



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

Department Memorandum Circular No. 04
Series of 1992

Subject: Defining the Department of Agrarian Reform Policy/Program Framework in the Recognition of the Role of Women on Development and in Addressing Their Concerns: Implementing Rules and Regulations to Build Mechanisms to Integrate Women and Pursue a Non-Bias Gender Consciousness Implementation for CARP

Prefatory Statements

Whereas, the 1987 Constitution (Article 11, Section No.14) states that "the state recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men;"

Whereas, in line with the United Nations General Assembly Resolution, President Corazon C. Aquino issued Proclamation Order No. 224, dated 01 March 1988 declaring first week of March and every year thereafter as "Women's Rights and International Peace Day." Likewise, on March 17, 1988, she issued Proclamation No. 227 proclaiming the month of March as "Women's Role in History Month;" that in these two measures, the President calls upon the Filipino people to remember the countless recorded and unrecorded ways that Filipino women of every class, religion and ethnic class have contributed to the economic, political and social spheres of the nation by constituting a significant portion of the labor force working inside and outside of the home;

Whereas, in the concerted efforts of government agencies and government controlled/funded entities through the leadership of the National Commission on the Role of Filipino Women (NCRF) and National Economic Development Authority (NEDA), the first medium term Philippine Development Plan on Women ((PDPW), 1989 to 1992 was formulated which was the blueprint to summarily address women's integration in national development and which serves as an integral plan of the medium term-National Development Plan;

Whereas, Executive Order No. 348 dated 17 February 1989 approved and adopted the PDPW 1989-1992 and mandated the NCRFW in coordination with NEDA to monitor the implementation of the PDPW including its assessment and updating and enjoined the creation of appropriate focal points for women's concerns or any instrumentality of the government, government owned or controlled corporation to ensure the implementation, monitoring, review and updating of programs and projects identified for each sector.

Whereas, NCRFW issued Memorandum Order No. 89-1 dated April 21, 1989, addressing all government entities to define the general implementing guidelines for Executive Order No. 348 and mandated to create in their respective agencies Focal Points or other institutional mechanisms for women's concerns;

Whereas, Republic Act. No. 7192, is an Act promoting the integration of women's role as full and equal partners of men in development and nation building and reiterates in the policy of the state recognizing the role of women in nation building. and providing women rights and opportunities equal to that of men;

Wherefore the Department of Agrarian Reform (DAR) as a participant agency in the drafting, formulation, review and finalization of the first medium term Philippine Development Plan for Women (PDPW) for 1989 to 1992, wherein the sectoral plan of the Department has been integrated with other sectoral development plans, and updated annually based on aforesaid legal premises is mandated to pursue full implementation of the agency program to empower women in the agrarian reform sector and integrate equality through non-bias gender responsive planning and decision-making.

Section 1 - Declaration of Policy

The policy of the Department on women in the agrarian reform sector hinges on the provision of Republic Act No. 6657 (Chapter X, Sec. 40 No. 5) which states that "all qualified women members of the agricultural labor force must be guaranteed and assured equal rights to ownership of the land, equal share of the farm produce and representation in advisory or appropriate decision-making bodies." Likewise, it shall address concerns of women employees for equal access for career growth and development opportunities, and for them to have direct participation in Women Empowerment for CARP.

Section 2 - Ways to attain the foregoing policy

1. All offices, bureaus, services, units in the Central and Agrarian Reform Field Offices (Regional Provincial and Municipal) shall encourage womens' full participation and direct involvement of women employees in program/projects and activities that will enhance and accelerate CARP implementation, and at the same time, promote their well-being. This can be done by addressing their concerns and preventing any discrimination in personnel administration policies/practices against women employees that may adversely affect career and employee development, ensure equality of access to employee development opportunities, and eliminate acts that hamper their participation in program/projects/activities designed to empower CARP women beneficiaries/dependents.
2. All offices, bureaus, services and units in the Central and Agrarian Reform Field Offices (RARO, PARO, MARO) shall collaborate efforts to review, plan and implement program/projects that will ensure full participation and involvement of CARP women beneficiaries/dependents integrate

women's activities on CARP to address their concerns, and that they equally avail of CARP development program/projects and support services as well as enjoy the benefits derived therefrom;

3. The Department shall ensure the review and revision of all regulations, circulars, issuance and procedures to remove, prevent, and control all gender biases therein and mainstream responsive program/projects for CARP;
4. A proportionately equal percentage of official development assistance funds from foreign government and multi-lateral agencies and organizations, as well as from the regular department's budget, shall be set aside to support program/projects and activities that will empower women as partners for CARP implementation.
5. NGO participation and collaboration shall be enjoined by all levels of the Department to attain the goals of this policy.

