



MINISTRY MEMORANDUM CIRCULAR NO. 15-81
Series of 1981

TO : All Regional Directors
District Officers
Team Leaders
Field Personnel
All concerned

File 112781

SUBJECT: ESTABLISHMENT OF LINKAGES BETWEEN THE
MINISTRY OF AGRARIAN REFORM AND THE
AGRARIAN REFORM BENEFICIARIES THROUGH
THEIR LEGITIMATE ASSOCIATIONS/ORGANIZA-
TIONS AND CREATION OF AN OFFICE AT
NATIONAL AND FIELD LEVELS AND ASSIGNMENT
OF FUNCTIONS THEREOF.

In order to preserve the gains thus far attained by this Ministry in agrarian reform and to ensure faster and orderly implementation of the same, it is imperative that linkages be established at all levels throughout the country between the Ministry of Agrarian Reform and the Agrarian Reform Beneficiaries and/or their legitimately organized associations. Linkages shall likewise be established with all other farmers, landless rural workers and persons who have land tenure problems.

1. National Farmers' Affairs Office (NFAO)

This office shall be headed by the Assistant Secretary for Field Services who shall be assisted by a National Farmers' Affairs Officer. The National Farmers' Affairs Officer in turn shall be aided by a Program Officer on Farmers' Organization, a Program Officer on Organizational Education and Training, a Program Officer on Organizational Monitoring and Public Affairs, a Program Officer on Organizational Financial Management and Special Projects, a Program Officer on Legal matters, and a clerical staff.

The office shall have the following functions:

- a. It shall be the liaison between the MAR and the legitimate organizations of agrarian reform beneficiaries including all other farmers, landless rural workers and persons who have land tenure problems;

"Hindi na matatalikuran pa ang pagbabago ng ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal."

— PANGULONG FERDINAND E. MARCOS

- b. It shall serve as the receiving zone of all problems, requests, and proposals coming from agrarian reform beneficiaries or from their legitimately organized associations or from any person with land tenure problems which are referred (or brought directly to MAR Central Office) for appropriate action by any of its Bureaus, Services or Units;
- c. It shall keep a complete and updated record of chapters, officers and members which are available from and of legitimately organized agrarian reform beneficiaries;
- d. It shall provide, whenever requested, technical assistance to the agrarian reform beneficiaries association/organizations pertaining to organization, organizational education and training, organizational financial management and special projects documentation of farmers' problems and such other areas of concern in which assistance is sought;
- e. It shall submit quarterly and annual reports of its activities to the Minister of Agrarian Reform; and
- f. It shall perform such other functions which the Minister of Agrarian Reform may assign from time to time.

The Public Assistance Unit at MAR Central Office is hereby abolished and its personnel and facilities integrated into and its functions realigned to conform with this National Farmers' Affairs Office.

2. Regional Farmers' Affairs Unit (RFAU)

This unit shall be organized in all Regional Offices of the Ministry. It shall be headed by a designated Regional Farmers' Affairs Officer. It shall be provided with an adequate staff consisting of a Regional Specialist for each on Farmers' Organization, Organizational Financial Management and Special Projects, Organizational Education and Training and Organizational Monitoring and Public Affairs.

The functions of the unit are as follows:

- a. It shall be the liaison between the Regional Office of the MAR and the legitimate organizations of agrarian reform beneficiaries including all other farmers, landless rural workers and persons who have land tenure problems;




beneficiaries or from their legitimately organized associations or from any person with land tenure problems which are referred or brought directly to MAR District Office for action;

- c. It shall keep a complete and updated record of chapters, officers and members of legitimately organized agrarian reform beneficiaries within the District;
- d. It shall provide, whenever requested, technical assistance on matters pertaining to organization, education and training, documentation of farmers' problems and such other areas of concern which the agrarian reform beneficiaries associations/organizations may seek assistance;
- e. It shall submit quarterly and annual reports of its activities to the District Officer of the MAR; and
- f. It shall perform such other functions which may be assigned from time to time.

4. Team Farmers' Affairs Unit (TFAU)

This unit shall be organized in all Team Offices of the Ministry of Agrarian Reform. It shall perform the following functions:

- a. It shall be the liaison between the Team Office of the MAR and the legitimate organizations of agrarian reform beneficiaries including all other farmers, landless rural workers and persons who have land tenure problems within the Team coverage;
 - b. It shall serve as the initial processing zone of all problems, requests and proposals coming from agrarian reform beneficiaries or from their legitimately organized associations or from any person with land tenure problems which are referred or brought directly to MAR Team Office for action;
 - c. It shall keep a complete and updated record of all chapters, officers and members of legitimately organized agrarian reform beneficiaries within the Team;
 - d. It shall provide, whenever requested, technical assistance on matters pertaining to organization, education and training, documentation of farmers' problems and on such other areas of concern which the agrarian reform beneficiaries associations/organizations may seek assistance;
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- e. It shall submit quarterly and annual reports of its activities to the Team Leader of the MAR; and
- f. It shall perform such other functions which may be assigned from time to time.

It shall be the responsibility of the Regional Directors, District Officers and Team Leaders concerned to designate immediately respective action officers to these offices. The Regional Directors shall furnish MAR Central Office with a list containing the names of designated action officers.

The Assistant Secretary for Field Services shall work out in coordination with the Assistant Secretary for Financial Management and the Chief, Administrative Service the staffing of these linkages at all levels.

This order shall take effect immediately upon approval by the Minister and shall remain so unless otherwise revoked, amended and/or superseded as the case may be.

November 20, 1981, Diliman, Quezon City.



CONRADO F. ESTRELLA
Minister