



Republic of the Philippines  
**DEPARTMENT of AGRARIAN REFORM**

DAR Memorandum Circular No. 12:  
Series of 1995

TO : Rolando Ll. Querubin  
Assistant Secretary, FMAO  
  
Ruben Joel A. Puertollano  
Director-BALA  
  
Marietta T. Caugma  
Director III, Administrative Service

SUBJECT: Legal Information Service

It has been observed that DAR clientele had difficulties in securing copies of DAR Administrative Orders and other legal issuances due to the insufficiency of mimeographed copies readily available to the public. To ensure an effective and efficient rendition of legal services to the public, a steady supply of at least fifty (50) mimeographed copies of those frequently requested Administrative Orders and other DAR issuances, relevant Executive Orders and Circulars issued by the Office of the President, and the New Rules and Procedure of the DARAB, shall be available at any given time.

Towards this end, the Legal Information Counselling and Mediation Division (BALA) shall identify all relevant issuances for reproduction. The FMAO shall extend the necessary financial assistance for this project. The General Services Division (GSD) shall provide from time to time, adequate supplies/materials necessary for this project including the mimeographing of those identified issuances. Reproduced materials shall be maintained by the LICMD-BALA for dissemination to requesting clients, and a fee of One Peso (P1.00) per page shall be collected payable to DARCO



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Cashier subject to the existing Standard Operating Procedures (SOP) adopted in the manner of payment, to cover the cost of production. Exempted from the payment of fees are government agencies/instrumentalities including News Media.

For strict compliance.

05 July 1995.

  
ERNESTO D. GARILAO  
Secretary

LICMD:MCS:MVB:emc