm Income Improvement

A. On-Farm

Municipalities	Crops	Area Planted	No. of FBs	Average Annual Yield/ha.	Average Production Cost/Year /Ha.	Average Gross Income /Year/Ha.	Average Net Income/Year Per FB
Totals							Average Net Income/ Year/FB

B. Off-Farm

Municipalities	IGPs	No. of FBs	Ave. Volume of Production/FB (Qty. & Unit)	Average Production Cost/Year/ FB	Average Gross Income/FB	Average Net Income/Year Per FB
Total						Average Net Income Per Year/FB

III. Non-Farm and Other Source of Income

Municipality	Source of Income	No. Of FBs Involved	Ave. Gross Income /Yr./FB
Total/Average			

IV. Household Expenditures

Expense Item	Municipality:		Municipality:		Municipality:		Provincial Total	
	No. of Fbs	Average Expenses /FB	No. of FBs	Average Expenses /FB	No. of FBs	Average Expenses /FB	No. of FBs	Average Expenses / FB/Item
Food								
Clothing								
Hse./Lot Rent/								
Fuel,Light, Water								
Repair & Maint.								
Education								
Recreation								
Health								
Association Dues								
Taxes								
Others								
Average HH Expenditures /FB (all items)								

IV. Agricultural Production Financing System

Municipalities	Sources Of Financing		Sources Of Credit			
	No. of Fbs w/ Credit	No. of FBs w/.CUB/ Savings Mobilization	Average Interest Rate (Coop)	Average Interest Rate (Banks)	Average Interest Rate (Informal)	No. of Financial Institution
Totals/Average						

*CUB means Capital Build-Up

V. Marketing Linkages

Municipalities	Products/ Crops	Average Volume /FB	Marketing Arrangement				No. of FBs without Marketing Arrangement
			No. of FBs w/.Contract Growing	No. of Fbs w/. Joint Venture	No. of FBs w/. Consignment	Others (Type)	
Totals							

VI. Physical Infrastructure , Economic Support Services and Basic Social Services

Type	Municipality:	Mun.:	Mun.:	Mun.:	Provincial Total
	No. of FBs Benefitted	No. of FBs Benefitted	No. of FBs Benefitted	No. of Fbs Benefitted	No. of FBs Benefitted
Physical Infrastructure					
Farm to Market Roads					
Irrigation Systems					
Bridges					
Pre-Post Harvest Fac.					
Multipurpose Pavement					
Dryers					
Threshers					
Shellers					
Warehouse Storage					
Transport Service					
Farm Machineries					
Basic Social Services					
Primary Health Care					
Schools/Education:					
Primary					
Secondary					
Tertiary					
Potable H2O Supply					
Electrification					
Agricultural Extension					
Others					

VII. Membership In An Organization

Municipalities	No. of Inactive FB Members	No. of Active FB Members	No. of FBs Services Availd	No. of FBs w/o. Membership in any Org.
Totals				

Consolidated by:

(Name/Position-Designation)

Noted by:

VII. Physical Infrastructure , Economic Support Services and Basic Social Services

Type	Province:	Prov.:	Prov.:	Prov.:
	No. of FBs Benefitted	No. of FBs Benefitted	No. of FBs Benefitted	No. of FBs Benefitted
Physical Infrastructure				
Farm to Market Roads				
Irrigation Systems				
Bridges				
Pre-Post Harvest Fac.				
Multipurpose Pavement				
Dryers				
Threshers				
Shellers				
Warehouse Storage				
Transport Service				
Farm Machineries				
Basic Social Services				
Primary Health Care				
Schools/Education:				
Primary				
Secondary				
Tertiary				
Potable H2O Supply				
Electrification				
Agricultural Extension				
Others				

VI. Membership In An Organization

Provinces	No. of Inactive FB Members	No. of Active FB Members	No. of FBs Services Availd	No. of FBs w/o. Membership in any Org.
Totals				

Consolidated by:

(Name/Position-Designation)

