



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 928-70-31 TO 39

MEMORANDUM CIRCULAR NO. 27

Series of 1997

SUBJECT : RESTRUCTURING OF PDMS

In the interest of the service and in order for the Project Management and Development Service to effectively respond to the new policy directions of Program Beneficiaries Development, which is focused on the Agrarian Reform Communities (ARC), the existing four (4) Divisions are hereby re-structured and expanded to include two(2) more divisions or a total of six(6) Divisions within PDMS. The personnel and functions of the Office/Divisions are defined as follows:

OFFICE OF THE DIRECTOR :

1. JOSE MARI B. PONCE - DIRECTOR
2. Edith Camarillo - Clerk III

Functions :

1. Provides over-all direction in the operation of PDMS.
2. Updates staff on the current directives of management.
3. Plans and implements staff development of PDMS.
4. Evaluates accomplishments of each Division in relation to DAR's goals and targets.
5. Provides technical direction to Field Support Services Division on the physical development of ARC's and packaging of projects.
6. Plans and implements the overall resource mobilization efforts of the Department.

DIVISION "A"

1. Amelia Cosca - PDO V
2. Fatima Canares - MARO
3. Marcy Ballesteros - SUARPO
4. Dulcie Suner - ARPO II
5. Roman Oida - PDO III
6. Julieta Silva - PDO II

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"Tulong-tulong sa pagsulong"



Functions:

1. Develops plans and programs for resource mobilization activities.
2. Develops and evaluates project proposals in accordance with : (1) terms, conditions and priorities of the donor countries and DAR.; (2) Technical feasibility ;(3) Economic stability; and (4) social acceptability.
3. Undertakes and/or participates in project feasibility studies.
4. Administers the preparation of project kits and materials for international financial markets and conferences.
5. Focuses on the Development of ARCs in Regions 7, 8, 9 and 10.
6. Provides administrative and technical management of Belgian Project Offices, UNDP, IFAD and ESCAP.
7. Undertakes negotiations with foreign donors.
8. Monitors and evaluates project implementation and submits regular status reports to management and concerned agencies.

DIVISION "B"

1. Celerina Afable - PDO V
2. Erlinda F. Dolatre - PDO IV
3. Clemencia Padrinao - PDO III
4. Cristina Dagdag - PDO III
5. Teresita Villanueva - PDO III
6. Irma Canlas - SARPO
7. Gemma Falgui - SARPO
8. Trinitario Batara - Planning Officer
9. Rosalinda Lorenzo - PDO II
10. Melchor Selva - Clerk III

Functions :

1. Formulates plans and programs for the Project Management Offices of ARISP, JICA, TSARRD and World Bank.
2. Formulates and reviews policies and guidelines for the implementation of project loan/ grant agreement.
3. Formulates manual of operation for each project office.
4. Supervises the financial and administrative requirements of the project offices.
5. Provides technical support for project field offices in evaluating project proposals and prioritization of areas for funding.
6. Administers the recruitment, training and development of FAP project staff.
7. Monitors and evaluates project implementation and submits regular status reports to management and concerned agencies.
8. Focuses on the development of Regions 3, 5, and 6.

DIVISION "C"

1. Herminia B. San Juan - PDO V
2. Lucienne Pulgar - PDO IV
3. Henry Zapata - SARPO
4. Florida Romero - PDO III
5. Rosalia Manuel - PDO III
6. Romeo Maningas - PDO III
7. Filipinas Garza - PDO III
8. Ma. Susana Perez - PDO III
9. Dotthy Ramirez - PDO II
10. Marivic Dumayas - PDO II

Function.:

