



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR No. 20

Series of 2020

TO : ALL DAR OFFICIALS AT THE CENTRAL, REGIONAL,
PROVINCIAL AND MUNICIPAL OFFICES

ALL REGIONAL ITEMA MONITORS
ALL PROVINCIAL LEAD ENUMERATORS

FROM : THE UNDERSECRETARY FOR POLICY, PLANNING AND
RESEARCH OFFICE

SUBJECT : IMPLEMENTATION OF THE CY 2020 REASSESSING THE
COVID-19 ENVIRONMENT FOR THE RECOVERY OF ARBOs
(ReCOVER ARBO) ¹

DATE : SEPTEMBER 2, 2020

I. BACKGROUND AND RATIONALE

Since CY 2015, the I.T-enabled Maturity Assessment for Agrarian Reform Beneficiaries' Organizations (ITeMA for ARBOs) in ARCs and non-ARCs has been conducted annually. The ITeMA ARBOs, gauges the level of maturity of organizations based on its operations for the year. It uses 32 indicators spread in 5 key result areas, namely: 1) Organizational Management; 2) Business Enterprises; 3) Resource Management and Financial Performance; 4) Alliance Building; and 5) Social and Environmental Responsibility.

In 2019, ITeMA for ARBOs covered 5,228 ARBOs. The results of ITeMA for ARBOs included updated profiles of the covered ARBOs, as well as their status based on the 32 ITeMA indicators and their maturity level form part of the DAR's ARBO Database. These results are utilized by the Support Services Office (SSO) in crafting appropriate programs and projects to promote the maturity and development of ARBOs.

In 2020, the spread of the COVID-19 pandemic created havoc nationwide, or even worldwide. The effects of this pandemic did not spare our ARBs and ARBOs. The pandemic grossly affected the ARBs socio-economic condition, the ARBOs day-to-day and business operations.

¹ To be conducted in lieu of the 2020 I.T.-enabled Maturity Assessment (ITeMA) for ARBOS in ARCS AND non-ARCS

This circumstance gave birth the questions: “Should we conduct 2020 ITeMA?””, and “Will the results on the conduct of ITeMA be relevant at this point in time?”

Planning Service (PS), being the project holder of ITeMA, conducted a quick consultation with the Provincial Lead Enumerators (PLEs), Regional ITeMA Monitors (RIMs) through the FB ITeMA Group, discussion with DARCO counterparts, and brainstorming activity among PS staff. After synthesizing the responses and careful analysis, PS recommended for non-implementation of the 2020 ITeMA using the established systems and procedures for the following reasons:

1. According to ITeMA design, the 2020 ITeMA will assess the 2019 operations of the ARBOs. The results to be gathered from ITeMA will reflect ARBOs’ operations in 2019 --- the pre-pandemic period. These results will be available by December 2020 or January 2021 --- hopefully, a post-ECQ period or recovery period under the new normal situation. Given the time element involved, there might be a disconnect between the 2020 ITeMA results and the 2021 planning and budget execution because the 2020 ITeMA results will not be reflective of the effects of COVID-19 pandemic which happens in 2020 in the ARBOs.
2. The ITeMA has stringent protocols that requires the enumerators to physically visit the location of the ARBO and conduct face-to-face data gathering using smartphones with GPS. The instrument contains 100 questions with most responses needing to be supported by documentary evidences. These documentary evidences will have to be produced by the respondents from the ARBOs records/files and are to be photographed by the enumerators. Given these, it will take an enumerator an average of 3 hours to complete data gathering for small ARBOs and 5 to 8 hours for a big ARBOs.

The ITeMA Management Team initially explored the possibility of conducting data gathering using two options: 1) the usual face-to-face interview but adhering to health protocols prescribed by the Inter-Agency Task force (IATF) on COVID-19; and 2) on-line data gathering utilizing platforms such as Zoom, Messenger, Google Hangouts, etc.

However, the online method will only be likely applicable to Level 5 ARBOs which have the computer, access to internet facilities and capable staff to undertake the online video conference. Level 5 ARBOs is a mere 10.69% (449 ARBOs) of the 5,228 ARBOs subjected to 2019 ITeMA. This means that the ARBO data gathering of the remaining 4,729 in levels 1-4 will be done through the face-to-face method which may put the enumerators in danger of being infected by COVID-19, aside from the difficulty of travelling to and from the ARBO areas considering the restrictions imposed by the local government units.

3. Considering that there is no vaccine yet for COVID-19 and the spread of the virus is not yet controllable, the PLEs and RIMs are not psychologically ready to conduct the ARBO data gathering. During the quick survey conducted by Planning Service, a high percentage of the PLEs and RIMs are not willing to go to the ARBO areas because of fear. They even

pleaded to forego the conduct of 2020 ITeMA for their own safety and for the ARBOs also.

