



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

DAR MEMORANDUM CIRCULAR NO. 19
Series of 1993

SUBJECT : POLICY/PROGRAM FRAMEWORK IN THE RECOGNITION AND INTEGRATION OF WOMEN IN DEVELOPMENT AND BUILDING MECHANISM IN THE IMPLEMENTATION OF A NON-BIAS GENDER CONSCIOUSNESS FOR CARP

I PREFATORY STATEMENT

In pursuance of the provision of the Constitution, Republic Act No. 6657, Republic Act No. 7192, Executive Order No. 348 and other related issuances, the Department of Agrarian Reform (DAR) issued Memorandum Circular No. 04, Series of 1992, providing the rules and regulations to build mechanisms to integrate women and pursue a non-bias gender consciousness for CARP implementation. While the said Memorandum Circular has laid down the necessary policy and program framework, there is a need to revise the existing rules and regulations to conform with the implementing rules and regulations of R. A. No. 7192, otherwise known as Women in Development and Nation Building Act.

II POLICY STATEMENT

1. Section 40 (5) of R. A. No. 6657 states that all qualified women members of the agricultural labor force must be granted and assured equal rights to ownership of the land, equal shares of the farms' produce, and representation in advisory or appropriate decision-making bodies.
2. The DAR shall ensure that women benefit equally and participate directly in the development programs and projects especially those funded under official foreign development assistance.

It shall likewise make explicit in its program/project proposals the recognition of women or women's organizations as beneficiaries, as consultative groups, as direct participants, as development catalysts, and as conduits, whenever feasible.

3. The DAR shall include the Department of Agrarian Reform Ladies Association (DARLA) as catalyst and partner of the DAR Focal Points in the integration of the non-bias gender consciousness planning for CARP implementation.

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4. A substantial portion of the official development assistance funds received from foreign governments and multi-lateral agencies and organizations shall be set aside and utilized by the DAR to support programs and activities that will empower women as agents for CARP implementation.

In the first year of implementation, at least five percent (5%) of funds received from foreign governments and multinational organizations are in support of programs/projects that include gender concerns in development. In the subsequent year, this shall be increased from 5 percent to 10-30 percent as the Department shall have increased opportunities to incorporate gender concerns in its on-going and new programs and projects in accordance with the provision of the implementing rules and regulations of Republic Act No. 7192.

The application of the required percentage allocation shall be on a cumulative basis, and not on a per project basis.

5. The DAR shall periodically review and revise all regulations, circulars, and other related issuances for purposes of removing all gender biases and including gender responsive programs/projects to the Comprehensive Agrarian Reform Program (CARP).
6. The participation and collaboration of Non-Governmental Organizations (NGOs) and Peoples Organizations (POs) shall be enjoined by all levels of the Department to attain the goals of this policy.

III STRENGTHENING OF WOMEN IN DEVELOPMENT (WID) FOCAL POINTS

Efforts shall be undertaken to strengthen the National Women in Development (WID) Focal Point in the DAR Central Office and field focal points in the regional and provincial offices. This is to ensure the implementation, monitoring, review and updating of programs and projects identified in accordance with the Implementing Rules and Regulations for Sections 2, 3 and 4 of R. A. No. 7192, as approved under National Economic Development Authority (NEDA) Board Resolution No. 835.

The WID Focal Points shall not be limited to women officials. It shall be composed of officials and technical staff members who will form a committee of various units of the Department. The committee members must be gender responsive, sensitive and have been exposed to gender responsive training and activities by NCREW in order to ensure the appropriate integration of women concerns in CARP.

