



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

14 June 1995

**MEMORANDUM CIRCULAR**

No. 11

Series No. 1995

**TO: All Concerned DAR Officials and Employees**

**SUBJECT: Guidelines on the use of DAR's Human Resource Development Center**

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**I. BACKGROUND**

Pursuant to the Special Order No. 358, series of 1994, the Bureau of Agrarian Reform Information and Education (BARIE) will take charge of the Human Resource Development Program of the Department of Agrarian Reform. To this effect, certain activities have to be undertaken like job competency development and strengthening, intensified training and development programs, review of performance appraisal system, development of line executives and organizational development services to various DAR offices. All of which are designed to respond to the immediate needs of the Department in facilitating the completion of Land Tenure Improvement (LTI) by 1998 and the development of viable agrarian reform communities onwards.

In terms of training, cost sharing as a scheme in program implementation has been undertaken by BARIE and concerned offices due to minimal budget allocation on information and education. But oftentimes such does not occur because the Field Offices have inadequate funds. Conducting trainings using other training institutions are normally expensive due to costs of board and lodging and training venues which eat up 50% of the direct training costs.

Thus, to achieve the optimum cost-benefit results, BARIE manages and maintains the newly-furnished HRD Center (formerly COLT-Office) as the venue for all training and development programs of the Department. Furthermore, the HRD center will facilitate the conduct of HRD activities by eliminating the time and cost incurred in terms of venue selection, ocular inspection, transportation of training supplies, materials and equipment and other coordination activities to be conducted outside the DAR premises.

It is envisioned that within two (2) years, the HRDC will be the venue for the development of CARP Implementors who are capable of translating the DAR's Vision into reality because they possess the required job competencies, are highly motivated and are enabled by appropriate personnel systems.

The overriding goal of the Center is to develop and maintain employee's productivity, excellence in performance and advancement of the professional growth of the 15,000 strong-DAR employees nationwide. It shall serve as the information and education center through its efficient library services, audio-visual equipment and service-operations.

These physical improvement and innovation are manifestations of the Department's avowed commitment to support and establish a relevant learning institution which fulfills a strategic role in facilitating the total human development of the agrarian reform beneficiaries.

## **II. PURPOSE**

The HRD Center is designed as the venue for trainings, seminars, workshops, conferences on agrarian reform and rural development to be able to:

- 1.0 Facilitate and promote agrarian reform advocacy;
- 2.0 Widen people's support and sustain participation in agrarian reform and rural development activities;
- 3.0 Facilitate continuous development of competency is needed for agrarian development;
- 4.0 Inform and educate critical mass of agrarian reform implementors and beneficiaries;
- 5.0 Promote the professional advancement of all DAR employees.

## **III. TARGET CLIENTELE/PARTICIPANTS**

The HRD Center is open to all participants and guests of agrarian reform and rural development-related trainings, seminars, workshops and conferences coming from various sectors such as:

- 1.0 Agrarian Reform Players
  - 1.1 CARP Managers and Implementors from DAR Central and Field Offices
  - 1.2 Farmer-Beneficiaries
  - 1.3 CARP Implementing Agencies and Local Government Units
  - 1.4 Non-Government Organizations
  - 1.5 People's Organizations



## **2.0 Support Groups**

### **2.1 Academe and Partner Training Institutions**

### **2.2 Media**

### **2.3 Donor Institutions**

## **IV. CAPACITY and FACILITIES**

### **A. Training hall**

The function hall can accomodate 100 persons at the most. It is fully air-conditioned with built-in public address system. The hall is convertible into a two (2) function room for 30-40 persons. Fixtures include modular tables with monoblock chairs and built-in and movable white boards, rostrum and audio-visual equipment such as overhead-projector, concave overhead screen, slide projector, television, video set, and karaoke sound system. Curtain-decorated windows are in-place to minimize noise and other irritants coming from the outside.

