



MEMORANDUM CIRCULAR NO. 02
Series of 1996

SUBJECT: IMPLEMENTATION OF SECTORAL ACTIVITY
ACCOMPLISHMENT MONITORING IN LIEU OF THE
EXISTING M&R SYSTEM

The implementation of sectoral activity accomplishment monitoring was approved by the DAR ExCom and ManCom during its meeting on 07 February 1996.

The sectoral activity accomplishment monitoring aims to come up with accurate and timely information on the activities performed by the Department at all levels of offices. To attain this objective, *each Central Office-based bureau/office/unit shall exercise monitoring function of their respective activities at the field.* As such, it shall be responsible for the downloading of the monitoring forms to its field counterpart.

Under this scheme, processing of accomplishment/data shall be done at the following levels:

1. Provincial Agrarian Reform Office

The different divisions/functional units at the provincial office shall submit their accomplishment reports duly signed by the concerned Division Chief/Unit Head and PARO directly to their counterpart division/unit at the Regional Office copy furnished the PMEU. The PMEU shall integrate all sectoral activity accomplishment into the provincial accomplishments report.

2. Regional Office

The different divisions/functional units at the regional office shall consolidate the provincial accomplishment reports and integrate the accomplishments on region-based activities to come up with a region-wide accomplishment report. Each division/functional unit shall submit its consolidated accomplishment report duly signed by the Division Chief/Unit Head and Regional Director directly to its counterpart bureau/office/unit at the Central Office copy furnished the Regional

Planning Division. The Regional Planning Division shall integrate all sectoral reports into the regional accomplishment report.

3. Central Office Bureaus/Offices/Units

Upon receipt of accomplishment report from the regions, the concerned bureau/office/unit shall validate, consolidate, and process all regional and provincial reports to come up with a national sectoral report. In case the Bureau/Office/Unit has no capability to process the regional reports, the Management Information Service (MIS) shall provide assistance in the data processing. All sectoral reports duly signed by the Bureau Director/Office Head/Unit Chief shall be submitted to the Planning Service.

4. Planning Service

All sectoral reports shall be integrated by the Planning Service into the Department-wide accomplishment report. Also, the Planning Service in close coordination with the Regional Planning Divisions and the PMEUs shall conduct validation of all reports received by the office.

The implementation of the sectoral activity monitoring will run parallel to the establishment of databases at the provincial and regional levels. The MIS shall provide technical support to the different divisions/functional units at the field in the establishment/management of their own databases.

All PAROs, Regional Directors, Bureau Directors, Office Heads, and Unit Heads shall ensure the accuracy and timeliness of the accomplishment reports to be submitted to the Planning Service as reflected in their Performance Contracts. Sanctions shall be imposed on responsible Heads of Office for inaccurate and late reports..

This Circular takes effect on 01 April 1996 in time for the preparation of the 1996 first quarter report and supersedes the radiogram of Undersecretary Jose C. Medina, Jr. dated 31 January 1996.

For strict compliance.

22 February 1996
Diliman, Quezon City


ERNESTO D. GARILAO