Section 3 - The Mandate

With the mandate of the Constitution, RA 6657, RA 7192, EO 348 and other related legislations, orders, memoranda and circulars, the designated structure of the Department to address the role of women in development and nation-building, shall ensure the implementation, review, and updating of the agrarian reform sectoral program/projects, integrated in the PDPW and develop mechanisms, systems and strategies for planning, prioritizing implementation, assessment, gender disaggregated data resource building and keeping that will mainstream and fully integrate the role of women in CARP as envisioned in the declaration of policy.

Section 4 - Responsible Lead Office and Its Field Focal Points

- 4.1. Pursuant to Memorandum Order No. 10 Series of 1989, the Special Concerns Staff, Office of the Secretary shall take the lead in pursuing the mandate of the Department to address the role of women in development and nation building in close collaboration with the field focal points (Regional/Provincial/Municipal);
- 4.2. The Women in Development (WID) National Focal Point, with the National Technical Committee shall serve as the Department's arm to continue its role in ensuring the full implementation and monitoring of the Agrarian Reform Sector program/projects as integrated in the Philippine Development Plan for Women (PDPW) and Republic Act 7192;
- 4.3. The Focal Points and National Technical Steering Committee shall serve continuously in pioneering and enhancing the mobilization of women to participate in the effective implementation of the Philippine Development Plan for Women and Republic Act 7192 through non-bias gender consciousness

in the implementation of CARP;

Section 5 - The DAR Focal Points Structure and Its Composition

5.1. Structure - The DAR Interim WID Focal Point structure with the National Technical Steering Committee serving as its collective arm for integrated planning and decision making for non-bias gender consciousness in CARP, shall be strengthened. To this end, it shall pursue the agreements during the series of workshops held to assess the existing focal points conducted in collaboration with NCRFW.

Composition

National WID Focal Point
Chairman - Director/Asst. Director, Special Concern
Staff
Secretariat- To be designated by SCS

To enhance the role of the interim WID Focal Point, it shall have as its integral part the National Technical Steering and Working Committee composed of representative of various offices/units of the department and a Secretariat to be designated by the Special Concerns Office.

The National Technical Steering Committee and Working Committee shall be institutionalized to continue as integral part of the WID National Focal Point to strengthen its role by serving as its technical arm and advisory body to the Secretary. Towards this end, it shall work hand in hand with the National WID Focal Point and for purposes of continuity, it shall maintain the core members of its original composition who pioneered in the planning and implementation of the agrarian sector of the first PDPW 1989-1992; For new members, they shall be guided by the following new composition of the NTSWC and the office required to designate a permanent official representative:

National Technical Steering/Working Committee

Chairman - Special Concerns Office (Director/Asst. Director)

Members - 1 permanent representative from BARIE
- 1 permanent representative from BARBD
- 1 permanent representative from Policy
Strategic Research Service
- 1 permanent representative from MIS
- 1 permanent representative from Planning
- 1 permanent representative from FOG
- 1 permanent representative from SCS
- National President of DARLA

Secretariat

- 3 representatives from SCS to be designated by the Chairman of the NTSWC of the National WID Focal Point on Women of the Department.

(Core members of the original NTSC shall be maintained.)

- 5.2. Field WID Focal Points - all regional and provincial offices shall have each a Regional WID Focal Point with the following composition:

Regional Focal Points

Chairman : Regional Director

Vice Chairman: DARLA President

Members :

- CARPO for Planning or permanent designated representative
- CARPO for Operations or permanent designated representative
- Chief Legal Division or permanent designated representative
- CARPO for Project Development and Implementation
- CARPO for Information and Education
- Administrative Officer V or permanent designated representative

Secretariat : Representative from SSO
Representative from Adm. Service

Provincial Focal Point

Chairman : Provincial Agrarian Reform Officer

Vice Chairman: Provincial DARLA President

Members : CARPO Operations or a permanent designated representative

The Municipal Agrarian Reform Office

The PARO shall reacquire the MARO to establish Women in Development Focal Point Desk under his/her Office. The MARO shall automatically be the lead of the WID Focal Point Desk with an action officer to be designated from among his/her technical staff.

