



Republika ng Pilipinas  
MINISTRI NG REPORMANG PANSAKAHAN  
(MINISTRY OF AGRARIAN REFORM)

Tanggapan ng Minister  
Diliman, Lungsod ng Quezon

80 JUN 5 P 4: 45

MEMORANDUM CIRCULAR NO. 5-80  
Series of 1980

TO : The Chairmen  
Sub-Project Implementing Committee (SPIC)  
in Palawan, Camarines Sur and  
Nueva Ecija  
Small Farmer Development Programme  
FAO/ASARRD

SUBJECT : Guidelines for the Promotion of Group Action  
and Training of Rural Women within the Small  
Farmer Development Program

1. The National Coordinating Committee (NCC) for the Small Farmer Development Program informs that ESCAP has made available a grant of \$7,000 to support further the Project. "Promotion of Group Action and Training for Women Within the Small Farmer Development Programme" for a period of three (3) years.
2. The objectives of this Project are:
  - a. To promote and encourage the formation of sub-groups of rural women within the on-going projects of the Small Farmer Development Program;
  - b. To provide them with the skill and training they need to improve the quality of their lives;
  - c. To enhance their income-earning skills;
  - d. To make them more visibly involved in rural development; and
  - e. To compliment the activities already being undertaken by the small farmer groups.
3. For this purpose, the grant will provide for:
  - a. Incentive for six (6) Female GO/ARFs at P200 a month for three years;

*Handwritten signature/initials: R 6/19/80*



- b. Honorarium for three (3) University Staff at ₱1,500; and
  - c. Support for cost of demonstration materials and documentation of the Project.
4. The Female GO/ARF is expected to perform a similar function to that being performed by her male counterpart with special emphasis on:
- a. Comprehensive household surveys, inclusive of family resources and use;
  - b. Training and organization on the application of the group action concept;
  - c. Preparation of group plans based on needs as identified by the women; and
  - d. Training inputs which should be problem-oriented and location specific. It should include an integrated approach to improve family life taking into account basic information on:
    - 1) home and family management
    - 2) safe water and sanitation
    - 3) improved health through improved nutrition; and
    - 4) conservation of energy by applying work methods
5. Linkage should be established with appropriate institution to provide guidance on the action research aspect of the project. Please establish such linkage with your respective educational institutions.
6. The female GO/ARFs shall be given preparatory training and orientation prior to their assignment in the project areas. The ARES is preparing for this training.
7. Please meet your Committee and submit the names of two possible female GO/ARFs for the two field action project areas under your jurisdiction not later than June 15, 1980 to the National Project Coordinator.

8. Please be guided accordingly. This Memorandum Circular takes effect immediately.

26 May 1980. Diliman, Quezon City.



CONRADO F. ESTRELLA  
Minister *for*

ARM/AMV

*note: OPES to mail. Copies furnished by  
Mrs. Pascua 6/6/80. Copies given to Mrs. Leuba  
de Grace.*



INSTRUCTIONS IN ACCOMPLISHING CERTIFICATE OF  
AGRICULTURAL LEASEHOLD (CAL)

- a. Indicate in the appropriate box under Cal. No. on the right hand corner the MAR directory, which corresponds to the number as follows:
  - a.1 First two (2) digits - refers to the Region;
  - a.2 Second two (2) digits - refers to the District;
  - a.3 Next six (6) digits - refers to the appropriate number of agricultural Lessees to be issued CAL in the entire Region.
- b. Center Box - indicate the complete name of the recipient (Lessee)
- c. Owned by refers to the name of the landowner of the land under leasehold.
- d. Fill up the following heading with the corresponding information:
  - d.1 Parcel/Lot No. - indicate the parcel/lot No. of the landholding tilled by the lessee.
  - d.2 Area - indicate the hectarage/square meters corresponding to the parcel/lot no. of the landholding under lease .
  - d.3 Location - indicate the exact boundary or location of that particular parcel/lot under lease starting with the sitio, barangay, municipal and province.
  - d.4. Boundary description - indicate the name of the owner, farmer-tiller, adjoining lot and other natural boundaries, such as road, rivers, etc., falling under each direction (north, south, east, west).
  - d.5 Existing title No. indicate the title No. of the lot if the property is titled, if untitled indicate the Tax Declaration No. of every parcel.
- e. Prepare two (2) copies of CAL for each parcel, green (original) and brown (duplicate)
- f. The Registry Book No. should correspond to the CAL NO.
- g. That the data, information, other matters contained herein should conform with the existing leasehold contract between the landowner and tenant based on the court order/decision.

