



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

DAR Memorandum Circular  
No. 08  
Series of 1991

**SUBJECT: DAR Integrated Subject-Alphabetic Records Classification Scheme**

For the guidance of all concerned, the attached Integrated Alphabetic Records Classification Scheme is hereby adopted in all offices of the Department of Agrarian Reform, from the Central Office down to the municipal office.

The scheme will serve as an index in filing, maintaining, and expeditious retrieval of records for decision makers, implementors and researchers. Moreover, it provides a basis for the creation, revision, retention and disposition of DAR records.

All offices concerned shall set up their respective cut-off dates for adopting this scheme which should be not later than November 15, 1991.

Diliman, Quezon City, October 1, 1991.

  
BENJAMIN T. LEONG  
Secretary

ADMINISTRATIVE

CIVIL SECURITY

-Classified Matters

- .Confidential
- .Restricted
- .Secret
- .Top Secret

-Physical Security

-Fire (Security) Safety

- .Fire Brigade/Team
- .Fire Drills
- .Fire Fighting Equipment
- .Fire Plan

-Movement Control

- .Personnel Identification and Movement
- .Vehicles
- .Visitor

-Security Guard System

-Security Clearance

- .Intelligence and Security Unit (ISU)
- .National Intelligence Coordinating Agency (NICA)
- .Other

-Security Investigation

- .Complaint Investigation
- .Physical Security Investigation
- .Special Investigation

DIRECTIVES/ISSUANCES

-Circulars

.General

.Letters

.Memoranda

.Office

-Memo of Agreement

-Office Memoranda

.Standard Operating Procedure

.Memo Numbered

.Memo Unnumbered

-Orders

.Administrative

.Department

.Executive

.General

.Inter-agency (Joint-order)

.Memoranda

.Office

-Presidential Issuances

FINANCE

-Accounting

.Funds

.Property

-Allotment (101/158)

.Advice NST of Cash Allocation from DEM

.Reprogramming/Realignment

.Request (Letter)

.Sub-allotment from Central Office to Regional Offices

-Allowances (101/158)

.Honoraria

.Incentives

.Miscellaneous

.Representation/Transportation

.Risk/Hazard

-Appropriations

.Annual

.Deficiency

.General

.Special

.Supplemental

-Budgeting

.Advice of Allotments

.Request for Obligations of Allotment (ROA)

.Allocations of Funds

.Budget Estimates

.Budget Proposals

.Justification

.Special

-Budget Policy

.Five Year Fiscal Plan

.Plan of Work and Request for Allotment

.Personnel Service Itemization

.Report of Operations

-Internal Audit (Financial)

-Bond

.Application

.Bidder

.Cancellation

.Fidelity

.Performance

-Financial

#### MANAGEMENT

-Organization and Functions

-Charts

.Flow

.Functional

.Organizational

.Personnel

-Delegation of Authority

-Functions

-Job Descriptions

-Organizational Survey

-Policies

.Audit

.Discipline

-Systems and Procedures

.Cost Reduction

- .Form Analysis
- .Manpower Requirement
  - .Central Office
  - .Field Office
- .Records Management
- .Work Simplification
- Manuals and Codes
  - .Administrative
  - .Operations
  - .Personnel
  - .Records Management
  - .Standard Operating Procedures
- Management Audit

#### PERSONNEL TRANSACTIONS

- Appointments
  - .Casuals
  - .Original
  - .Promotion
  - .Renewal
  - .Temporary
- Leaves
  - .Maternity
  - .Monetization
  - .Sick
  - .Study
  - .Vacation
- Merit Increase

-Retirement,

.Republic Act 1616

.Republic Act 1146

.Republic Act 580

.Early Retirement Plan (ERP)

-Salary (Payrolls/Vouchers)

.Fund 101

.Fund 158

-Step Increment

CAREER AND HUMAN RESOURCE DEVELOPMENT

-Employees Benefits

.Commutation of Accumulated Leave

.Monetization of Leave Credits

.Retirement Gratuity

.Terminal Leave

.Workmen's Compensation

-Performance Evaluation System

-Personnel Records

.201 files- Individual Personnel Records

.202 files- Leave Credit

-Policies in Promotion and Selection

-Position Description Form

-Qualifications Standards

-Ranking of Positions

-Scholarship

-Foreign

.Short Term- if the duration of the training is less than 3 months.

