



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 03
Series of 2000

TO : ALL OFFICIALS, BUREAU DIRECTORS, REGIONAL DIRECTORS, PROVINCIAL AGRARIAN REFORM OFFICERS, AND ALL OTHERS CONCERNED

FROM : THE DAR SECRETARY

SUBJECT : GUIDELINES IN THE CONDUCT OF DIALOGUE AT THE CENTRAL OFFICE

PRE-DIALOGUE

1. Concerned/Interested PO/NGO shall:

- prepare the request for dialogue which shall be forwarded to the Director-SCS for evaluation;

2. The SCS shall:

- conduct preliminary interview and deliberation of the issues to be presented and gather basic and relevant information, analyze, and determine the merits of the complaints/case;
- coordinate with the concerned office (Central or Field) to obtain verification of the accuracy regarding the status of the case;
- identify positive value as a basis to recommend if a dialogue is necessary;
- schedule the dialogue either on the afternoon of a Tuesday or Thursday at the HRD Training Center or an available alternative venue;
- prepare the Case Brief;
- coordinate with the concerned Officials needed for the dialogue and furnish them copies of the case brief two to three days before the scheduled dialogue;
- confirm the date and venue of the dialogue with the PO/NGO.

DIALOGUE PROPER

1. The SCS shall:

- inform the Intelligence Command and Security Unit (ICSU) that the DAR and a certain group is expected to have a dialogue;

- a background on the farmer's group shall also be given by SCS to ICSU;
 - take charge in the venue coordination, arrangements and documentation;
2. OSEC, FOSSO, PPLAO, BALA, DARAB, and PAS shall send their representative to attend the dialogue;

POST DIALOGUE

1. The SCS shall:
 - furnish the office concerned regarding the DAR Officials as well as NGOs specific agreements/commitments made during the dialogue and the respective time frame;
 - monitor the compliance to the commitments made;
2. The Offices concerned shall furnish the SCS updates of the cases;
3. The FOSSO, OSEC, PPLAO, SCS, DARAB, and PAS desk officers shall meet at least once a week for updating the case and discuss necessary actions toward case resolution;
4. The Security Guards shall ensure that no group shall be allowed to enter the DAR premises after 5:00 p.m. unless requested by the Director, SCS.

09 March
~~February~~ 2000, Diliman, Quezon City.


HORACIO R. MORALES, JR.