Section 6 - Functions/Duties/Responsibilities

The WID Focal Points at all levels shall ensure continuity and updating of the Department's development plans integrated in the Philippine Development Plan for Women (PDPW), through non-gender bias and responsive policies, programs/projects and development of strategies to institutionalize equality of opportunities on CARP implementation.

a. WID Focal Point

The National WID Focal Point is the Central Unit which shall:

1. Direct and initiate the field focal points (Regional/Provincial/Municipal) in the effective advocacy raising and implementation of a non-bias gender consciousness plans and programs of the Department upon recommendation and approval of the National Technical Steering Working Committee. To this end, it shall provide the proper venue for the NTSWC to discuss plans and develop schemes for the preparation of the agrarian reform plan and for updates required by NCRFW for the PDPW.
2. Monitor and assess the plans/programs/projects of the field focal points network through the NTSWC who shall provide the criteria and operating guidelines in reviewing and integrating this, ensuring timely submission of necessary reports pertinent to the WID Focal Points Sectoral Plan in Agrarian Reform.
3. Prepare and submit the final annual budgetary requirements after review and approval by the NTSWC that will ensure the effective implementation of women activities and to have equal allocation of proportionate percentage on foreign assistance, grants and funds set aside as Agrarian Reform Funds for research and development.
4. Coordinate with the National Commission on the Role of the Filipino Women (NCRFW) including GOs and NGOs re: preparation of the Department's program to be integrated to the Philippine Development Plan for Women (PDPW) and provide direction to the NTS/WC for their planning and decision making purposes.
5. Conduct annual review of the agrarian reform sector program, hand in hand with NTS/WC:
 - to update it for integration to the PDPW;
 - to determine the needs of reformulation;
 - modification or development of alternative to make them more sensitive and responsive to women's particular situation and need;

- to develop a responsive sex disaggregated data resource base as indicators for planning and assessment and training needs for women in the sector; and
- to provide timely recommendations to accelerate and fully enhance a non-bias gender consciousness-responsive implementation for CARP.

6. Be directly responsible to the highest official of the Department in reporting the progress of activities/programs/projects, its needs and requirements upon endorsement and approval of the National Technical Steering Working Committee.

B. Function of the National Technical Steering Committee

1. The National Technical Steering Working Committee shall primarily be the advisory and policy formulating body as well as the technical arm in planning and decision-making for the implementation of agrarian reform sector plan of the PDPW and other activities related to address concerns of women within DAR.
2. It shall be the technical back-up support to the WID Focal Point in addressing women's concern and as such it shall:
 - identify priorities, issues, concerns and policy/program gaps with gender implications;
 - develop systems, schemes and strategies to achieve a total integrated approach to gender consciousness planning and decision making for CARP;
 - it shall recommend approaches to deliverate on women issues, concerns.
3. It shall develop within a democratic process and consultation criteria standard operating procedures and guidelines to be adopted by all DAR WID Focal Points in the integration of gender responsive development approach to CARP.
4. It shall conduct in support to the WID Focal Point gender related advocacy activities for planning and decision making to ensure their effective implementation and integration in CARP.
5. It shall provide the WID Focal Points with measures and recommendations to develop resource capabilities in terms of planning, building of gender data resource, research and training for implementors and beneficiaries on gender related programs/activities.

6. It shall be responsive in endorsing/recommending whatever agreement that has been arrived at through the consensus of the Committee.

C. Regional WID Focal Point

The Regional Focal Point shall initiate and supervise:

1. The preparation of a comprehensive gender consciousness program that is in consonance to national policies and issuances for women;
2. The development of appropriate management systems/strategies and conduct massive information dissemination, on various concerns affecting gender consciousness issues, women empowerment, etc.;
3. The preparation and submission of annual budgetary requirements to ensure effective implementation of all focal point activities in the region;
4. The monitoring, assessment and review of plans/programs/projects initiated and implemented in the provincial/municipal focal points;
5. To ensure 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.
8. Collaborate efforts with WID National Focal Point on all matters related to the implementation of gender conscious raising program/projects and activities.

