



Republic of the Philippines

# DEPARTMENT of AGRARIAN REFORM

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

26 July 1996

MEMORANDUM CIRCULAR No. *17*  
Series of 1996

SUBJECT: **RESTRUCTURING OF BARBD TO EFFECTIVELY  
RESPOND TO THE CHALLENGES AND DEMANDS OF  
AGRARIAN REFORM BENEFICIARIES' DEVELOPMENT**

In the interest of the service and in order for the Bureau of the Agrarian Reform Beneficiaries Development (BARBD) to strengthen its Beneficiaries Development functions, the following units are being re-structured, with their respective unit heads and personnel complement designated, and their respective functions clearly defined as follows:

#### OFFICE OF THE DIRECTOR

- |    |                           |                   |
|----|---------------------------|-------------------|
| 1. | Susana Evangelista-Leones | Director IV       |
| 2. | Tomas A. Cabuenos, Jr.    | OIC, Director III |
| 3. | Corazon S. Corpuz         | Stenographer II   |

#### Functions:

1. Exercises over-all supervision in the operations of units within BARBD.
2. Attends EXECOM/MANCOM meetings and relays current directives to the BARBD Staff.
3. Plans and implements internal staff development of BARBD personnel.
4. Oversees regular review and evaluation of BARBD accomplishments.
5. Supervises the discharge of administrative functions necessary to the over-all management of the Bureau.
6. Implements strategic measures for the smooth operations of the Bureau.
7. Exercises functional supervision and provide technical assistance to Support Services Division (both at the regional and provincial units) on beneficiaries development related programs.

#### OD Technical Staff:

- |    |                  |         |
|----|------------------|---------|
| 1. | Lenie A. Tenorio | SARPO   |
| 2. | Gerardo C. Tapel | ARPO II |



*"Tulong-tulong sa pagsulong"*



**Functions:**

1. Oversees regular monitoring and tracking of documents.
2. Reviews for finalization all communications/documents previously assigned to concerned division or specific personnel for the signature of the Director.
3. Monitors implementation of various projects/activities lodged to BARBD as well as compliance to directives issued by the OSEC/USEC/ASEC offices;
4. Monitor over-all program accomplishments of PBD work in the provinces/ regions.
5. Establishes the data-based system of ARBs and ARCs.
6. Coordinates/liaisons with other DARCO units, DAR field offices, other government offices (GOs), line agencies (LAs), non-government organizations (NGOs), people's organizations (POs), local government units (LGUs) and the private sector.

**OD Administrative Staff**

- |    |                     |              |
|----|---------------------|--------------|
| 1. | Saturnina H. Santos | Secretary I  |
| 2. | Rosemarie B. Duma   | Secretary II |
| 3. | Augusto T. Magno    | Clerk II     |

**Functions:**

1. Records and releases all incoming communications/documents for distribution to concerned BARBD divisions, project leaders, coordinators and specific personnel.
2. Maintains files and releases outgoing communications/documents for release to concerned offices outside of DARCO.
3. Attends to all administrative matters.

**SOCIAL INFRASTRUCTURE BUILDING AND STRENGTHENING DIVISION (SIBSD)**

- |     |                            |            |
|-----|----------------------------|------------|
| 1.  | Jose A. Soliva             | OIC-CARPO  |
| 2.  | Adeliza F. Gabalfin        | OIC-SuARPO |
| 3.  | Catalina T. Austria        | SARPO      |
| 4.  | Delia A. Baldovino         | SARPO      |
| 5.  | Solemnidad A. De Guzman    | SARPO      |
| 6.  | Gualberto A. Gacad         | SARPO      |
| 7.  | Blessing G. Glova          | SARPO      |
| 8.  | Leroy B. Ladao             | SARPO      |
| 9.  | Reena Concepcion G. Obillo | SARPO      |
| 10. | Maria Carmen G. Sison      | SARPO      |
| 11. | Nenita N. De La Cruz       | ARPO II    |

*DMZ*

12.	Julie E. Escubio	ARPO II
13.	Francisco C. Ordiales Jr.	ARPO II
14.	Marnie O. Pebrada	ARPO II
15.	Roberto L. Silva	ARPO II
16.	Regente D. Dioneda	ARPO II
17.	Carmela O. Pagulong	ARPT
18.	Renee F. Miranda	Clerk II

#### Functions

1. Formulates plans and programs for the organization of ARBs and development of ARB organizations in the CARP areas.
2. Formulates, and reviews policies and guidelines for the organizations of ARBs and development of ARB organizations in the CARP areas.
3. Establishes and expands NGO, PO, LGU, and LGAs partnership mechanisms.
4. Provides technical assistance to field implementors and ARB organizations in the development of ARCs.
5. Installs M & E system/mechanism to identify appropriate interventions in enhancing program implementations.

#### SOCIAL ENTREPERNEURSHIP AND ENTERPRISE DEVELOPMENT DIVISION (SEEDD)

1.	Efren P. Rabacal	OIC-CARPO
2.	Alexander L. Juane	SuARPO
3.	Maria Elena C. Cabanes	SARPO
4.	Preciosa A. Ciar	SARPO
5.	Letecia N. Damole	ARPO II
6.	Erlinda M. Agleham	ARPO II
7.	Jenette Ladao	ARPO II (on study leave)
8.	Patricia N. Robles	Clerk II

#### Functions:

1. Develops plans and programs for the establishment, operations and management of social enterprises in CARP areas.
2. Formulates and reviews policies and guidelines for the establishment and sustenance of social enterprises in CARP areas.
3. Establishes and expands linkages with GOs, LGUs, NGOs, POs and business sector for social enterprise development, implementation, commercial operation, expansion and rationalization.
4. Provides technical assistance to other DAR units and ARB organizations on the development and sustenance of social enterprises.

*OR*

5. Installs monitoring and evaluation system towards viability and sustainability of social enterprises.

#### BENEFICIARIES EMPOWERMENT THROUGH EDUCATION DIVISION (BEED)

1.	Remedios B. Aguila	CARPO (on study leave)
2.	Romeo L. Nicomedes	OIC-CARPO
3.	Shujen E. Dinsay	SARPO
4.	Gerryza R. Montero	SARPO
5.	Maria Soledad P. Peralta	SARPO
6.	Norberto S. Quite	ARPO II
7.	Belinda C. Serna	HRMO II
8.	Lily B. Gacad	Clerk II

#### Functions:

1. Develops plans and programs relative to the conduct ARB Training Program.
2. Formulates enabling policies and guidelines to facilitate the mainstreaming of ARB training programs at the field level.
3. Establishes and expands linkages with other DAR units, NGOs, POs, LAs, LGUs, and the academe in the development, implementation and evaluation of ARB training and other training interventions for BARBD staff development.
4. Provides technical assistance relative to ARB training activities.
5. Installs the monitoring and evaluation system for ARB training programs.

This ORDER supersedes all previous issuances inconsistent hereto and shall take effect on 1 August 1996.



HECTOR D. SOLIMAN  
Undersecretary for FOG/SSO