However, despite all these, DAR, as an agency mandated to promote the economic welfare of the ARBs, including the ARBOs which has been our conduits in delivering support services to ARBs, still has the responsibility of determining the status of the ARBs, identifying their needs, and developing programs and projects to address such needs. Thus, in lieu of ITeMA ARBOs, DAR will be conducting **2020 REASSESSING THE COVID-19 ENVIRONMENT FOR THE RECOVERY OF ARBOs (ReCOVER ARBO)**.

II. OBJECTIVES

The ReCOVER ARBO is a tool jointly developed by Planning Service and Office of the Undersecretary of PPRO in collaboration with the offices under the Support Services Office. It is designed to capture critical information on the status during the prevalence of COVID pandemic, its effects on different aspects of the ARBOs operations, and more importantly, the support services needed by the ARBOs to continue operations under the new normal environment.

It seeks to achieve the following objectives:

1. To determine status of the ARBO operations during the spread of COVID-19 pandemic compared with status of ARBO operations in 2019;
2. To analyze the extent of effect of the restrictions under the COVID-19 pandemic on the ARBO's membership, organizational management, business enterprises, gross sales and its entire operations;
3. To identify the interventions needed by the ARBOs under the new normal; and
4. To recommend to the DAR Management the appropriate interventions to mitigate the effects of COVID-19 and for ReCOVERy of the ARBOs.

III. ARBO COVERAGE

The ReCOVER ARBO is a census of DAR-assisted ARBOs nationwide. The ARBOs to be covered are as follows:

1. ARBOs categorized as OPERATIONAL in 2019 ITeMA for ARBOs in ARCs and Non-ARCs;²
2. ARBOs included in 2019 ITeMA masterlist but not subjected to 2019 ITeMA for reasons other than refusal of the ARBO, provided that the said ARBOs are confirmed to be currently operational;
3. ARBOs covered under the ARBOLD Project; and
4. ARBOs currently being assisted by DAR but are not included in Items 1-3 whether old or newly organized.

² Operational ARBOs in 2019 ITeMA which ceased to be operational in 2020 shall be included in the masterlist but shall be tagged as "non-operational" with reasons specified, if possible. The enumerators shall no longer be required to visit these ARBOs.

The final list of ARBOs to be covered under ReCOVER ARBO are those validated by the DAR-Provincial Offices and included in the validated ReCOVER ARBO Masterlist which will be downloaded by the Planning Service to the DARROs/DARPOs prior to onset of data gathering.

Replacement of ARBOs shall not be allowed. In addition, information gathered for ARBOs not included in the validated ReCOVER ARBO Masterlist will not be considered in processing of results.

IV. KEY CONTENT AREAS FOR INCLUSION IN THE ReCOVER ARBO

The ReCOVER ARBO is designed to capture the ARBOs' experiences during the COVID 19 pandemic and how the restrictions brought about by the implementation of community quarantine and the fear of the pandemic itself has affected the organizations' membership, resources, business operations, marketing activities, gross sales and its entire operations. It is also designed to determine the assistance needed by the ARBOs in pursuing their operations under the new normal condition. Specifically, ReCOVER ARBO will cover the following key content areas:

1. ARBO Information
2. Membership
3. Baseline Information: Business Enterprises and Financial Condition- As of December 31, 2019
 - a. Agri-Related Business Operations
 - b. Non-Agri-Related Business Operations
 - c. ARBOs' Financial Condition As of December 31, 2019
4. 2020 Social And Economic Conditions Amid COVID- 19 Pandemic
 - a. Basic Health Protocols and Extent of COVID-19 Infestation
 - b. Effects of COVID on the ARBO'S Organizational Management
 - c. Effect on the ARBO'S CBU Collection As of August 31, 2020
 - d. Effect on Savings Generation As of August 31, 2020
 - e. Effect on the ARBO'S Operations/Business Enterprises
 - f. Over-All Business Operations of the ARBO
5. Interventions to Mitigate the Effects of COVID 19 Pandemic
 - a. Assistance Received From DAR During Time of COVID-19 Pandemic (March to August 2020)
 - b. Assistance Received From Other Agencies During Time of COVID-19 Pandemic (March to August 2020)
 - c. Assistance Provided by the ARBO to its Members and/ or Community
 - d. New Business Opportunities Under the New Normal
 - e. Interventions Needed by the ARBO Under The New Normal

6. Over-All Perception of the ARBO Respondents
 - a. Feelings/ Thoughts Regarding the Worldwide Spread of COVID-19
 - b. Message/s that they Want to Convey to DAR and/or President Duterte

The census will capture a mix of quantitative and qualitative data on the status of the ARBOs, their plans and the assistance they will need in order to operate under the new normal situation. The census will provide rich information which shall provide the basis for development of appropriate programs and projects for ARBOS and ARBs.