### **B. Conference Room**

The center has an air-conditioned conference room which can accomodate 15-20 persons. This can be utilized by the training staff as its temporary office space while the training is going on.

### **C. Sleeping Quarters**

There are two (2) Sleeping Quarters located at the Annex Bldg. formerly the COLT Bldg. Each dormitory can accomodate 20 persons at the most. Each male and female Comfort Rooms are communally designed for four (4) users at the same time.

## **V. SERVICES AVAILABLE**

### **Catering Services**

The center admits the catering services of the DAR's Cooperative Canteen. However, it also accepts outside caterers as long as they passed the accreditation requirements set by BARIE, to wit:

- 1.0 has been satisfactorily servicing occasions such as trainings and seminars for at least one year ;

- 2.0 willing to receive delayed payment for its services to about 15 days after the training;
- 3.0 provides all the necessary kitchenwares and other dining facilities;
- 4.0 willing to stay at the venue during the entire training;
- 5.0 willing to accept the minimum rate and or existing reasonable rate for catering services.

### **Laundry Services**

For the maintenance of Laundry Service each participant donates twenty (P20.00) pesos to the center. This donation will be used to pay laundry service of used linens.

### **Library Services**

In support to the formulation/designing of responsive HRD programs and enhancement of existing development trainings and/or other organizational development interventions, BARIE's library services will be strengthened and be made more accessible to the Center's clients.

### **Audio-Visual Equipment and Operation**

A complete set of new and/or upgraded audio-visual equipment shall be maintained and operated by one or two electronics-technician who shall take charge of its installation, management and safekeeping before, during and after each training-activity.

At the minimum, the Center shall be equipped with an overhead projector with overhead screen, video set with television and VHS player, karaoke sound system and or public address system. These equipment shall be upgraded to facilitate training/learning management based on advanced technology models and depending on the financial capability of the Department.

### **Security Services**

A twenty-four hour security services will look into the orderliness, protection and safety of people and equipment within and outside the Center's premises.

### **Accommodation and Lodging**

The dormitories are for exclusive use of training participants and or HRD personnel within the specified training duration.

Transient employees from the Field Offices will be accommodated at the DARAB Guest House thru the Administrative Service Division.

## **VI. HOW TO AVAIL OF THE SERVICES**

### **Training Facilities/Conference Room**

1. Reservations must be done at least one month before the conduct of the training/seminar. Forms are available at the HRD Center Manager's Desk.
2. Reservations are prioritized on a first come-first served basis.
3. Approval and or confirmation will be done by the Center Manager.
4. Reservations must be confirmed by the client two (2) weeks at the most before the conduct of the seminar. Otherwise, reservations will be cancelled by the Manager.
5. Approved/Confirmed training schedules will be posted in a Bulletin Board located at the HRD Center's Lobby.

## **VII. MAINTAINANCE PROCEDURE**

### **A. General house rules:**

- 1.0 All training participants who will stay at the sleeping quarters must register upon arrival and check-out.
- 2.0 Maintain cleanliness and orderliness within the premises at all times.
- 3.0 Curfew hours is strictly at 11:30 PM



- 4.0 The Center is not responsible for the loss of any personal property within its premises.
- 5.0 Training participants are responsible for all items issued to them corresponding charges shall be imposed in case of loss or damage due to negligence.
- 6.0 Energy conservation measures must be observed in the use of lights, water, and air-cons.
- 7.0 Smoking and drinking of liquor at the session hall, sleeping quarters, within the Center's premises is not allowed. This provision should be observed even during socials.

**B. Facilities and Equipment**

- 1.0 Quarterly inventory of supplies and equipment will be conducted by the General Services Division (GSD).
- 2.0 Daily cleaning of the Center's comfort rooms, dormitories, session hall, conference room and grounds will be observed by the concerned utility personnel.
- 3.0 Repair and maintenance of HRD fixtures and equipment will be coursed through the Administrative Service (AS).
- 4.0 Requisition Issue Voucher (RIV) preparation for the repair and maintenance of equipments will be done through AS.