33

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Instructions in Filling-Up the Form on "List of Agricultural Lessees to be Issued with Certificate of Agricultural Leasehold".

Column

- 1 - Indicate in this column the name of the farmer-lessee to be awarded with Certificate of Agricultural Leasehold;
- 2 - Indicate in this column the complete name of the landowner of the farmer-lessee listed in column No. 1;
- 3 - Indicate in this column the parcel/lot number of the landholding tilled by the farmer-lessee;
- 4 - Indicate in this column the hectarage/square meters corresponding to the parcel/lot number of the landholding under lease;
- 5 - Indicate in this column the exact location of the specific parcel/lot under lease starting with the sitio, barangay and municipality;
- 6 - 9 - Refers to the boundary description of the parcel/lot subject of lease. Indicate the name of farmer/tiller, lot number, natural boundaries, such as road, creeks, etc., river, road or any prominent/permanent structures falling under each direction (North, South, West, East) that bounds the parcel/lot indicated in column No. 3;
- 10 - Indicate in this column the Title number or Tax Declaration number, whichever is available, covering the lot/parcel listed in column no. 3.

59

LIST OF AGRICULTURAL LESSEES TO BE ISSUED

CERTIFICATE OF AGRICULTURAL LEASEHOLD

Name of Lessees	Name of Landowner	Parcel Lot No.	Area (Has.)	Location	Boundary Description				Title/Tr Number	
					North	South	East	West		
:"	:"	:"	:"	:"	:"	:"	:"	:"	:"	:"
:"	:"	:"	:"	:"	:"	:"	:"	:"	:"	:"
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:"	:"	:"	:"	:"	:"	:"	:"	:"	:"	:"

CERTIFIED CORRECT:

ATTESTED BY:

Agrarian Reform Technologist

Team Leader

instructions at the back.



STANDARD OPERATING PROCEDURE  
ON TRACTOR POOLS OPERATION

I. OBJECTIVE

It is the objective of the Ministry of Agrarian Reform to assist the settlers/beneficiaries in land preparation through a low-cost tractor pool service by operating a tractor pool and to turn the management of the tractor pools to the settlers/beneficiaries as soon as they are already in a position to do so.

II. POLICY

The Ministry shall establish and maintain tractor pools in its settlement projects/landed estates to provide a low-cost tractor service assistance to settlers for land preparation and/or specific projects of the settlements/landed estates.

III. GUIDELINES

A. Establishment and Organization of the Tractor Pools

1. The Special Projects Division, Bureau of Resettlement, shall be responsible in the establishment of tractor pools of the Ministry. For tractor pools initiated by the Regional Offices, feasibility studies shall be reviewed by the Special Projects Division and the Planning Service for recommendation to the Minister, thru the BURE Director.
2. The Regional Director shall be responsible in the overall supervision of the tractor pools in his region. He shall designate, subject to the approval of the Minister, a tractor pool operation officer for each tractor pool who shall be under the direct supervision of the Team Leader. The tractor pool operation officer shall be properly bonded with the fidelity fund of the Bureau of Treasury.
3. For every tractor, a tractor operator shall be hired on contractual basis by the tractor pool operation officer as approved by the Team Leader. The tractor pool operator shall be paid a wage equivalent to 10% of the service fee of the area serviced.
4. The tractor pool operation officer, when necessary, may also hire a helper as approved by the Team Leader, at a minimum wage to help in the maintenance of the equipment and tractors assigned in the tractor pool.



