



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR NO. 04

FOR : THE UNDERSECRETARIES
THE ASSISTANT SECRETARIES
THE BUREAU DIRECTORS
THE REGIONAL DIRECTORS
THE PROVINCIAL AGRARIAN REFORM PROGRAM OFFICERS II
THE MUNICIPAL AGRARIAN REFORM PROGRAM OFFICERS

FROM : THE UNDERSECRETARY
Legal Affairs Office

SUBJECT : GUIDELINES GOVERNING THE ISSUANCE OF IDENTIFICATION CARDS (IDs) TO ALL AGRARIAN REFORM BENEFICIARIES

DATE : 02 April 2020

I. INTRODUCTION

The Department of Agrarian Reform (DAR), in coordination with the Barangay Agrarian Reform Committee, is mandated to register all agricultural lessees, tenants, and farmworkers who are qualified to be beneficiaries of the Comprehensive Agrarian Reform Program (CARP).

To implement the said provision of the law, the DAR issued, among others, Administrative Order (A.O.) No. 05, Series of 1996, entitled "Rules and Procedures Governing the Issuance of Identification Cards (IDs) to all Agrarian Reform Beneficiaries (ARBs) with Registered EP, CLOA, Homestead Patent, and Leasehold Contacts. The said Administrative Order was later amended by A.O. No. 04, Series of 1998.

Likewise, the DAR issued Memorandum Circular (M.C.) No. 04, Series of 2006, entitled "Guidelines Implementing the Agrarian Reform Beneficiaries Carding and Identification System for ARBs Covered under LAD Targets in CY 2006," A.O. No. 03, Series of 2008, entitled "Guidelines Governing the ARB Carding and Identification System and its Mainstreaming in the Land Acquisition and Distribution Process, and M.C. No. 11, Series of 2009, entitled "Implementing Policies and Guidelines on the Profiling of One Million ARBs under the ARB Database System."

However, despite the issuance of the foregoing policy guidelines, it has been observed that many ARBs of the agrarian reform program under Presidential Decree (P.D.) No. 27, Executive Order (E.O.) No. 229, Republic Act (R.A.) No. 6657, as amended by R.A. No. 9700, and other agrarian reform laws have not yet been issued the needed Identification Cards (IDs) as proof of their being bonafide beneficiaries of the program.

This measure is in response to the current national health emergency measures. The Congress passed R.A. No. 11469 *(An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID -19) Situation and a National Policy in Connection Therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and for Other Purposes*. It is otherwise known as the ***Bayanihan to Heal as One Act***.

II. OBJECTIVES

The ARBs, who belong to the marginalized sectors of the society, are badly affected by the strict implementation of the government community quarantine, not only in the entire island of Luzon, but also in the other regions of the country due to the danger of pandemic COVID-19, which is rapidly transmitted from human to human and has already claimed thousands of lives. The ID card is issued for the purpose of facilitating the access of the ARBs to the following, thus:

1. Emergency Subsidy Program (ESP) which is a social amelioration program to provide cash or non-cash subsidy to eighteen (18) million household beneficiaries, as defined in JMC No. 1 Series of 2020 (Special Guidelines on the Provision of Social Amelioration Measures by the Department of Social Welfare and Development, Department of Labor and Employment, Department of Trade and Industry, Department of Agriculture, Department of Finance, Department of Budget and Management, and Department of the Interior and Local Government to the Most Affected Residents of the Areas under Enhanced Community Quarantine) in the amount of at least Five Thousand Pesos (PhP 5,000.00) to a maximum of Eight Thousand Pesos (PhP 8,000.00) per month for two (2) months, for basic food, medicine, and toiletries. In accordance with R.A. No. 11469, the ESP shall be implemented for two (2) months covering the months of April and May 2020.
2. The emergency support services program to be provided by the DAR, through the Support Services Office, which will be implemented in the provincial and municipal levels to benefit the ARBs, ARBOs, ARCs, and AR cooperatives in the conduct of agricultural activities to ensure food security, economic empowerment, and the promotion of rights of the ARBs.
3. Programs which provide benefits and services being offered and rendered by the Local Government Units (LGU), National Government Agencies, Government Owned and Controlled Corporations, Bureaus, and other instrumentalities of the government, as well as in all Government Hospitals and other public medical facilities.
4. Programs from either the public or the private sectors which provide other support services to ARBs, ARBOs, ARCs, and AR cooperatives on health, credit accessibility, education, housing, and other related necessities.