**C. Use of Linens**

Change of beddings is every five (5) days after its use. The twenty (P20.00) peso donation of the participants will be used to pay cost of laundry. This donation will be recorded and accounted for by the Center Manager.

**D. Use of Audio-Visual Equipment**

Operation and maintenance of audio-visual equipment is the sole responsibility of the assigned AV Technician and or other authorized HRD operator/s.

#### **E. Use of the Kitchen**

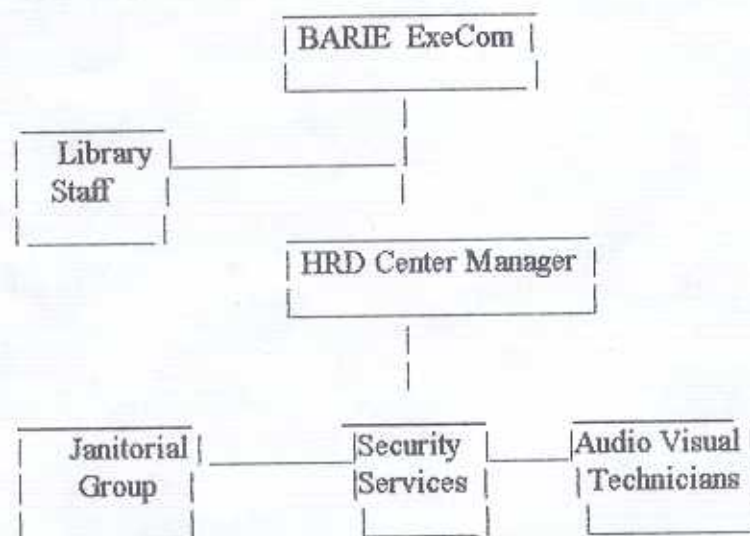
Caterer is allowed to use the kitchen only for food preparation and not for cooking. They must ensure its cleanliness. Washing of clothes at the kitchen area is prohibited.

#### **F. Use of Lavatory**

Pails, basin and other paraphernalia should not be taken out of the Comfort Rooms. Cleanliness must be properly observed at all times.

### **VIII. ORGANIZATIONAL STRUCTURE**

For efficient management of the HRD Center, the following organizational structure is adopted:



#### **General Functions:**

##### **BARIE EXECOM**

The Executive Committee composed of the Division Chiefs, Assistant Director and the Director of BARIE serves as the highest policy-making body. The ExeCom formulates, reviews and recommends all policies, guidelines and procedures relative to the efficient planning, operation and management of the HRD Center. This committee appoints the HRD Center Manager every six (6) months.

#### HRD-CENTER MANAGER (HCM)

The designated Manager assumes the overall supervision of the janitorial group, technicians and security guards assigned to the Center. He/she shall hold an office within the Center and acts as the station manager within a period of six months. He/she ensures the delivery of efficient, prompt and quality services to clients by the center's management staff. Below are his/her detailed functions:

- 1.0 ensures the day-to-day cleanliness and orderliness of the Center;
- 2.0 checks maintainance of all facilities and equipment;
- 3.0 approves and or cancels reservations;
- 4.0 arranges and validates training schedules;
- 5.0 ensures the prompt billeting of participants, guests, and transients;
- 6.0 prepares the necessary RIVs for the Center.
- 7.0 submits monthly report to the ExeCom.
- 8.0 trains or coach people working under him/her on the basics of frontline servicing.

#### AV-TECHNICIAN (AT)

The AV Technician takes charge of the overall operations, repair, maintainance and upgrading of the audio-visual equipments. Specifically, he/she supervises the physical arrangement and/or setting-up of audio-visual equipment. He/she issues clearance for the use of equipment by the training staff and or participants.

For the guidance of all concerned. This Memorandum Circular takes effect starting 15 June 1995. *g*

Diliman, Quezon City, 05 June 1995. *g*

  
ERNESTO D. GARILAO  
Secretary