The complete set of questions is contained in **Annex 1- ReCOVER ARBO Questionnaire**.

V. MAJOR ACTIVITIES AND PROCESSES

Since the 2020 ReCOVER ARBO is a one-time activity and an interim replacement for the conduct of 2020 ITeMA, the designated Provincial Lead Enumerators (PLEs) and the Regional ITeMA Monitors (RIMs), as well as the Provincial ITeMA Team Leader (PITL) and the Regional ITeMA Team Leader (RITL), shall be tapped as the key players who will undertake the major activities and processes at the field offices and ARBO level. ***For easy identification, the use of PLEs and RIMs nomenclature shall be maintained.***

5.1 DEVELOPMENT OF THE ReCOVER ARBO QUESTIONNAIRE AND THE I.T-BASED APPLICATION IN THE SMART PHONE

The Planning Service together with the Data Management Service (DMS) of the Policy, Planning and Research Office (PPRO), Bureau of Agrarian Reform Beneficiaries Development (BARBD) and Project Management Service (PMS) shall develop the questionnaire including the Interview Guide for ReCOVER ARBO. A consultation shall also be conducted with selected RIMs and PLEs to validate their views on the ARBO census. After a series of revisions, the “final draft” of the questionnaire shall be pre-tested by the selected RIMs and PLEs in specific ARBOs in Kalinga, La Union, Nueva Ecija, Iloilo, Bohol and Davao Sur.

After the pre-testing, the questionnaire and the corresponding Interview shall be finalized and shall be submitted to the DMS-PPRO for the development of the DAR-Database System-ReCOVER ARBO Application. **This is an I.-T-based data gathering application which shall be installed in the enumerators’ smartphones for the data gathering.**

The smartphones used by the PLEs and RIMs during the 2019 ITeMA shall be the same phones that will be used for ReCOVER ARBO. Procurement of new smartphones shall only be done if the current phones are no longer functional, subject to justification and availability of funds at DARCO/ DARRO/DARPO.

The minimum specifications for Smartphones used in 2019 ITeMA are as follows:

NETWORK	:	GSM/HSPA/LTE
SIM	:	Single/Dual SIM
DISPLAY	:	5.5 inches
MULTI TOUCH	:	Yes
OS	:	Android
MEMORY	:	internal at least 16 GB, 3GB RAM
CARD SLOT	:	MicroSD
PRIMARY CAMERA	:	At least 12 MP
REAR CAMERA	:	At least 8 MP
COMMUNICATIONS	:	WLAN, Hotspot, Bluetooth v4.0
GPS	:	Yes
USB	:	microUSB 2.0
BATTERY	:	Li-Ion 3600 mAh battery

The DDS- ReCOVER ARBO Application in smartphones shall be pre-tested by selected PLEs in Kalinga, La Union, Nueva Ecija, Iloilo, Bohol and Davao Sur using the data gathered during the pre-testing of the pen and paper questionnaire. Based on the pre-testing results, the DDS- ReCOVER ARBO Application shall be finalized and be made ready for the online orientation of the PLEs and RIMs.

5.2 VALIDATION AND FINALIZATION OF OF ARBO MASTERLIST

While the ReCOVER questionnaire is being developed, the DARPO shall conduct the following:

- a. Firming-up of masterlist of ARBOs to be covered in ReCOVER ARBO
- b. Preparation of matrix on ARBO-PLE Assignment and Monitoring

5.3 ONLINE ORIENTATION OF THE ReCOVER ARBOs ENUMERATORS

The designated RIMs and PLEs who had been trained and who conducted the 2019 ITeMA shall be the participants of the Online Orientation of the ReCOVER ARBO Enumerators. It shall be reiterated, that if possible, designated RIMs and PLEs shall use the smartphones used in 2019 ITeMA.

Planning Service and DMS-PRRO shall conduct of the online orientation in batches. The number of batches, names of PLEs and RIMs in each batch and the schedules shall be prepared by Planning Service.

The orientation shall cover the discussion on the details of ReCOVER ARBO objectives, coverage, questionnaire with the Interview Guide, DDS- ReCOVER ARBO Application, organizational set-up, budget and the implementation schedule.