In order to determine the whereabouts and status of all ARBs in the entire country and to further capacitate them, there is an urgent necessity to immediately generate and issue IDs in favor of all ARBs. In no instance shall the ARB ID be an impediment to the availment of any benefit available to any ARBs, ARBOs, ARCs, and AR cooperatives. It is a mere tool to facilitate the delivery of the benefits under the social amelioration programs.

III. POLICY STATEMENTS

1. The issuance of IDs shall be based on the masterlist of registered ARBs who have duly received registered Emancipation Patents (EPs), Certificates of Landownership Award (CLOAs), other titles issued under any agrarian reform program, or Registered Leasehold Contract holders which are still existing and not yet cancelled.
2. IDs shall be made of available materials (*e.g.* cartolina paper). It shall contain a statement on the ID card that it is free of charge and that it is not transferable. It shall have a control number based on the agrarian reform title number. It shall be stamped with the official dry seal of the DAR. IDs without an official DAR dry seal shall not be valid. The design, dimensions, and color scheme of the ARB ID on its front and dorsal sides is attached to this Memorandum.
3. The funds needed for the generation of IDs shall be charged to the account of the respective DAR-Provincial Offices under their regular allotment for supplies and materials. Henceforth, the issuance of IDs shall be free and shall entail no cost on the part of ARBs.
4. The ID shall bear the electronic signature of the Secretary and the Regional Director. It shall be countersigned by the Provincial Agrarian Reform Program Officer. It shall be officially used by the ARBs in identifying themselves when availing of benefits and services being extended by government and private entities mentioned under paragraphs II.1 and II.2. hereof.
5. The IDs issued under this Memorandum Circular shall be valid until 31 December 2020 unless sooner revoked or extended by the Secretary upon the recommendation of the Regional Director.

IV. COVERAGE

This Memorandum Circular shall cover all ARBs who have been issued registered EPs, individual or collective CLOAs, other titles issued under any agrarian reform program, and holders of Registered Leasehold Contracts.

V. PROCEDURE

1. The Regional Office in coordination with the MISS shall:

- a. generate a masterlist of ARBs on file who are recipients of registered EPs, CLOAs, other titles issued under any agrarian reform program and leasehold contract holders by province and by municipality.
- b. transmit generated masterlist to the DARPO for validation or comparison with record on file. To expedite this process, the DARPO may require the assistance of the DARMO.
- c. supervise the DARPO in the generation and issuance of IDs to individual ARBs.
- d. monitor compliance by the DARPO and certify as to the number of IDs generated and issued by the DARPO on a quarterly basis and submit the same with support list to the MISS for consolidation into one (1) data base, copy furnished the Office of the Secretary.

2. The DARPO shall:

- a. upon receipt of the masterlist from the Regional Office and upon comparison with the record on file, generate the corresponding IDs with control numbers and dry seal.
- b. issue the IDs to the individual ARBs, through the DARMO, immediately after the generation.
- c. may adopt strategies and may require the assistance of the DARMO and BARC to expedite the generation and issuance of IDs.
- d. submit a monthly report, with support list, as to the number of generated and issued IDs to the Regional Office.

V. REPORTING AND MONITORING

The MISS shall monitor compliance and implementation of these guidelines and establish a data base of all registered ARBs with issued valid IDs. Thereafter, the MISS shall submit a report to the Office of the Secretary.

This Circular takes effect immediately.

Diliman, Quezon City, 02 April 2020.


ATTY. LUIS MEINRADO C. PAÑGULAYAN



Department of Agrarian Reform
 "Tunay na Pagbabago sa Repormang Agraryo"

This ID is issued **FREE OF CHARGE** by the Department of Agrarian Reform to the Agrarian Reform Beneficiaries (ARB).

This identification card is non-transferable, and is not valid without the DAR official dry seal.

This A.R.B. ID is valid from _____
 up to _____.

 Regional Director

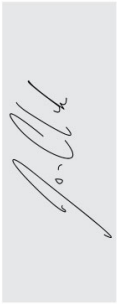
 Provincial Agrarian Reform Program Officer

 Municipal Agrarian Reform Program Officer

For inquiries, please call us:

Agrarian Reform Beneficiary

Control Number



JUAN A. LUNA

Full Name

EP/ CLOA Number: **000001**

Region: **I** Province: **Ilocos Norte**

Municipality: **Pagudpud** Barangay: **Aggasi**

Residence Address: _____

ATTY. JOHN R. CASTRICIONES
 SECRETARY



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 ATTY. JOHN R. CASTRICIONES
 SECRETARY