5. The Team Leader shall supervise and make the necessary directive of work arrangement to enable the Team Accountant, Bill Collectors, Agrarian Reform Technologists, and other personnel perform their respective duties and responsibilities as defined herein.

B. Operation

1. Tractors and other farm equipment for the tractor pools shall be procured by the Ministry of Agrarian Reform out of its appropriation for the special projects under the capital outlay.
2. Operational maintenance expenditures of the tractor pool shall be taken from the fund appropriated for such purpose, through Allotment Advice from the Central Office thru the Regional Office.
3. All disbursements pertaining to the tractor pool service shall be approved by the Team Leader as recommended by the Tractor Pool Operation Officer.
4. All cash collections paid by the settlers/farmer-beneficiaries shall be deposited to the nearest PNB or other depository banks of the government to form part of and/or augment the tractor pool revolving fund of the region.
5. No withdrawals from the revolving fund shall be made and no checks shall be issued against the fund unless the same are authorized by the Minister or by his authorized representative.
6. The tractor pool operation officer shall be accountable for all tractors and other farm equipment assigned in the tractor pool and shall be responsible for proper custody and maintenance of such machinery.
7. All tractors assigned in the tractor pool shall be marked and numbered consecutively beginning from No. 1, stating therein the name and/or location of the settlement project.



EXAMPLE:

N.A.R. TRACTOR POOL SERVICE  
Pilot Special Settlement Project  
Unit No. 1

8. All tractors and farm equipment in the tractor pool shall be insured with the GSIS and should be provided with sufficient housing facility for the proper housekeeping and maintenance of the tractors and equipment of the pool.
9. The Tractor Pool Operation Officer shall maintain an operation and maintenance logbook which shall contain, among other things, pertinent information on the extent of the service extended and the cost of operation thereof.
10. Periodic inspection of the tractor pool shall be made by the Regional Director or by his duly authorized representative for identification of problems and finding solutions thereof.
11. The Management Division, FIMAS and/or the Special Projects, Planning Service, shall evaluate thru comparative analysis of the various operations and accomplishments of all tractor pools of the Ministry for management improvement. Whenever necessary, periodic inspection may be made.

C. Land Preparation Services

1. Land preparation services shall be extended to the following:
  - a. new settlers
  - b. old settlers
  - c. farmer-beneficiaries
2. The service rate for land preparation shall be fixed by the Regional Director, upon recommendation of the Team Leader subject to the concurrence of the Minister. The rate shall be 15% lower than the prevailing rate in the locality as extended by the private sectors.
3. The terms of payment for land preparation services are as follows:



the next harvest.

b. For old settlers - cash basis or at least 50% downpayment the balance payable after the next harvest.

c. Farmer-beneficiaries - strictly in cash-and-carry basis.

4. No requests for land preparation shall be approved for settlers/farmer-beneficiaries who have failed to pay their outstanding accounts on land preparation until such time the said accounts are settled.

B. Penalty for Irregularity

The Team Leader, Tractor Pool Operation Officer, Team Accountant, Agrarian Reform Technologist, Collecting Officer, Tractor Pool Operator shall be jointly and severally liable for any irregularity in the operation of the tractor pool, and shall be charged administratively and/or criminally.

IV. PROCEDURE

1. Settler/farmer-beneficiary shall accomplish a request for land preparation (T.F. Form No. 1) and file it with the tractor pool operation officer. The request shall indicate, among other things, the nature of service, whether plowing, harrowing, or rotivation; the number of hectares of the area to be serviced; and the terms of payment, whether cash basis, with down payment, or on credit term.

In case of 50% down payment, the settler/farmer-beneficiary shall accomplish the promissory note, the form of which is provided for in the Request Form.

2. The Agrarian Reform Technologist, who shall have the jurisdiction on the area to be serviced, shall check the veracity of the information in the Request as to identity of settler/farmer-beneficiary, the date of resettlement, and other information.