5.4 PRE-DATA GATHERING AT THE DARPO-LEVEL

Prior to data gathering, the following preparatory activities must be undertaken by the PLEs/RIMs:

- a. Firming up of schedule, venue and mode of data gathering with the ARBOs to include provision of templates for meticulous-to-gather ARBO information **(Please see Annex 2 for appointment setting, Annex 2-A for membership details and Annex 2-B for Business Enterprise and Financial Status)**
- b. Preparation of applicable survey instruments/tools to be used in data gathering (DDS- RecOVER ARBO Application in smart phones, questionnaire, etc)
- c. Generation of needed information from 2019 ITeMA, for subject ARBOs covered under 2019 ITeMA and setting such data in the survey instruments to be used
- d. Coordination with concerned units/offices regarding safe/access pass to location of interview, transportation arrangement, securing PPEs

5.5 DATA GATHERING AT THE ARBO LEVEL

The data gathering for ReCOVER ARBO shall be conducted by the trained PLES and RIMs. Other staff from DARPO or DARMO may also be tapped to provide assistance if deemed necessary.

Given the limited time allotted for data gathering and the mobility limitations coupled with health risks associated with COVID-19 pandemic, flexibility and creativity is encouraged in conducting ReCOVER ARBO data gathering to maximize the number of ARBOs which will be covered while minimizing the risk of exposure of the enumerators to the virus.

The regions/provinces, subject to concurrence of the respondent-ARBOs, are given flexibility to choose from among the six modes of data gathering is most feasible in their situation, on a per-ARBO basis. The six modes are:

Code 1	Pen and paper face-to-face interview (MARO/DARPO-PBD staff with complete PPEs ³ / conducts physical face-to-face interview with ARBO respondents)
Code2	Self-administered by ARBO using pen and paper questionnaire translated into the dialect
Code 3	IT-enabled face-to-face interview (PLE with complete PPEs conducts physical face -to-face interview with ARBO respondents using smart phone with DDS- RECOVER ARBO Application)
Code 4	On-line interview (PLE interviews ARBO respondents via internet)
Code 5	Phone-in interview (PLE interviews ARBO respondents thru phone call using the smart phone with RECOVER ARBO App or hard copy)
Code 6	Blended mode, wherein the enumerator may use any combination of Codes 1-5)

³ The basic PPEs referred to are face mask, face shield and alcohol.

Thus, the enumerators will use hard copies of ReCOVER ARBO Questionnaire for Codes 1 and 2. The DDS-ReCOVER ARBO Application in smartphones will be used for Code 3. While for Codes 4, 5, and 6, the enumerator may choose between using the hard copy of Questionnaire or DDS-ReCOVER ARBO Application in capturing the responses of the ARBOs.

In addition to flexibility in choosing applicable modes of data gathering, the regions/provinces are also encouraged to adopt strategies applicable to their respective areas. For instance, in lieu of actual visit to the location of the ARBOs, they may opt to invite the respondents in the DARPO or in DAR municipal offices and conduct the data gathering there; or send advance copies of the questionnaire to the ARBOs, so that responses to the questions can already be prepared by the ARBOs, and shorten the time of the conduct of data gathering.

The inventory of ARBOs per province reflected in the ARBOs master list will be pre-assigned among the PLEs in the same province and RIMs of DARRO covering the region, if needed.

Only the ITeMA-trained PLEs/RIMs shall be assigned to conduct IT-enabled face-to-face interview in ARBOs using DDS-ReCOVER ARBO App installed in smartphones. Non-ITeMA trained enumerators (at DARMO at DARPO) may be assigned to handle data gathering for other modalities, provided that 1) the support staff are oriented/briefed on their roles and responsibilities prior to conduct any ReCOVER ARBO activity; and 2) the accountability for ensuring the correctness of data gathered by the said support staff remains with the RIM/PLE assigned to the ARBO.

The PLEs/RIMs shall complete the data gathering for all ARBOs as scheduled and according to agreed mode of data gathering within the period allotted for data gathering.

5.6 REVIEW AND CLEANSING OF ARBO FORMS

Immediately after completing the interview, the PLEs/RIMs shall review the completed ARBO forms. If there are unanswered questions, vague responses or mismatches in the responses and questions, the PLEs/RIMs shall conduct a re-ask on the concerned ARBOs.

The PLEs/RIMs shall also translate responses dialects to English or Tagalog.

Review and cleansing of ARBO forms must be completed within 2 days after conduct of interview.

After thorough review and cleansing of the ARBO Forms, the PLEs/RIMs shall mark the ARBO Forms as FINAL.