1. Manages the program funds of, and the accounts of projects assisted under, the various DAR credit programs, in coordination with the field offices through the designated accounts officers.
2. Monitors the physical and financial accomplishments of the more than 500 projects assisted under the various DAR financing programs.
3. Coordinates with Quedancor, LANDBANK, DBP, and other partner government agencies/NGOs in the management and monitoring of the DAR credit programs.
4. Reviews / evaluates project proposals submitted by project proponents and endorse by field offices for funding assistance under the on-going DAR credit programs.
5. Develops and implements plans and programs for the management of problematic / delinquent project accounts.
6. Provides secretariat and technical support to the inter-agency Task Force Collection (TFC).
7. Monitors / supervises implementation of on-going foreign-assisted projects, particularly the EU-funded Agrarian Reform Support Project (ARSP), and the 1997 Italian Food Aid Programme.
8. Undertakes groundwork and project development for pipelined foreign-assisted projects, particularly the ADB-Support to ARCs.
9. Focuses on the development of ARCs in Regions 2, CAR, CARAGA and ARMM.

DIVISION "D"

1. Belen Resma - PDO V
2. Emmanuel Alfiler - PDO III
3. Aurora Chy - PDO III
4. Anania Tagudin - PDO II
5. Ester Remitera - PDO II
6. Ma. Victoria Sevillano - Clerk III

Functions :

1. Evaluates and packages project proposals for CIDA, SIDA and German in coordination with the SRA programs.
2. Consolidates status reports of all Foreign Assisted Projects.
3. Focuses on ARC development of Regions 1 and 4.
4. Provides technical support to TLRC.

DIVISION "E"

1. Priscilla Potenciano - CARPO
2. Ginabelle Barreto - Legislative Liaison Specialist
3. Emerito Lagrimas - Exec. Asst. IV
4. Ma. Lorna Morales - MA II
5. Cristina Albarico - MA I

Functions :

1. Develops plans and programs for ARBs with joint agreement with landowners and investors / or other private investors to enter into either of the ff : agribusiness arrangement schemes ; joint venture; leaseback; management contract; contract growing; and BOT.
2. Evaluates proposed projects for BOT, JVA, leaseback and contract agreements in coordination with SSD and BARBD.
3. Supports Solcentaf agreements and monitors status of implementation.
4. Supports PBAC committee agreements on contracts JVAs and BOT agreements.
5. Monitors and evaluates the implementation of all locally funded projects of the Department.
6. Develops/ improves monitoring and evaluation methods and prepares periodic progress report for all ARF - funded projects.
7. Focuses on the development of ARCs in Region 11 and 12.

DIVISION "F"

1. Emma C. Canlas - CARPO
2. Tristeza Magsumbol - PDO II
3. George G. Guerrero - Clerk III
4. Crescencia Doble - Clerk III
5. Ma. Carmelita Lobederio - Clerk III

Functions :

1. Develops Financial plans and programs for PDMS in accordance with activities and targets.
2. Coordinates with FMAO, PARC, DBM and other line agencies regarding budgets and financial allocations.
3. Supports the management and administration of personnel, records, supplies, and other administrative concerns.
4. Undertakes evaluation, programming and prioritization of basic infrastructure projects for funding under Agrarian Reform Fund.
5. Endorses CARP infrastructure project, requirements to PARC for funding under ARF.
6. Provides technical support to the Social Reform Agenda through evaluation, packaging and monitoring of Local and Foreign Assisted SRA Projects.
7. Provides technical support to NLSF as member of TWG.
8. Provides technical support to Program Beneficiaries Development as a representative of PDMS to ARC Task Force, SRA concerns and other PBD activities.
9. Provides technical support to SZOPAD as member of the Technical Working group.
10. Coordinates with line agencies and other cooperating agencies of DAR ie: OP, NEDA, Congress, DBM, etc...