Noted

Regional Director

GUIDE IN FILLING UP THE ARB MONITORING FORMS

I. ARB PERSONAL PROFILE

- Name - Complete name of beneficiary (Surname, Given name, Middle name)
Address - Actual place of residence
Birthdate - Complete date of birth (Month, Day, Year)
Age - Actual age of beneficiary at the date of survey
Civil Status - Indicate whether the beneficiary is single, married, widow, widower or separated
Gender - State whether the beneficiary is male or female
Highest Educational Attainment - State highest educational attainment of beneficiary (Elem., High School or College grad., etc.)
Dependents - Includes wife/husband, unmarried children and /or any member of the household that is under the custody or who depends solely for financial support from the beneficiary
Name of dependents - Complete name of dependents (Surname, Given name, Middle initial)
Birthdate - Complete date of birth of each dependent (Month, Day, Year)
Age - Actual age of dependent at the date of survey
Relationship - Dependent's relationship to the beneficiary (ie., wife, husband, son, daughter etc.)
Educ. Attainment - State highest educational attainment of each dependent
Employment - Check whether dependent's source of income/livelihood is on farm or off farm
On farm employment - If dependent is employed (whether seasonal, regular or self-employed) in agriculture or aquaculture (ei., livestock raising, fish ponds, prawn farms, etc.).
Off-farm employment - If dependent is employed in business establishment, cottage industry, construction, etc.)

II. LAND TENURE STATUS

- Certificate of Land Ownership Award
Actual possession - Total area awarded to the beneficiary
Actual cultivation - Total area planted to crops or used for agricultural production
Findings/remarks - State present status of land (whether converted to other uses, leased out mortgage, sold, planted by other individual and to whom)

III. AGRICULTURAL PRODUCTIVITY & FARM INCOME IMPROVEMENT

- On Farm - Refers to agricultural production & income derived from the awarded land
Year - Refers to the preceding year when survey was conducted
Crops - State all crops planted on the preceding year the survey was conducted
Area planted - Refers to the corresponding area of cultivation for each crop
Annual Yield - State annual production for each crop (in kilos)

Gross Income/Year	- Gross annual amount derived from selling the crops planted in the awarded area
Production Cost/year	- Annual expenses incurred from production to marketing of each crops and other expenses related thereto
Net income/year	- Annual amount derived after deducting the annual production cost from the annual gross income for each crop

Note: Fish ponds, prawn farms, livestock/poultry raising, etc. be included in the on farm data if it entails major activities of the farm & occupies larger portion of the land. Appropriate unit of production may be used in the annual yield column.

Off-Farm Year	- Refers to production/income of the beneficiary outside regular farming
IGPs	- Refers to the preceding year when survey was conducted
	- Income generating projects/activities undertaken outside regular farming
Volume of Production	- Total goods produced either in kilos, pieces, heads, or any appropriate unit of measurement
Gross income/year	- Annual gross amount derived from selling the goods produced
Production Cost/year	- Annual expenses incurred from the time of production to marketing of goods produced and other expenses related thereto
Net Income/year	- Annual amount derived from each good after deducting the production cost/year from the gross income/year

IV. AGRICULTURAL PRODUCTION FINANCING SYSTEM

Sources of Financing

(Please check the appropriate item - credit, capital build-up/savings mobilization/self-finance, others)

Credit	- Borrowed capital/amount from banks, private lending institutions, individuals, government institutions, associations, cooperatives, etc. with or without interest, to finance farm production or income generating projects
CBU/Savings mobilization/Self-finance	- Beneficiary's own money/savings generated to finance their farm or income generating projects
Others	- i.e. grants that does not need to be paid back

If credit is availed, fill-up the ff. items:

Year	- Preceding year when survey was conducted
Source of funds	- Specify source of funds/credit whether LBP, DBP, PNB, Countrywide Development Fund, DSWD-SEAP, private lending institution, etc.
Amount	- Specify total amount borrowed from each source
Date granted	- Specify the date the loan/credit was granted
Amortization	- Specify the annual/quarterly/monthly payment of the loan/credit
Interest rate	- Specify the interest rate for each borrowed/loaned amount (ie., 10% p.a., 5% p.m.)
Amount paid	- State total amount paid for each loan/credit as of preceding year
Balance	- Total unpaid amount as of preceding year