D. Provincial WID Focal Point

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

1. Prioritize in their respective geographical jurisdiction issues, gaps, problems to address concerns of women to improve their well-being by developing their productivity and ensuring their direct participation in development program/projects for CARP;

2. Conduct massive information dissemination on various concerns affecting gender-consciousness issues and see to it that it synchronizes with the WID Focal Point National thrust;
3. Monitor and provide technical related back up support on plans, programs and projects initiated and implemented at the Municipal level;
4. Integrate in to the overall Provincial Agrarian Reform Office CARP Plan the budgetary requirement of program/projects on woman to ensure effective operationalization through equal allocation of budget for focal point activities in the area;
5. Prepare reports for timely submission to the Regional Focal Point; and
6. Maintain linkages with GOs and NGOs re: gender related project/program implementation within the area.

E. MARO Focal Point Desk

The MARO Focal Point Desk shall be responsible for:

1. Data gathering and identification of gender-related issues and concerns in the area and to submit the same to the provincial office;
2. Mobilizing CARP Women beneficiaries, to identify plan, and prioritize programs/projects which will respond to their needs, and provide them guidance based on the Provincial Focal Point directions.
3. Performing such other activities as may be required by the Regional/Provincial Focal Points, as the case maybe.
4. Provide periodic feedback to the Provincial Focal Point on matters related to the program/projects integrating women participation in the total implementation of CARP. As such it shall prepare and submit regular progress reports using prescribed format as well as special reports whenever needed.

Section 7 Standard Operating Rules and Regulations

All DAR offices/units shall integrate women concerns in land distribution and/or non-land distribution programs and policies and in all other key components of the agrarian reform program including the delivery of support services, that will be aligned with the Department WID Focal Point policy, program priorities and objectives such as:

- 7.1.a Identify, prioritize issues/concerns of women employees and program beneficiaries, establish sex disaggregated

data resource base as inputs to National WID Focal Points in building measurement indicators for planning and assessment purposes;

- 7.1.b Mobilize organized beneficiaries group and initiate activities and empower them to become productive through equal access to income generating projects and other opportunities;
- 7.1.c Develop the capabilities of women to enable them to actively participate in planning, implementation, management, monitoring and evaluation of CARP program/projects;
- 7.1.d Enhance the capacity of women to act and to enter into contracts and equal access to membership in committees, association and other development councils to implement CARP. To this end the full implementation of the provision of E.A. 7192 and other related laws shall be enjoined.

7.2 Program Project Implementation

- 7.2.a The focal point shall coordinate with the appropriate bodies implementation of programs and projects as contained in Section 6 of this document;
- 7.2.b The focal point shall formulate a yearly action plan toward full implementation of PDPW; and
- 7.2.c The focal point shall encourage GO-NGO collaboration for effective implementation of programs and projects.

7.3 Program Project Monitoring

- 7.3.a The focal point shall recommend an appropriate mechanism that will facilitate of timely delivery of relevant data and information;
- 7.3.b It shall develop and prescribe monitoring and feedback mechanism that will ensure timely recommendations and interventions for problems encountered in the process; and
- 7.3.c All focal points shall submit quarterly accomplishment report using the prescribed format.

7.4 Program Assessment

- 7.4.a The assessment of regional focal point accomplishment shall be integrated in the regular assessment of the major program activities of CARP; and

- 7.4.b An annual assessment and planning of activities shall be conducted jointly by NCRFW.

Section 8 - PDPW Financing and Budgetary System

- 8.1 For the implementation of PDPW-Agrarian Sector, initial funding support for projects and activities may be drawn from two major sources: (1) from internal source - CARP Fund 158 under Support Services, and (2) external from the Official Development Assistant Fund. GAA (Fund 101)
For the subsequent PDPW medium-term plan, budgetary requirements for regular project activities under the Agrarian Sector shall be programmed for yearly inclusion in the General Appropriations Act; and the ODA shall be sourced for supplemental funding for special projects, either through loans or grants, as the case may be.
- 8.2 All current operating expenditures for projects and activities under PDPW - Agrarian Sector shall be programmed under CARP Fund 101 and shall be given a separate account number.
- a. In the preparation of Annual Budget, each region or unit shall determine their respective Budgetary requirements and shall conform with the DAR Annual Work Program. The Work and Financial Plans of PDPW at the provincial levels shall be incorporated in the Regional Work and Financial Plan and shall be prepared in accordance with the National Budget Guidelines.
 - b. Authorized budget for PDPW activities cannot be programmed for other programs or projects.
- 8.3 For capital outlay allocation which are being used to finance support programs and activities for women, the funds shall be drawn from the Official Development Assistance Fund (ODA) received from foreign governments, multilateral agencies and organizations. (The National Economic and Development Authority (NEDA) shall ensure that programs and projects for women as recipients in foreign aids, grants and loans, shall be accorded priority).
- 8.4 Project proposals from the different organized Rural Women Groups in identified areas, and are recommended by the provincial level and project implementing units shall be endorsed by the DAR WID Regional Focal Point and the National Focal Point. These shall be submitted to the National Commission on the Role of Filipino Women (NCRFW). The NCRFW shall integrate these proposals by Sector or Cluster and transmit these Women Project Proposals for funding support from ODA Funds.