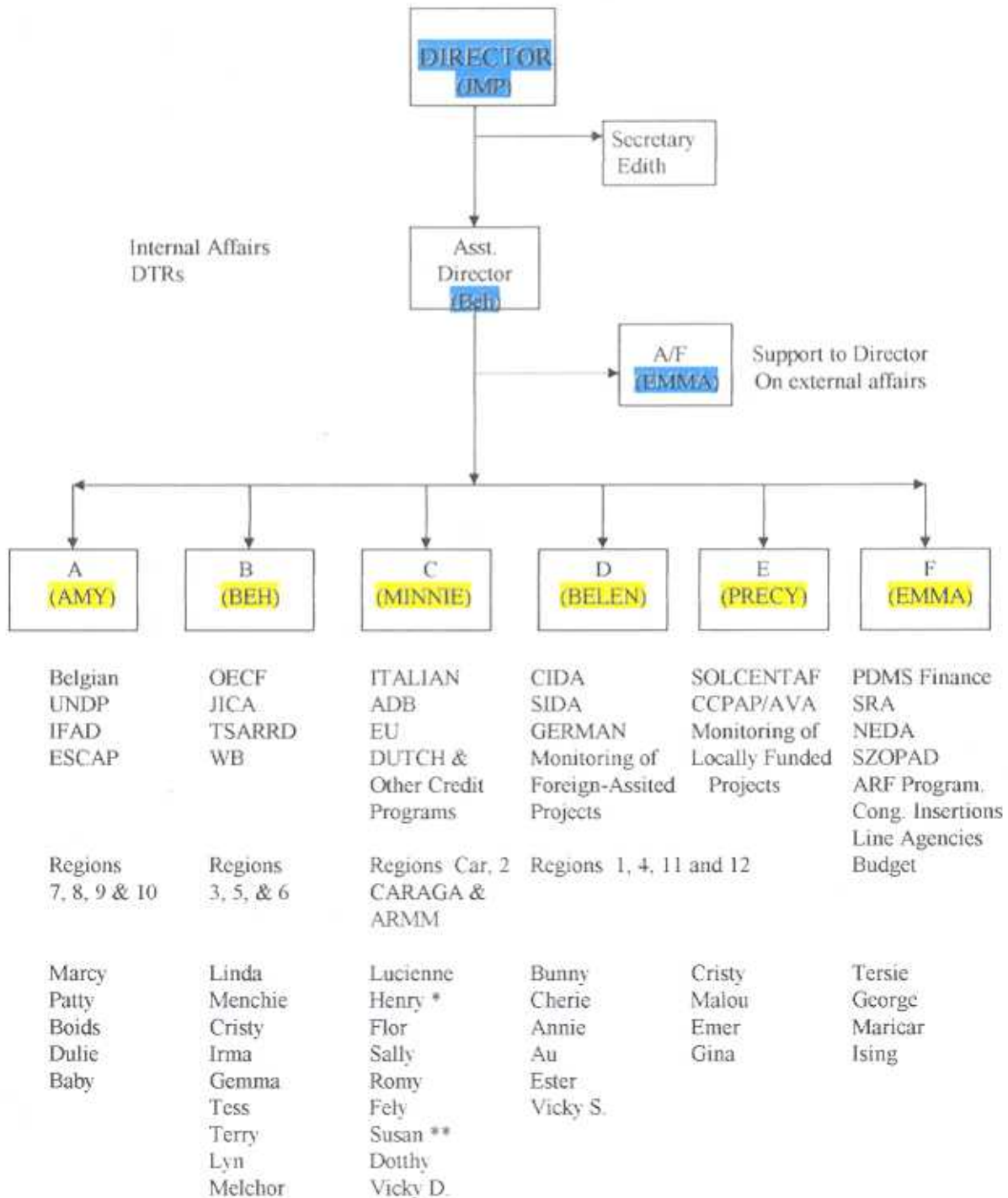
The restructured organization of PDMS shall operate until the Foreign Assisted Office has been established to house all Project Management Offices (PMOs).

This order shall supersede all previous issuances inconsistent herewith.

15th July 1997, Diliman, Quezon City.


ERNESTO D. CARILAO
Secretary

**PROJECT DEVELOPMENT
AND
MANAGEMENT STAFF**



* Part-time detailed with OECF-ARISP

** On call as staff support for SRA