.Long Term - if the duration of the training is more than 3 months.

-Local

.Short Term- if the duration of the training is less than 3 months.

.Long Term - if the duration of the training is more than 3 months.

-Training Operations

.Evaluation

.Modules

.Participants

.Resource Speakers

.Training Design

PUBLIC INFORMATION AND BENEFICIARIES EDUCATION

-Information Dissemination

.Contract

.Interviews

.News Clippings

.Press Releases

.Radio Broadcast

-Program and Schedule

-Evaluation

.Pre-Training

.Post Training

.Session Coordination



- Examination/Test
- Invitation (Special Order) Participants
- Invitation - Resource Speakers
- Syllabus
- Training Development (Beneficiaries)
  - Training Calendar
  - Training Needs
  - Training Survey

#### SUPPLY AND PROPERTY MANAGEMENT

- Building and Grounds
  - .Janitorial
  - .Rentals
  - .Repair and Maintenance
  - .Security
- Communications
  - .Radio
  - .Telegram
  - .Telephone
- Inventory/Supplies Adjustment Sheet (SAS)
- Issuances (Supplies and Equipment)
  - .Ledger Cards
  - .Material Receipt (MR)
  - .Requisition Issue Voucher
- Motor Pool
  - .Individual Insurance/Registration
  - .Pool Products

.Repair of Individual Vehicle

.Trip Tickets

-Procurement

.Abstracts

.Bids/Quotation

.Disbursement Vouchers

.Purchase/Job/Letter Orders

.Requisitions

-Relief of Accountabilities

.Inventory Inspection Report (IIR)

.Inventory Receipt

.Journal Voucher

.Waste Material Report

-Repair of Office Equipment

-Reproduction Printing

.Request for Printing

-Shipment

.Bill of Lading

## OPERATIONS

### LAND ACQUISITION

#### -Acquisition

##### -Private Land (Gen. Folder by Province)

.Deed of Sale

.Deed of Transfer

.Compulsory Acquisition

.Voluntary Offer to Sell

.Voluntary Land Transfer/Direct Payment (VLT/DP)

.Investigation Report

##### -Public Land (Gen. Folder by Province)

.Feasibility Study

.Investigation Report

.Petition

.Proclamation

#### -Appraisal and Valuation (Gen. Folder by Province)

-Commercial and Industrial

-Improvements covered by Land Transfer Action

-Outside LEP Financing (Stock Option)

-Residential, Commercial and Industrial Lots

-Townsite in Settlements and Landed Estates

#### -Landowner Compensation (Gen. folder by Province)

-Direct Payment Scheme

-Land Swapping

-LEP Financing

-Stock/Share Payment

-Landed Estates (Land Transfer)

-Masterlist

.Allocatee/Awardee

.Certificate of Land Ownership Award (CLOA) Holder

.D/S Holder or Title Holder

-Land Swapping (Land Transfer)

-Masterlist

.Landowner (by Provincial, Municipal, Barangay)

.Tenant (by Provincial, Municipal, Barangay)

-Policies and Procedures by Program

-Compulsory Acquisition

-Landed Estate

-Land Swapping

-Operation Land Transfer (Exemption, Exclusion)

-Production and Profit Sharing

-Retention

-Settlement

-Stock Distribution Option

-Voluntary Land Transfer/Direct Payment Scheme

-Voluntary Offer to Sell

-Profit Sharing (Non Land Transfer)

-Masterlist

.Corporation/Company

.Tenant Worker

-Settlements (Land Transfer)

-Masterlist

.Allocattee/Awardee

.CLOA Holder

.Homestead Patent Holder

-Stock Distribution

-Masterlist

.Corporation/Company

.Laborer/Stockholder

## LAND DISTRIBUTION

### -Landed Estates (Private Lands)

#### -Lot Records (Prior & After R.A. 6657)

- .Application to Purchase
- .Certificate of Land Transfer/Order of Award
- .Certification as to the Finality of Order
- .Certification of Land Ownership Award
- .Deed of Sale/Agreement to Sell/CLOA
- .Inventory/Investigation Report (L.E. Form No. 3)
- .Joint Affidavit of Co-ownership as Agreement
- .Masterlist of Claimants/Beneficiaries
- .Mortgage/Transfer/Donation/Lease (In case of Transfer)
- .Sketch Plan (L.E. Form No.6);
- .Statement of Accounts (L.E. Form No. 4);
- .Summary Data Sheet (L.E. Form No.2)