5.7 SUBMISSION OF ARBO FORMS TO THE DDS- RECOVER ARBO PORTAL/DASHBOARD

The PLEs/RIMs shall submit ARBO Forms marked as Final. Submission protocols are as follows:

Mode of Data Gathering	Manner of Submission *_/	Schedule of Submission
Code 1 and Code 2	The PLE/RIM assigned to the ARBO shall encode in: <ol style="list-style-type: none"> a. the data capture forms designed by DMS-PPRO; or b. the ReCOVER ARBO App installed in smartphones and tick the submit form option in the App 	Within 4 days after conduct data gathering
Code 3	The PLE/RIM shall submit the Finalized ARBO Form through the “Submit Form” option in the ReCOVER ARBO App	Within 2 days after conduct of data gathering
Codes 4, 5, 6	The PLE/RIM may choose between encoding the data in the data capture forms designed by DMS-PPRO or encoding the responses in the ReCOVER ARBO App in smartphones and clicking on the submit form option in ReCOVER ARBO App.	Within 4 days after conduct of interview
*_/ The preferred option of DARCO is the encoding of data in the ReCOVER ARBO App		

The PLEs/RIMs may tap other staff in gathering data for modes other than mode 3, but the responsibility and accountability for accuracy of data gathered, encoded and submitted shall remain the PLE/RIM assigned to the ARBO.

5.8 DATA CONSOLIDATION AND INTEGRATION INTO ReCOVER ARBO DATABASE

Within 10 days after the deadline for submission of ARBO forms, the ReCOVER ARBO I.T. Team (RAITT) shall consolidate data contained in the ARBO forms and integrate it into the 2020 ReCOVER ARBO Database.

Coding and clustering of responses shall also be done at this stage.

5.9 DATA CLEANSING AND PROCESSING

At this stage, the DARCO ReCOVER ARBO Management Team (DRAMT), in coordination with the RAITT, shall perform last layer review and cleansing of the ReCOVER ARBO Database.

After review and cleansing of data, the DRAMT and RAITT shall work hand-in-hand in processing data to come up with summary tables on the results of ReCOVER ARBO.

Conceptualization of infographics on Results of ReCOVER ARBO to be uploaded to the ReCOVER ARBO Dashboard shall also be started at this stage.

5.10 DATA ANALYSIS AND PREPARATION OF REPORTS

Based on the cleansed ReCOVER ARBO database and summary tables generated, the DRAMT analyze data, generate recommendations and prepare report on results of ReCOVER ARBO.

Prior to finalization of the report, consultation with offices in the ARBDSP Sector shall be undertaken.

5.11 DISSEMINATION of Results

The results of ReCOVER ARBO shall be submitted/presented to DAR ExCom/ManCom within 15 days after the report has been finalized, and shall be subsequently disseminated to DAR field offices.

VI. KEY PLAYERS AND THEIR ROLES AND RESPONSIBILITIES

DARCO-LEVEL

1. Undersecretary for PPRO

The Undersecretary for Policy, Planning and Research (PPRO) shall be responsible for setting the over-all framework and direction of the ReCOVER ARBO Project and for ensuring its smooth implementation and completion..

2. DARCO ReCOVER ARBO Management Team (DRAMT)

The DARCO ReCOVER ARBO Management Team (DRAMT), headed by the Director of Planning Service, is a composite team consisting of technical staff from Planning Service, Office of the Undersecretary of Support Service, BARBD and PMS.

This team shall perform multiple functions of TWG, Field Coordinators and Field Monitors. As such, the DRAMT shall have the following tasks:

- Development/Maintenance/Enhancement of ReCOVER ARBO System
- Coordination with the ReCOVER ARBO IT Team (DMS-PPRO) for the development of IT-enabled data gathering application, submission and consolidation mechanisms
- Preparation of guidelines on Implementation of ReCOVER ARBO
- Formulation of Timelines and Schedules of Implementation of ReCOVER ARBO Project
- Formulation of monitoring mechanisms to ensure timely completion of the Project, specifically, the data gathering, encoding and submission
- Conduct of desk monitoring of progress of field data gathering and coordination with field implementers
- Provision of technical guidance to field ReCOVER ARBO implementer
- Review and processing of data submitted by field implementers and generation of national-level ReCOVER ARBO results
- Preparation and Dissemination of report on Results of ReCOVER ARBO

3. ReCOVER ARBO I.T. Team (RAITT)

The ReCOVER ARBO **I.T. Team** shall be composed of the Director and technical staff lodged at the Data Management Service (DMS) of the Office of the Undersecretary of PPRO.

