



Republic of the Philippines

DEPARTMENT of AGRARIAN REFORM

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

MEMORANDUM CIRCULAR

No. 24
Series of 1997

SUBJECT: *INTEGRATION OF THE FINANCE AND
ADMINISTRATIVE UNIT WITH THE OFFICE OF
THE CHIEF OF STAFF, OFFICE OF THE USEC.
FOR FOG/SSO.*

In the interest of the service and in view of the study leave of Ms. Lilibeth G. Lee under the CSC-Local Scholarship Program, the functions of the Finance and Administrative Unit (F.A.U.) of the Office of the Undersecretary for FOG/SSO which was created pursuant to M.C. No. 20, S. of 1996, and headed by Ms. Lee are hereby integrated with the Office of the Chief of Staff, Office of the Undersecretary for FOG/SSO, effective 16 June 1997.

Under this order, all the existing personnel complement of the above unit shall be maintained. Likewise, while pursuing her studies, Ms. Lee shall be on call to attend to special and some regular functions pertaining to the unit.

This order amends any issuances inconsistent herewith and automatically be revoked upon conclusion of the scholarship and re-assumption to duty of Ms. Lee.

16 June 1997, Diliman, Quezon City.


JAIME ARSITOTLE B. ALIP
OIC-Undersecretary



"Tulong-tulong sa pagsulong"



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);
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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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SPECIAL ORDER

No. 137
Series of 1997

SUBJECT: Participation of Four DAR Personnel to the CSC-Local Scholarship Program

In the interest of the service and pursuant to CSC Memorandum Circular No. 20, series of 1995, the following are hereby authorized to pursue Master's Degrees under the Civil Service Commission Local Scholarship Program:

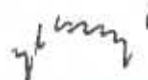
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|--------------------------|---|
| 1. Ms. Aurora O. Chy | Planning Officer III, Planning Service |
| 2. Ms. Anania D. Tagudin | Planning Officer III, Planning Service |
| 3. Ms. Rosalia B. Manuel | Proj. Devt. Officer III, Planning service |
| 4. Ms. Lilibeth Lee | SUARPO, FOG |

Under this Order, their attendance to their respective course shall be on official time and they are entitled to collect their regular salary, PERA and other allowances during the duration of their study, chargeable against the funds of their respective office, subject to usual accounting rules and regulations.

It is understood that the Civil Service Commission (CSC) shall provide the funds for the tuition and other school fees not exceeding P22,500.00 for the duration of the course, book allowance of P3,000.00 and research/thesis writing assistance of P2,500.00.

Upon completion of the scholarship grant, the above mentioned scholars shall immediately report to their respective units.

20 February 1997 Dilliman, Quezon City.


ROLANDO LI. QUERUBIN
Undersecretary for FMAO and
Chairperson, DAR Scholarship Committee