### Settlement Projects (Public Lands)

#### -Lot Records (Prior and After R.A. 6657)

- .Certificate of Allocation
- .Certificate of Land Transfer/Order of Award
- .Certification as to the Finality of Order
- .Inventory/Investigation Report (S.P. Form No.3);
- .Joint Affidavit of Co-ownership as Agreement
- .MARG Certification as to the actual occupant/  
tiller and improvements found thereon;
- .MARG & PARO Certification as to adverse claim and  
court case involving the subject;
- .Miscellaneous Patent/Homestead Patent/CLOA

.Mortgage/Transfer/Donation/Lease (In case of Transfer)

.Sketch Plan (S.P. Form No. 4);

.Summary Data Sheet (S.P. Form No.2);

-Masterlist of Approved Settlers

-Swapping (Private in exchange to public land)

LAND TENURE IMPROVEMENT

-CLOA Holders

- .Barangays
- .Municipalities
- .Provinces

-Compulsory Acquisition

-Masterlist

.Landowners

- .Barangays
- .Municipalities
- .Provinces

.Tenants

- .Barangay
- .Municipalities
- .Provinces

-Compulsory Acquisition (Claim Folders)

- Barangays
- Municipalities
- Provinces

-Emancipation Patent Holders

- Barangays
- Municipalities
- Provinces



-Leasehold Operations (Rice and Corn Land Under P.D.27)

-Masterlist

-Landowner

.Barangays

.Municipalities

.Provinces

-Lessees

.Barangays

.Municipalities

.Provinces

-Contract (Registered Provisional decided by Court)

-Leasehold Operations (RA 6657)

-Masterlist

-Landowner

.Barangays

.Municipalities

.Provinces

-Lessees

.Barangays

.Municipalities

.Provinces

-Contract (Registered Provisional decided by Court)

-Operation Land Transfer (OLT)

-Masterlist

.Landowner

.Barangays

.Municipalities

.Provinces

.Tenant

.Barangays

.Municipalities

.Provinces

-OLT Claim Folders

-Approved for Payment

-Received by RARO

-Returned by LBP-LVD to RARO

-Transmitted to LBP-LVD

-Voluntary Land Transfer (VLT)

-Masterlist

-Landowner

.Barangays

.Municipalities

.Provinces

-Tenant

.Barangays

.Municipalities

.Provinces

-Voluntary Land Transfer Claim Folder (VLTCF)

.Barangays

.Municipalities

.Provinces

-Voluntary Offer Claim Folders

.Barangays

.Municipalities

.Provinces

-Voluntary Offer to Sell (VOS)

-Masterlist

-Landowners

.Barangays

.Municipalities

.Provinces

-Tenants

.Barangays

.Municipalities

.Provinces

## LAND DEVELOPMENT

- Land Consolidation
  - Indication Plan
  - Feasibility Studies
  - Project Identification and Prioritization
  - Project Implementation
  - Phasing Out
- Land Surveys (Boundary/Subdivision/Topographic/Relocation)
  - Administration
  - Private Contractors
    - .Approved Survey Contract
    - .Award
    - .Bids
    - .Invitation to Bid
    - .Pre-qualifications
  - Survey Return
    - .Approved Contract
    - .Approved Plan
    - .Area Computations
    - .Field Survey
    - .Filed Notes
    - .Lot Descriptions
    - .Masterlist of Lots (numerical by Estate, by Settlement)
    - .Masterlist of Tenant-Claimants (by Estate, by Settlement)

.Scheme of Subdivision

.Survey Cards

.Technical Description (LRC) or (BL) approved

.Topographic Map (by Sheet)

-Land Capability and Classification Survey

-Aerial Photography

.Aerial Negative Films

.Aerial Photo Prints

.Photo Index Map (by Sheet)

.Topographic Map (by Sheet)

-Land Classification Map (by Sheet)