Section 9 - National-Local Relationship of WID Focal Points and Linkages

- a. The WID FP/structure designated by DAR shall be DARs official link with the National Commission on the Role of Filipino Women (NCRFW) on all matters related to the program/activities of women in Development in the Agrarian Reform Section (DPW DARS).
- b. The WID FP shall develop for the Department through the National Technical Steering/Working Committee, plans/program on women in coordination and consultation with FPs of regional PARO, FPs, as well as ensure that this is integrated to the DAR medium Term Development Plan for Congressional Approval and Allocation by DEM.
- c. The Regional/PARO Focal Point shall prepare and submit their respective program/projects and corresponding budgetary financial requirement and ensure that it is integrated to their offices' medium term development plan for the period. It shall develop program/projects aligned and in coordination with the National WID FP general directives and advice. It will ensure:
 1. The identification/preparation of women's concerns issues and problem of respective coverage;
 2. Effective implementation of sectoral plan for Women as integrated in the PDPW, appropriate system/strategies for planning, implementation, monitoring and assessment of its related program/projects;
 3. The preparation and submission of Quarterly reports and other Special Reports that may be required by WID FP of the Department;
 4. The attendance and participation in national and local activities related to women for the enhancement of their role in development and nation building;
 5. The participation of Women FBs in CARP planning and decision-making bodies in all levels of CITs to ensure a non-gender bias participation and equal opportunities/access of women in projects and benefits;
 6. The establishment of linkages with local and national GOs and NGOs to strengthen and enhance the effective implementation of the DAR Development Program Women Agrarian Reform Sector (DDPWARS);
 7. Close coordination with the national WID FP of the Department in matters of:
 - a. establishing sex-disaggregated resource data base of

the agrarian reform sector.

- b. formulating of indicators that will measure gender consciousness as reliable basis for gauging and enhancing women productivity and capability.
- c. improving the capability of DAR women employees and CARP beneficiaries through trainings.

Section 10 Institutionalizing the DAR Ladies Association (DARLA)

- a. In order to institutionalize the DAR Ladies Association as a catalyst and partner of DAR-FP in the integration of the non-bias gender consciousness planning for CARP implementation all women officials and employees are required to be members of the DARLA;
- b. All units, bureaus, offices of the Department shall see to it that women employees are allowed to join and participate in DARLA activities which will link their major functions to the program/projects to empower women in CARP implementation.
- c. All participation in DARLA activities shall be extended equal financial support under approved budget for the purpose, subject to accounting rules and regulations.
- d. Regional/PARO FP and DARLA shall work in close collaboration in formulating schemes and approaches that will enhance rural women's productivity and empowerment;
- e. DARLA shall be registered at the SEC as the recognized partner of DAR FP in the implementation of CARP program/projects.
- f. An incentive scheme shall be integrated into the existing incentives and awards systems of the Department for outstanding participation/involvement of women FBs and DAR ladies in DAR program/projects.

Section 11 - Compliance Report

Within two (2) months from the effectivity of this SOP and every quarter thereafter, all bureaus, units, offices at the Central, Regional, PARO, MARO offices of DAR, shall submit a report to the Secretary through the WID Focal Points, on their compliance with the SOP.

Section 12 - Effectivity Clause

All Orders, Administrative Issuances, guidelines inconsistent herewith are hereby repealed. This Administrative Order takes effect immediately.

Approved this day of 27th August 1992.

Diliman, Quezon City.

Recommending Approval:

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