

REPUBLIC OF THE PHILIPPINES

Department of Agrarian Reform
Elliptical Rd. , Diliman
Quezon City

Department of Environment
and Natural Resources
Visayas Avenue, Diliman
Quezon City

JOINT DAR-DENR
MEMORANDUM CIRCULAR NO. 24
SERIES OF 1995

TO : ALL CONCERNED OFFICIALS AND PERSONNEL
OF THE DAR AND DENR

SUBJECT : ADOPTING A COMMON DAR-DENR MONITORING REPORT
ON THE SURVEYS INSPECTION, VERIFICATION AND
APPROVAL UNDER AGRARIAN REFORM FUND

During the Joint DAR-DENR Conference held at DAR Central Office on 29 September 1995, all Regional Agrarian Reform Directors were requested to immediately submit an inventory of all survey returns which are still pending at the DENR Land Management Service (LMS).

In order to avoid discrepancies in the figures reported by the DAR and the DENR for this activity and in accordance with the agreement reached during the aforesaid conference, the attached form (DAR-DENR Form No. 1) is hereby prescribed which will be signed by concerned officials of both agencies. The cut-off period shall be at the end of each reporting month. The report shall be submitted to the DENR-CARP National Secretariat, Land Management Bureau on or before the 10th of the succeeding month, furnishing the Office of the Undersecretary for Operations, DAR a copy thereof.

Strict compliance is enjoined.

Diliman, Quezon City, 16 October 1995.


JOSE NOEL D. OLANO
Undersecretary
DAR


VIRGILIO Q. MARGELO
Undersecretary
DENR

**YEAR-TO-DATE ACCOMPLISHMENT REPORT
SURVEYS INSPECTION, VERIFICATION AND APPROVAL
UNDER AGRARIAN REFORM FUND (ARF)
AS OF _____, 1995**

REGION/PROVINCE	SOURCE	AS OF DEC 1994		RECEIVED SURVEY RETURNS (YEAR-TO-DATE)		TOTAL ON-HAND		VERIFIED DEFECTIVE AND RETURNED (YEAR-TO-DATE)		VERIFIED AND APPROVED (YEAR-TO-DATE)		ON-GOING VERIFICATION (ENDING BALANCE)	
		NO OF LOTS	AREA (HA)	NO OF LOTS	AREA (HA)	NO OF LOTS	AREA (HA)	NO OF LOTS	AREA (HA)	NO OF LOTS	AREA (HA)	NO OF LOTS	AREA (HA)
REGIONAL TOTAL	DAR DENR TOTAL												
PROVINCE 1	DAR DENR TOTAL												
PROVINCE 2	DAR DENR TOTAL												
PROVINCE 3	DAR DENR TOTAL												
PROVINCE 4	DAR DENR TOTAL												
PROVINCE 5	DAR DENR TOTAL												

Note: Submit together with this form the list of received survey returns with corresponding lots/hectarage as reported here

PREPARED BY: _____

DENR-LMS RTD/CHIEF, SURVEYS DIVISION

Date _____

DAR ARDO/CARPO OPERATIONS

Date _____

**YEAR-TO-DATE ACCOMPLISHMENT REPORT
SURVEYS INSPECTION, VERIFICATION, AND APPROVAL
UNDER AGRARIAN REFORM FUND (ARF)**

(Instructions on How to Accomplish the Form)

GENERAL:

1. Accomplish this form at the end of each month.
2. Cut-off period shall be at the end of each reporting month.
3. Submit this report to the DENR-CARP National Secretariat on or before the 10th of the succeeding month. Furnish the Office of the Undersecretary for Field Operations of the Department of Agrarian Reform a copy of the report.
4. Each report shall include the total accomplishments per region disaggregated by province.
5. A separate line shall be used to report on surveys performed/subcontracted by DENR and for surveys performed/subcontracted by DAR.

SPECIFIC:

COLUMN NAME	DESCRIPTION / INSTRUCTION
Region/Province	Indicate the region and the provinces included in the report.
Source	Shows where the survey returns that are received by the LMS came from. There are only two possible sources: one is from DENR while the other is from DAR. Under the line "Total", sum up the figures reflected for DENR and DAR.
As of Dec 1994	Indicate the total number of lots and total area covered by the survey returns that are pending at the LMS as of December 31, 1994. Express the area in hectares.
Received Survey Returns (Year-to- Date)	Indicate the total number of lots and total area covered by the survey returns that were received by the LMS starting January 1, 1995 up to the reporting month. Please attach a list of survey returns received with their corresponding number of lots and area expressed in hectares.
Total On-Hand	Indicate the total number of lots and total area that are being processed by the LMS as of the end of the reporting month. You may use the ff. formula in generating the figures: $\text{No. of Lots (Total On-Hand)} = \text{No. of Lots (As of Dec 1994)} + \text{No. of Lots (Received Survey Returns - Year to Date)}$ $\text{Area (Total On-Hand)} = \text{Area (as of Dec 1994)} + \text{Area (Received Survey Returns -Year to Date)}$

COLUMN NAME**DESCRIPTION / INSTRUCTION**

Verified, Defective,
and Returned
(Year-to-Date)

Indicate the total number of lots and total area of the defective survey returns returned to either DAR or DENR between January 1, 1995 and the reporting month.

Please attach a list of the survey returns that were returned to their sources with reasons why these are returned.

Verified and
Approved (Year-to-
Date)

Indicate the total number of lots and total area of the survey returns that were verified and approved by LMS starting January 1 up to the reporting month.

On-Going Verification
(Ending Balance)

Indicate the total number of survey returns being verified as of the end of the reporting month. You may use the ff. formula in generating this figure:

$$\text{On-Going Verification} = (\text{Total On-Hand}) - (\text{Verified, Defective, and Returned} + \text{Verified and Approved})$$