This team shall be responsible for the following tasks:

- Development of IT-enabled DDS-ReCOVER ARBO Application for data gathering that will be uploaded/installed in smartphones based on the ReCOVER ARBO Questionnaire developed by the DRAMT;
- Development of IT-enabled systems/platforms and protocols for ReCOVER ARBO data submission (for data gathered through the DDS-ReCOVER ARBO App and thru other modes of data gathering);
- Development of IT-enabled DDS-ReCOVER ARBO data consolidation, data processing and report generation;
- Development of ReCOVER ARBO training module and Users' Manual ;
- Conduct of training on Utilization of the ReCOVER ARBO System;
- Provision of technical guidance to field implementers on IT-related aspects of ReCOVER ARBO;
- Conceptualization and uploading of data in the ReCOVER ARBO Dashboard, in close coordination with DRAMT; and
- Final later review and cleansing of ARBO Database, in coordination with DRAMT; and
- Generation of Summary Tables, in coordination with DRAMT.

DARRO-LEVEL**1. Regional Director**

The Regional Directors shall be accountable for the timely completion of implementation of ReCOVER ARBOs, specifically, the data gathering, encoding and submission of ARBO forms to DARCO, in their respective regions. It shall also be their responsibility to extend utmost support to the personnel who will be involved in ReCOVER ARBOs activities. These shall include facilitation of timely release of travelling allowances, provision of PPEs, provision of support staff to assist field ReCOVER ARBO implementers, facilitation of transportation arrangements for the enumerators, **provision of access to internet (or cell cards) to be used in attending ReCOVER ARBO on-line meetings, training/orientation and submitting ARBO Forms**, among others.

2. Regional ITeMA Monitors (RIMs)

The ITeMA-trained Regional ITeMA Monitors (RIMs) shall be tapped as monitors for Regional ReCOVER ARBO. All designated RIMs must attend the online orientation on ReCOVER ARBO which will be conducted prior to onset of data gathering.

If possible, the designated RITL in ITeMA shall also act as the Regional Monitor on ReCOVER ARBO.

Functions and Responsibilities:

- Act as PLE if needed. Gather data, encode, review and submit ARBO Forms;
- Provide assistance to PLE in reviewing and Encoding ARBO Forms;
- Provide technical guidance/assistance to PLEs ;
- Monitor progress data gathering, data encoding and data submission by PLEs ;
- Documentation of PINCs encountered during data gathering; and
- Adhere to timelines for completion of data gathering, encoding, and submission as specified in this Memorandum Circular.

The RITL shall have the following additional functions:

- Consolidation and submission of Provincial Masterlist of ARBOs to be covered under ReCOVER ARBO into regional masterlist to DARCO (**ps.pimd@dar.gov.ph**);
- Overall Tracking, Monitoring and Reporting of progress of region-wide implementation of ReCOVER ARBO data gathering (**See Annex 3 for the Monitoring Template**);
- Submission of Report on Progress of Region-Wide Implementation of ReCOVER ARBO Data Gathering, as may be required by DARCO Monitor;
- Consolidation and submission of PINCs submitted by PITL and submission to DARCO (**See Annex 4 for the template for the PINCs**) ; and
- Act as the Regional Team Leader for ARBO-related concerns. This shall include cascading of information/instructions to PLEs.

DARPO-LEVEL

1. Provincial Agrarian Reform Program Officer II (PARPO II)

The Provincial Agrarian Reform Program Officer IIs shall be accountable for the timely completion of implementation of ReCOVER ARBO, specifically, the data gathering and submission of ARBO forms to DARCO, in their respective provinces. It shall also be their responsibility to extend utmost support to the personnel who will be involved in ReCOVER ARBO activities. These shall include facilitation of timely release of travelling allowances, provision of PPEs, facilitation of transportation arrangements for the enumerators, **provision of access to internet (or cell cards) to be used in attending ReCOVER ARBO on-line meetings, training/orientation and submitting ARBO Forms**, among others.

2. Provincial Lead Enumerators (PLEs)

The ITeMA-trained PLEs shall be tapped as Provincial Enumerator for the ReCOVER ARBO. List of confirmed PLEs will be provided to the DARPOs, thru the RITLs, prior to onset of data gathering.

All designated PLEs must attend the online orientation on ReCOVER ARBO which will be conducted prior to onset of data gathering.

Only those who completed the training shall be eligible to be PLEs. The designated PITL shall also act as the ReCOVER ARBO Team Leader.

