



Republic of the Philippines

DEPARTMENT of AGRARIAN REFORM

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

MEMORANDUM CIRCULAR

No. 20
Series of 1996

SUBJECT : CREATION OF THE FINANCE AND ADMINISTRATIVE UNIT AND DISSOLUTION OF THE FIELD SUPPORT UNIT

In the interest of the service and in view of the need to re-structure the Office of the Undersecretary for Field Operations and Support Services, the Field Support Unit is hereby dissolved. A Finance and Administrative Unit is hereby created to be composed of the following:

Unit Head : Lilibeth G. Lee
Staff : Ma. Concepcion B. Real
Leonor A. Guzman
Ma. Estrellita C. Falar

The following FSU Staff are hereby reassigned:

1. Floro A. Espares - Finance & Admin. Unit
2. Evangeline B. Calope - LADU
3. Samuel Gali - Finance & Admin. Unit

The FSU functions related to the retrieval, facilitation of process documents with the Land Bank of the Philippines (LBP) and the Land Registration Authority (LRA) are reassigned to the Bureau of Land Acquisition and Distribution (BLAD).

On the other hand, the FSU functions related to the following-up of survey with the NAMRIA, LMB, DENR, survey contracts and fundings and other similar activities are reassigned to the Bureau of Land Development (BLD).

The Finance and Administrative Unit shall have the following functions:

1. Provides over-all assistance to the Chief of Staff;
2. Processes and reviews LAD and LUMD Budget concerns and all other financial matters;
3. Personnel matters at the field level (e.g. evaluation of documents from MARO to PARO, personnel movements and re-assignments);
4. Provides administrative support to field offices;
5. Monitors staff development and skills enhancement program for field offices and FOG/SSO personnel (e.g. scholarship and foreign travels);



"Tulong-tulong sa pagsulong"



6. Conducts field visits (e.g. to evaluate performance of personnel for promotion, verify requests for releases of funds and monitor utilization of LAD & LUMD funds); and
7. Acts as Secretariat to the FOG/SSO Local Screening Committee.

In view of the recall of Ms. Lynne T. Aldover to FOG, she is hereby designated as Special Action Officer directly reporting to the Chief of Staff.

This order takes effect immediately and amends Memorandum Circular No. 2 Series of 1996.

17 September '96, Diliman, Quezon City.



HECTOR D. SOLIMAN
Undersecretary

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