3. The Request shall be forwarded to the Tractor Pool Operation Officer for review and recommendation, and forward the Request to the Team



4. The Team Accountant shall verify and indicate in the Request Form whether the settler/farmer-beneficiary has no outstanding account. The Request shall be forwarded to the Team Leader for approval or disapproval, as the case may be.
5. The approved Request shall be forwarded as follows:
  - a. For Request on credit term - to be forwarded to the Team Accountant.
    - 1) The Team Accountant shall prepare a Settlers' Charge Invoice (SCI) for the service rendered and reflect the same in the Settlers' Passbook.
    - 2) The Settlers' Charge Invoice shall be forwarded to the Team Leader for approval.
  - b. For Request on Cash Basis or With Down Payment - To be forwarded to the collecting officer. The settler shall pay the corresponding amount to the collecting officer. The collecting officer shall indicate in the Request, in the space provided therefor, the following information:
    - (1) the official receipt number
    - (2) the date of issuance
    - (3) the amount paid by the settler/farmer-beneficiary
    - (4) the balance of the account, if any.

The Request shall be forwarded to the Team Accountant for recording. On the basis of the promissory note, in the approved Request for Land Preparation, the Team Accountant shall prepare the necessary bill against the debtor for land preparation and which shall be entered in the usual Journal of Bills rendered.
6. The approved Request shall be returned to the Tractor Pool Operation Officer who shall prepare a schedule of services that is practical, economical, and advantageous to the government.



shall accomplish a "Certificate of Completion of Land Preparation" (T.P. Form No. 2) to be concurred in by the Agrarian Reform Technologist. The settler/farmer-beneficiary shall also affix his signature, to signify his satisfaction as to the service rendered. The Tractor Pool Operation Officer shall verify and certify the completeness of the tractor service.

A. Distribution of Copies

1. Request for Land Preparation (T.P. Form No. 1)

- a. Original Copy - Tractor Pool Operation Officer
- b. One copy - Team Office
- c. One copy - Team Accountant
- d. One copy - Settler/farmer-beneficiary
- e. One copy - Collecting Officer

2. Certificate of Completion

- a. Original copy - Tractor Operator (to be attached to his claim of wages)
- b. One copy - Settler
- c. One copy - Team Leader
- d. One copy - Tractor Pool Operation Officer
- e. Two copies - Team Accountant (to be attached to SCI for the Regional Accountant, one for file)
- f. One copy - Collecting Officer

B. Accounting Entries

Accounting entries and/or transactions in connections with the Tractor Pool Operation Officer are shown in Annex "A" for ready reference.

C. Reporting

The following reports of transactions of the tractor pool operation shall be prepared monthly by the Team Of-



- (1) Report of Collections, Report of Disbursements, and Report of Checks Issued shall be prepared by the Cashier, to be certified by the Team Accountant, and to be submitted to the Regional Accountant.
- (2) Report of Loan Assistance shall be prepared by the Team Accountant to be submitted to the Regional Accountant.
- (3) Monthly Report of Accomplishment (T.P. Form No. 3) shall be prepared by the Tractor Pool Operation Officer with the assistance of the Team Accountant, to be approved by the Team Leader. The Report shall be submitted to the Minister, M&R, c/o the Financial and Management Service, Attention: Management Division, copy furnished the District Office, the Regional Office, the Special Projects Division, the Accounting Division, & Planning Service.

All Orders, Circulars and/or Memoranda inconsistent herewith are hereby revoked, superseded or modified as the case may be.

APPROVED, March 4, 1980, Diliman, Quezon City.

