



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 16
Series of 1994

Subject : Implementation of Monitoring and Recording System

Organized and timely information are necessary for rational decision-making and effective implementation of the Comprehensive Agrarian Reform Program(CARP). To put in order the data-gathering and reporting, the new Monitoring and Recording System should be adopted by all offices of the Department.

This system prescribes the records that each functional unit should keep as well as the reports they should prepare periodically. Once fully operational, the M&R System should replace existing regular reports and minimize ad hoc reports.

Starting October 1994, all offices should use the new M & R forms. They should start the build-up of their respective databases immediately. Summary accomplishment reports should always be accompanied by update/transaction forms and databases.

All reports should be based on the actual accomplishments for the period. The uniform cut-off date for reporting accomplishments is the end of the month. The schedule of submission of reports is as follows:

<u>From</u>	<u>To</u>	<u>Schedule</u>
DARMO	DARPO	on or before the 5th day of the ensuing month
DARPO	DARRO	on or before the 10th day of the ensuing month
DARRO	DARCO	on or before the 15th day of the ensuing month

The Planning Division in DARRO and the Planning, Monitoring and Evaluation Unit in DARPO will be responsible in preparing the Summary Accomplishments Reports (Monthly, Quarterly, and Annual) based on the inputs provided by the other units. However, each functional unit will be responsible for the establishment, maintenance, and updating of their respective databases.

PAROs and Regional Directors are directed to supervise and provide the necessary resources in the full implementation of the Monitoring & Recording System.

For strict compliance.
September 22, 1994


ERNESTO D. GARILAO
Secretary