Functions and Responsibilities:

- e. Ensure that coordination with ARBOs to be subjected to ReCOVER ARBO has been successfully carried out. Specifically, the following should have been firmed up: date and venue and mode of the conduct of RECOVER ARBO, availability and attendance of the key respondents, and availability of documents. **(Please see Annex 2 for appointment setting, Annex 2-A for membership details and Annex 2-B for Business Enterprise and Financial Status);**
 - Generate ARBO-specific data from results of 2019 ITeMA and upload/input such information in the ARBO Forms prior to scheduled data gathering;
 - Brief the assistant, if any, of his/her roles and responsibilities during the implementation of ReCOVER ARBO;
 - Conduct data gathering according to agreed arrangement with ARBOs. Note however, that only ITeMA-trained PLEs may be tapped to handle data gathering using smartphones;
 - Review responses and conduct re-ask for unanswered questions or vague responses, if any;
 - Translate responses given in dialects into Tagalog or English, if any, prior to submission/uploading to Server;

- Submit/upload final ARBO forms to server, or, encode responses in the ReCOVER ARBOs encoding/integration facility in case of pen and paper and self-administered data gathering;
- Document PINCs encountered during implementation of ReCOVER ARBO; and
- Adhere to timelines for completion of data gathering, encoding, and submission as specified in this Memorandum Circular.

The PITL shall have the following additional responsibilities:

- Consolidation and submission of Provincial Masterlist of ARBOs to be covered under ReCOVER ARBOs to RITL ;
- Overall Tracking, Monitoring and Reporting (as may be required by RITL) of progress of region-wide implementation of ReCOVER ARBO;
- Consolidation and submission of PINCs encountered by PLEs to RITL (**See Annex 4 for the template for the PINCs**) ; and
- Act as provincial coordinator for all ReCOVER ARBO-related concerns.

VII. IMPLEMENTATION SCHEDULE

The following implementation shall be followed to ensure timely conduct of the RECOVER ARBOs Census:

MAJOR ACTIVITIES	TIMEFRAME
Development of Data Gathering Tools, Application and Protocols	Data Gathering System: July to 1st week Sept. 2020 Data Submission and Consolidation System and Protocols: 2nd week to 3rd week of Sept
Online Orientation for PLEs and RIMs	3rd week of September 2020
Conduct of Data Gathering at the ARBO Level	Last week of September to last week of November 2020
Review and Cleansing for ARBO Filled-up Forms	Last week of September to last week of November 2020
Submission of ARBO Forms/Encoding of ARBO Data	1 st week of October to last week of November 2020
Data Review, Processing, Analysis and Report Writing	1 st week of December to 15 January 2021
Dissemination of Results of ReCOVER ARBO	16 January to 30 January 2021

VIII. BUDGET FOR IMPLEMENTATION OF ReCOVER ARBO

The ReCOVER ARBO can be dissected into 3 parts. Part 1 shall be the development of the ReCOVER ARBO Tools and System; Part 2 shall be the Data Gathering at the ARBO Level; and Part 3 shall be Data Processing and Generation of Results of the Census.

Costs of Parts 1 and 3, which is basically payment for services of technical staff is already covered by the salaries of the concerned staff at DAR-Central Office. While costs for Part 2 (Data Gathering at the ARBO Level), shall be drawn from the Budget Allocation for 2020 ITeMA, which has already been downloaded to the DARROs and DARPOs.

IX. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon posting at the DAR Official Website and shall remain in effect until the census on ReCOVER ARBO has been completed.

For compliance.



VIRGINIA M. OROGO
Undersecretary, Policy, Planning and Research Office



Attachments:

1. Annex 1 - Final ReCOVER ARBOs Questionnaire
2. Annex 2 – Template for Appointment Setting Letter with ARBOs
Annex 2A –Template for ARBO’s Membership Details
Annex 2B –Template ARBO’s Business Operations and Financial Status
3. Annex 3 - Template for ReCOVER ARBO Tracking, Monitoring and Reporting of Progress of Implementation of ReCOVER ARBO Data Gathering
4. Annex 4- Template for PINCs Encountered During Implementation of ReCOVER ARBO

**REASSESSING THE COVID-19 ENVIRONMENT
FOR THE RECOVERY OF ARBOS
(ReCOVER ARBO)**

The Department of Agrarian Reform (DAR) takes the responsibility in guarding the confidentiality of all the information generated through this instrument.

QUESTIONNAIRE FOR DATA COLLECTION^{1/}

INTRODUCTION:

Good morning/ afternoon/ evening. I am _____ from the Department of Agrarian Reform _____ Provincial Office. Today is our scheduled interview regarding our assessment on the status of agrarian reform beneficiaries' organizations (ARBOS) amid the COVID 19 pandemic. This instrument replaces the 2020 Information Technology Maturity Assessment (ITeMA) in the interim. We hope that your key officers are all available for our discussion.

We will be covering your organization's operations and activities from **January 1 to August 31, 2020 with baseline data as of December 31, 2019**. The questions will mostly be based on the organization's experiences during the COVID 19 pandemic and how the restrictions brought about by the community quarantine has affected the organization's membership, resources, business operations, marketing activities and income.

The information you give to us will be kept confidential. Your cooperation is vital in helping determine your development needs and in improving the DAR's programs and support services to your ARBO.

