

Republic of the Philippines
MINISTRY OF AGRARIAN REFORM
Diliman, Quezon City

MINISTRY MEMORANDUM CIRCULAR NO. 8 ¹⁸²
Series of 1982

TO : REGIONAL DIRECTORS, ASSISTANT REGIONAL DIRECTORS, DISTRICT OFFICERS,
ADMINISTRATIVE OFFICERS, PERSONNEL OFFICERS AND ALL OTHERS CONCERNED.

SUBJECT: GUIDELINES ON DESIGNATION AND/OR ASSIGNMENT OR REASSIGNMENT OF
SETTLEMENT TEAM LEADERS, ACCOUNTANTS, CASHIERS, BILL COLLECTORS/
COLLECTING OFFICERS, SUPPLY OFFICERS AND STOREKEEPERS.

In the interest of the service and for the protection of all concerned, the following guidelines are hereby prescribed relative to designations to accountable positions and assignments or reassignments of accountable officers from one official station to another:

1. No personnel shall be designated to any of the above subject positions unless he meets the following:
 - a) Permanent appointment
 - b) Minimum qualification for the position
 - c) Very satisfactory performance rating on latest assignment
2. First priority shall be given to qualified personnel actually residing in the locality where the office is located.
3. If none is qualified per paragraph (2) above, proposed non-resident designee shall first execute a promissory certificate, which shall form part of the Special Order, that he/she shall take up residence in the locality of assignment.
4. In the event designee, for some justifiable reasons which must be placed in writing, could not take up residence in the place of assignment, said personnel execute an affidavit also to form part of the Special Order stating that he/she shall report regularly to the office of assignment except when on official travel or on vacation or sick leave.
5. A certification as to moral character of the designee shall be secured from the immediate supervisor.
6. Original (new) designations to subject positions, except that of Settlement Team Leader shall direct proposed designee to undergo pre-service or orientation training in the office of the Auditor concerned, who shall certify on the first page of the cashbook that sufficient instructions have been given for handling government funds; and in the office of the Regional Accountant for the pertinent MAR specific transactions.
7. The regional official or officials conducting the training shall issue a certification of the completion of the training stating the number of days or hours duration of the training.
8. Settlement Team Leader, Accountant and Cashier with ongoing development projects shall not be relieved or reassigned to another team or station unless the project or projects are finally completed and that cash advances granted, if any, have been fully liquidated. The Settlement Team Leader in this case



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shall be given a deadline when to finish the project. Certification of satisfactory completion of the project shall come from the Management Audit Team/Project Engineer.

9. In addition to the condition provided in paragraph (8) above, a joint certification of the Team and Regional Accountant shall be secured as to whether or not the following official matters have been accomplished:

For Settlement Team Leader-

All items received and/or locally purchased for loan assistance and already issued to qualified beneficiaries have all been covered with properly accomplished Settler's Charge Invoice (SCI) or Contract of Sale with Reservation of Title, as the case may be, and that copies of the same have all been submitted to the Regional Accounting office.

For Cashier-

- a) All disbursement reports have been submitted to the District or Region, as the case may be.
- b) All deductions representing insurance premiums have been made.
- c) All TCAA Checks and/or Official Receipts invoiced and received during period of service as Cashier have all been accounted for.
- d) If the Cashier had been authorized as Collecting Officer, all collection reports have been submitted to the District or Region, as the case may be.

For the Supply Officer or Storekeeper-

Same as for Settlement Team Leader.

For Bill Collector/Collecting Officer-

- a) All Collection reports have been submitted to the District or Region, as the case may be.
- b) All Collection have been submitted duly covered by properly accomplished remittance advice.
- c) All Official Receipts invoiced and received during the period of service as Bill Collector/Collecting Officer have all been accounted for.

10. In the case of an accountant proposed to be relieved or reassigned aside from the condition provided in paragraph (8) above, a joint certification of the Team Leader and Regional Accountant shall be secured as to whether or not the following official functions have been complied with, to wit:


- a) Index of payments have been maintained up-to-date.
- b) All ALAD and CDC received are complete and properly filed.
- c) ALAD and CDC control sheets or book maintained up-to-date.

- d) Permanent and/or tentative disallowances by COA Auditor or by District or Regional Accountant, as the case may be, have all been acted upon, liquidated or lifted.
11. In the event that any of the respective responsibilities mentioned in paragraph (9) and (10) above has not been fully accomplished, the officer concerned shall be directed to accomplish the same within a specified period before reassignment is effected.
 12. Newly designated and/or reassigned accountable officers subject of the circular shall not be made to assume unless the outgoing accountable officer is finally cleared of cash and property accountabilities.
 13. Outgoing cash accountable officer shall surrender his/her cashbook to the Regional Accountant and the in-coming shall start with a new cashbook.
 14. A regional Special Order on designation or reassignment of accountable officers herein enumerated shall be issued by the Regional Director, which shall expressly provide that its effectivity shall be upon order of the Minister.
 15. The Regional Special Order shall be submitted to the Central Office (FIMAS) together with all the certifications and affidavits herein required for its evaluation and final recommendation to the Minister for the issuance of Ministry Special Order confirming or revoking the same.
 16. As usual the required turnover of funds and properties shall be undertaken in accordance with accounting and auditing rules and regulations after confirmation by the Minister.

Strict compliance hereon by all concerned is hereby enjoined.

This Circular shall take effect immediately.

Diliman, Quezon City, September 23, 1982


CONRADO F. ESTRELLA
Minister

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