IV COMPOSITION

a) National WID Focal Point

- Chairperson - Undersecretary, Planning and Policy Office (PPO)
- Vice-Chairperson - Director, Special Concerns Staff
- Member - 1 permanent representative from the Special Concerns Staff (SCS)
- Member - 1 permanent representative from the Office of the Secretary (OSEC)
- Member - 1 permanent representative from the Field Operations Group (FOG)
- Member - 1 permanent representative from the Policy and Strategic Research Service (PSRS)
- Member - 1 permanent representative from the Planning and Management Service (PMS)
- Member - 1 permanent representative from the Finance, Management and Administrative Office (FMAO)
- Member - 1 permanent representative from the Legal Affairs Office (LAO)
- Member - 1 permanent representative from the Bureau of Agrarian Reform Beneficiaries Development (BARED)
- Member - 1 permanent representative from the Bureau of Agrarian Reform Information and Education (BARIE)
- Member - 1 permanent representative from the Public Assistance Staff (PAS)
- Member - National President, Department of Agrarian Reform Ladies Association (DARLA)
- Member - 4 Representatives from Rural Women Organizations, NGO's and/or Associations (preferably agrarian reform beneficiaries) to be nominated by the groups and approved by the Secretary.
- Secretariat - One (1) Representative from the Planning Service and One (1) Representative from the Special Concerns Staff

b) Regional Focal Point

- Chairperson - Regional Director
- Vice Chairperson - Regional DARLA President
- Members - Five (5) Representatives from the various DAR Regional units to be designated by the Chairman of the Regional Focal Point

- 4 Representatives from Rural Women Organizations, NGOs and/or Associations within the Region (preferably agrarian reform beneficiaries) to be nominated by the groups and approved by the Regional Director.
- Secretariat
- One (1) Representative from the Planning Division and one (1) Representative from the Support Services Division

c) Provincial Focal Point

- Chairperson - Provincial Agrarian Reform Officer
- Vice Chairperson - Provincial DARLA President
- Member - Three (3) Representatives from the various units to be designated by the Chairman of the Provincial Focal Point
- 4 Representatives from Rural Women Organizations, NGOs and/or Associations within the Province (preferably agrarian reform beneficiaries) to be nominated by the groups and approved by the Provincial Agrarian Reform Officer

- d) The MARO shall establish a Women in Development (WID) Focal Point Desk under his/her office. The MARO shall automatically head the WID Focal Point Desk with an action officer to be designated from among his/her technical staff.

V FUNCTIONS/DUTIES/RESPONSIBILITIES

- a) National WID Focal Point Committee (DAR Central Office) shall:
1. Serve as an advisory body on matters concerning gender issues and the implementation of the gender and development (GAD) program. It shall also conduct appropriate interventions that shall ensure and sustain the DAR management's critical consciousness and support to the program, including the regular submission of semestral reports on the progress of its activities relative to the Department's compliance to R.A. No. 7192;
 2. Coordinate the conduct of detailed assessments of the Department's current policies, strategies and programs with reference to the identified priority needs or concerns of women in the agrarian reform sector;

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3. Initiate the evaluation of the current set of indicators and statistics on women in the agrarian reform sector, and accordingly, coordinate the formulation of a comprehensive plan for a gender responsive data management system;
4. Catalyze the Department's gender responsive planning and programming and ensure that pertinent guidelines shall cover the gender concerns in the development process of CARP;
5. Generate adequate and relevant statistics, illustrating the status of women in the Department. It shall also initiate the evaluation of the impact on women of the Department's policies, rules and practices on hiring, promotion, training, and administration of benefits in coordination with the Civil Service Commission (CSC). Likewise, it shall spearhead the development of career development programs, initiate the setting up of appropriate mechanisms and support systems, and identify qualified employees within the Department who shall work with the CSC Equality Advocates to assist women employees who are encountering problems of sexual harassment and discrimination;
6. Ensure that WID Focal Point activities are effectively implemented and that support to the Women's programs have been integrated in the overall budgetary requirement of the CARP Medium Term Development Plan (MTDP);
7. Formulate and develop standard operating procedures (SOP) to be adopted by the WID Focal Point network of the Department in the integration of a gender responsive development approach to CARP which shall stress strong linkages and partnership with DARLA, NGOs/POs and Agrarian Reform Cooperatives (ARCs) who have pertinent agenda;
8. Coordinate and monitor the operationalization of the guidelines and related undertakings at the field levels;
9. Directly liaise with NEDA and the National Commission on the Role of Filipino Women (NCRFW) on matters pertaining to R.A. No. 7192 and its Implementing Rules and Regulations (IRR); and
10. Continue to address concerns of three primary sub-sectors namely, the internal management; the women constituency; and the women employees of the Department per E.O. No. 348.