(SGD) CONRADO F. ESTRELLA  
Minister

CFE/ENG/ONS/SCL/  
rld 011080 -

RLF NO. \_\_\_\_\_

Republic of the Philippines  
MINISTRY OF AGRARIAN REFORM

Date \_\_\_\_\_

REQUEST FOR LAND PREPARATION

NAME \_\_\_\_\_ BLOCK NO. \_\_\_\_\_

DATE OF RESETTLEMENT \_\_\_\_\_ LOT NO. \_\_\_\_\_

SETTLER:       BENEFICIARY (Landed Estate)       OLT FARMERS

<u>NATURE OF SERVICE</u>	<u>AREA</u>	<u>LOCATION</u>
<input type="checkbox"/> Plowing	_____ has. & _____ sq.m.	_____
<input type="checkbox"/> Harrowing	_____ has. & _____ sq.m.	_____
<input type="checkbox"/> Motivation	_____ has. & _____ sq.m.	_____

TERMS OF PAYMENT

Cash Basis       50% down payment       on credit basis

RECOMMENDED BY:

REQUESTED BY:

\_\_\_\_\_  
(Tractor Pool Operation Officer)

\_\_\_\_\_  
(Signature)

To be filled up by MAU Personnel:

APPROVED:

Amount of Service Fee P \_\_\_\_\_

Amount Paid \_\_\_\_\_

Balance P \_\_\_\_\_

V.R.No. \_\_\_\_\_ dated \_\_\_\_\_

SCI No. \_\_\_\_\_ dated \_\_\_\_\_

No outstanding account

Outstanding account P \_\_\_\_\_

(P \_\_\_\_\_)

PROMISSORY NOTE

Date \_\_\_\_\_

I promise to pay the Ministry of Agrarian Reform, immediately after



TRACTOR POOL OPERATION  
MONTHLY ACCOMPLISHMENT REPORT  
For the Month of \_\_\_\_\_, 198\_\_

Team Office: \_\_\_\_\_

Date: \_\_\_\_\_  
Region: \_\_\_\_\_

A. INCOME

Tractor No.	Area Serviced (in hectares)			TOTAL AREA	Service Fee Per hectare	TOTAL Service fee
	Plowing	Harrowing	Rotivation			
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
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:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
:	:	:	:	:	:	:
<u>TOTAL</u>	:	:	:	:	:	:

B. EXPENDITURES

1. Fuel Consumed:	Plowing	_____ liters	P _____	
	Harrowing	_____ "	_____	
	Rotivation	_____ "	_____	P _____
2. Oil/lubricants		_____ "		_____
3. Repair/spare parts				_____
4. Wages:	Tractor operators		P _____	
	helpers		_____	
	others:	_____	_____	_____
5. Other expenses:		_____		_____
				TOTAL EXPENDITURES THIS MONTH P _____

C. CASH STATUS

Cash on hand and in bank (as of last report)	P _____
Add: Collections for this month	_____
TOTAL CASH ON HAND AND IN BANK - - - -	P _____

D. DEPOSITS

Total deposits as of last report	P _____
Deposits made this month	_____
TOTAL AMOUNT DEPOSITED IN THE BANK	P _____

REMARKS/PROBLEMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY:



NO. \_\_\_\_\_

TRACTOR POOL OPERATION  
CERTIFICATE OF COMPLETION OF  
LAND PREPARATION

\*Ref: RLP No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of Settler/Beneficiary: \_\_\_\_\_

Address: \_\_\_\_\_ or Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

<u>Nature of Service</u>	<u>Area Requested</u>	<u>Area Completed</u>
<input type="checkbox"/> Plowing	_____ has.	_____ has.
<input type="checkbox"/> Harrowing	_____ has.	_____ has.
<input type="checkbox"/> Rotivation	_____ has.	_____ has.

TIME STARTED: \_\_\_\_\_

TIME COMPLETED: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY:

\_\_\_\_\_  
Tractor Operator  
Tractor No. \_\_\_\_\_

CONCURRED BY:

\_\_\_\_\_  
(Signature of Settler/Beneficiary)

CERTIFIED CORRECT BY:

\_\_\_\_\_  
Tractor Pool Operation Officer

(\* RLP - Request for Land Preparation)

NOTE: Certificate of Completion should be numbered consecutively.