



MEMORANDUM ORDER No. 04

Series of 2020

TO : All DARCO Offices

FROM : The Office of the Secretary

SUBJECT : ADDITIONAL DARCO COVID 19 POLICIES

DATE : May 2020

In light of the COVID 19 pandemic and the directives of the President and the IATF to observe social distancing in the performance of government service, all DARCO Offices are being enjoined to adapt the following new policies in preparation for “the new norm”:

1. Maintenance of the Visitor’s Access Portal System (VAPS) for DARCO Frontline Offices during office work hours;

Under the said system, the DARCO Frontline Offices of the DAR Adjudication Board (DARAB), Bureau of Agrarian Legal Assistance (BALA), the Bureau of Land Tenure Improvement (BLTI), and the Legal Service (LS), as well as DARRO IV-A and IV-B, shall be mandated to maintain a VAPS Terminal with one designated VAPS Operator during office work hours. The said VAPS Terminal, via Office 365 Teams, shall be the primary means of communication between DAR and its walk-in visitors, to be facilitated by the Public Assistance and Information Center (PAIC).

The heads of the aforementioned offices are hereby enjoined to resubmit, before _ June 2020, an updated list of their Frontline Office Point Persons based on SPECIAL ORDER No. 255 SERIES of 2018 to act as alternating default DAR-VAP Operators.

2. Maintenance of the Access Portal System (APS) for DARCO Offices during office work hours;

All DARCO Offices are to designate a staff member to operate an APS Terminal via Office 365 Teams with an Office 365 account during office work hours, as a supplement to landline phones during the period of ECQ or GCQ.

All DARCO heads of office, including DARRO IV-A and IV-B, are hereby enjoined to coordinate with the Management Information Systems Service (MISS) before 1 June 2020 regarding the Office 365 account they will designate as their official APS Terminal.

3. Maintenance of an Online Storage System (OSS) for soft copies of documents; and

All DARCO Offices are encouraged to create an online library to save backups of their document soft copies in their respective Office 365 One Drive accounts, which shall act as their OSS. The said OSS shall be useful in securely accessing and sharing documents whether or not the said official or employee is physically in the DARCO, especially in this time of quarantine lockdown and social distancing.

The Head Executive Assistant and the MISS shall coordinate with all offices regarding the set-up and management of, or general assistance with, the VAPS, APS, or OSS.

This Order shall take effect on 1 June 2020, or upon the lifting of the ECQ/MECQ over Metro Manila.

For your strict compliance.


Att. **JOHN R. CASTRICIONES**
Secretary