b. Regional WID Focal Point

It shall initiate and supervise:

1. The preparation of a comprehensive gender consciousness program that is in consonance with the national policies and issuances for women and the National WID Focal Point Committee implementing rules and regulations within the context of CARP;
2. The development of appropriate management systems/strategies and conduct of massive information dissemination on various concerns affecting gender consciousness issues, women empowerment, etc.;
3. The consolidation and submission of proposed annual budgetary requirements of the women program to ensure effective implementation of all Focal Point planned activities in the region and its integration in the budgetary support requirement of the Regional MDP on CARP;
4. The monitoring, assessment and review of plans/programs/projects initiated and implemented in the provincial/municipal Focal Points;
5. Effective linkages with local NGOs and GOs and other government offices to enhance/accelerate project/program implementation within their respective coverage;
6. Validation of PARO reports for consolidation and preparation of progress reports;
7. Timely submission of required reports and feedback of progress status to the WID National Focal Point; and
8. Collaborative efforts with WID National Focal Point on all matters related to the implementation of gender conscious raising program/projects and activities.

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c) Provincial WID Focal Point

The Provincial Focal Point shall implement programs/projects/activities to mobilize women in the implementation of CARP within their respective coverage. Specifically, it shall:

1. Prioritize and address in their respective geographical jurisdiction, issues, gaps, problems, related to women's concerns and the improvement of their well-being. These effort shall be geared toward developing women's productivity and ensuring their direct participation in development programs/projects for CARP;
2. Conduct massive information dissemination on various concerns affecting gender-consciousness issues in consonance with the WID Focal Point national thrust;
3. Monitor and provide technical back up support on plans, programs and projects initiated and implemented at the Municipal level;
4. Integrate gender concerns in the overall Provincial Agrarian Reform Office CARP Plan as well as in the budgetary requirement of programs/projects on women to ensure effective operationalization of the provincial WID budget for focal point activities in the area and furnish the Regional and National WID Focal Points;
5. Prepare reports for submission to the Regional Focal Point; and
6. Maintain linkages with GOs and NGOs on gender related project/program implementation within the area.

d) MARO Focal Point Desk

It shall be responsible for:

1. Data gathering and identification of gender-related issues and concerns in the area, and submission of the same to the provincial office;
2. Mobilizing CARP Women beneficiaries in the identification of plans and the prioritization of programs/projects which will respond to their needs;
3. Providing periodic feedback to the Provincial Focal Point on matters related to the programs/projects integrating women participation in the total implementation of CARP. As such it

shall prepare and submit regular progress reports using prescribed formats, as well as special reports whenever needed; and

4. Performing such other activities as may be required by the Regional/Provincial Focal Points, as the case may be.

VII SUBMISSION OF COMPLIANCE REPORT

The DAR National WID Focal Point shall submit their compliance report to Congress every six (6) months upon effectivity of the Implementing Rules and Regulations of R.A. No. 7192. It must also furnish copies of the Compliance Reports to the National Commission on the Role of Filipino Women (NCRFW) for consolidation in the Special Cabinet Report on Women to the Office of the President and to the National Economic Development Authority (NEDA) and the Philippine Development Report (PDR).

The Compliance Report must reflect the activities of the central and field focal points. The first semestral report shall be due on or before the third week of August and the second semester report on or before the third week of February.

VIII BUDGETARY SUPPORT

The funding for the activities embodied in these guidelines shall be drawn from the regular budget of the Department. In cases where some critical activities cannot be funded from the regular budget, the same shall be sourced from supplemental budgetary requests.

IX EFFECTIVITY

This Memorandum Circular shall take effect ten (10) days after its publication in two (2) national newspapers of general circulation.

All other orders, circulars, rules and regulations inconsistent herewith are hereby revoked, amended or modified, as the case may be.

Diliman, Quezon City, December 27, 1993.


ERNESTO D. GARILAO
Secretary

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