.Hydrology and Slope

.Land Capability

.Land and Soil Limiting Factor

.Land Suitability

.Present Land Use

.Project Reports

-Photo Mosaic

.Field Control Computation

.Negative Films

.Photo Mosaic Assembly Board

.Reproduction Positives

-Application for Conversion

## INFRASTRUCTURE

### -Building

- .Administration
- .Health Center
- .Hospital
- .Market Center
- .Multi-Purpose Building
- .Nursery House
- .School Building
- .Settler Houses
- .Tractor Pool
- .Training Center
- .Warehouses

### -Electrification

- .Generator
- .Cooperative/NEA

### -Irrigation

- .Gravity
- .Pumps

### -Multi-Purpose Pavement

### -Roads/Bridges/Culverts

### -Water System

- .Artesian Well
- .Deep Well
- .Spring Development

## LEGAL AFFAIRS

### -Administrative Cases

- .Filed againts DAR Personnel

### -Contracts

- .Deed of Donation

- .Memorandum of Agreement

- .Renovation

  - .Building/Road/Bridges

  - .Resettlement House

### -Conversion

- .Agricultural to Commercial

- .Agricultural to Industrial

- .Agricultural to Residential

### -DARAB Cases

- .Decision

- .Resolution

### -Landed Estate Cases

- .Order-Petition for:

  - .Exemption

  - .Operation Land Transfer/Certificate of Land Transfer

  - .Referral Cases

    - .Civil Case

    - .Criminal Cases

  - .Retention

  - .Transfer Action

### -Legal Queries

## LEGAL ASSISTANCE

### -Claims and Conflicts

#### -Cases

.Landed Estate

.Leasehold Area

.Operation Land Transfer

.Appealed Cases from Region

.Cases Referred by Court (Referral)

.Determination of Actual Tiller (Tenant)

.Exemption from CARP Coverage

.Protest against Issuance of CLT's

.Settlement Project

.Abandonment

### -Legal Information and Mediation

-Court of Appeals and Supreme Court Cases (1972 to present)

-Letter Queries/Petitions on Agrarian Reform

-Mediation (Reports)

-Para Legal (Guidelines)

### -Legal Research and Statistics

-Cases decided by the Supreme Court (from 1930)

-Letter Queries on Agrarian Reform Issues

-Library Materials

-List of Cases Handled by DAR Lawyers (as reported)

### -Litigation

-DARAB

-Municipal/City Court

-Regional Trial Court/LRC

-Supreme Court/Court of Appeals



MANAGEMENT INFORMATION SYSTEM

-Hard Copy Diskettes

- .Certificate of Land Ownership Award Information System
- .Government Owned Lands Information System
- .Emancipation Patent Information System
- .Operation Land Transfer
- .Payroll-Regular.
- .Voluntary Offer to Sell/Compulsory Acquisition

## PLANNING

### -Planning and Programming

- DAR Performance Targets
- Highlights of Meetings and Conferences
- Plans and Programs
- PPD Work Program Organization
- PPD Work Program of the Planning Service
- Priorities and Programs for 1991
- Proposed Regional Performance Targets
- Statistical Handbook
- Updated Agrarian Reform Sector Plan for 1990-1992
- Updated SOP's of the Planning Service

### -Plan Implementation and Monitoring

- Accomplishment Reports
  - .Annual (Region I-XII and CAR)
  - .Monthly (Region I-XII and CAR)
  - .Quarterly - by Region
  - .Semestral

### -Impact Assessment

- Annual Work Program
- Impact Assessment Division Completed Studies
- Linkages
  - .Government Organizations
  - .Farmer Organizations
  - .Non-Government Organization

-Research Proposals

-Studies

.Conducted by other agencies institution outside  
of DAR

.Conducted by other units of DAR

-Project Development

-Foreign Assisted Projects

.Long-Term

.Medium-Term

.Short-term

-Locally Funded Projects

.Long-Term

.Medium-Term

.Short-Term

-Project Feasibility Studies

-Project Planning

-Project Evaluation and Monitoring

-Research

-Communication

-Completed Studies

-Linkages

.Funding Institution

.Joint Studies

-Reports and Recommendations

-Research Contracts

-Research Proposal

-Research Materials and Publication

-Technical/Operational Research