Do you have any questions? May we start now?

FIELD CONTROL

NAME OF ARBO		
ARBO ID No. (on ITeMA)		
MANNER OF DATA GATHERING: <i>(Please check appropriate Code No.)</i>		
CHECK HERE	CODE	DESCRIPTION
	Code 1	Pen and paper face-to-face interview (MARO/PBD staff with complete PPEs ^{2/} conducts physical face-to-face interview with ARBO respondents)
	Code2	Self-administered by ARBO using pen and paper questionnaire translated into the dialect
	Code 3	IT-enabled face-to-face interview (PLE with complete PPEs conducts physical face -to-face interview with ARBO respondents using smart phone with DDS-RECOVER ARBO Application)
	Code 4	On-line interview (PLE interviews ARBO respondents via internet)
	Code 5	Phone-in interview (PLE interviews ARBO respondents thru phone call using the smart phone with RECOVER ARBO App or hard copy)
	Code 6	Blended mode, please specify _____ (For example, self-administered may be blended with phone-in interview)

¹ This questionnaire has an accompanying "Manual for Interviewers" that provides specific instructions and notes for each of the questions. This is a "must read" prior to the ARBO data gathering.

² The basic PPEs referred are face mask, face shield and alcohol.

NAME OF INTERVIEWER ³ /	
INTERVIEWER'S POSITION:	
INTERVIEWER'S CONTACT NO.	
NAME OF ASSIGNED PLE/RIM	
DATE OF INTERVIEW	
PLACE OF INTERVIEW	
DATE OF SUBMISSION OF FILLED-OUT QUESTIONNAIRE BY ARBO (FOR CODE 2)	

RESPONDENT(S)' INFORMATION

(Respondent/s may be any officer, management staff or employee of the ARBO who is knowledgeable on the ARBO's organizational management, business operations, financial condition, and plans)

	RESPONDENT 1	RESPONDENT 2	RESPONDENT 3
NAME OF RESPONDENT			
BIRTHDATE (MM/DD/YYYY)			
SEX:	<input type="checkbox"/> 1-MALE <input type="checkbox"/> 2-FEMALE	<input type="checkbox"/> 1-MALE <input type="checkbox"/> 2-FEMALE	<input type="checkbox"/> 1-MALE <input type="checkbox"/> 2-FEMALE
POSITION/DESIGNATION IN ARBO			
CONTACT NOS.			
IS THE RESPONDENT THE ARBO's CONTACT PERSON (If no, answer Q4)	<input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO	<input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO	<input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO

GENERAL INSTRUCTIONS TO THE INTERVIEWER USING PEN AND PAPER: Please:

- (1) Put a CHECK MARK in the beside the CODE NUMBER that corresponds to the response of the ARBO;
- (2) Put a CHECK MARK or WRITE 1 for "YES" and 2 for "NO" responses, as applicable;
- (3) For questions with available list of responses, do not read the possible responses to the respondents, instead wait for their responses and put a CHECK MARK on the choice corresponding to the response given; and
- (4) write legibly the ARBO's response/s in the blanks provided for, as applicable.

I. ARBO INFORMATION

Q1 ARBO Name _____

Q2 ACRONYM used for ARBO, if any _____

Q3 Is the ARBO subjected to 2019 ITeMA?

<input type="checkbox"/>	1 - YES	If yes, validate the pre-loaded data from 2019 ITeMA for Q5 to Q10
<input type="checkbox"/>	2 - NO	<i>If no, skip Q5 and answer Q6-Q10</i>

Q4 Contact Person: (if the contact person is not among the respondents)

Q4.1	Name of Contact Person	
Q4.2	Position In ARBO	
Q4.3	Contact Numbers	

³ May be the PLE/RIM, if they are the interviewers

Q5 What is the ARBO's organizational level of maturity based in 2019 ITeMA?

CHECK HERE	CODE	MATURITY RATING (Based on 2019 ITeMA)
	0	NO RATING
	1	LEVEL 1
	2	LEVEL 2
	3	LEVEL 3
	4	LEVEL 4
	5	LEVEL 5

Q6 ARBO Address

		(Reflect 2019 ITeMA Data Here)	(Reflect data for Non-ITeMA-covered ARBOs or for corrections in ITeMA Data here)
Q6.1	Region		
Q6.2	Province		
Q6.3	Municipality		
Q6.4	Barangay		
Q6.5	Structure No./Street		
Q6.6	Sitio/Purok		

Q7 What is the coverage of the operations of your ARBO?

CHECK HERE	CODE	COVERAGE OF OPERATIONS
	1	Within the barangay where the ARBO is located only
	2	In the barangay where the ARBO is located and adjacent barangay(s)
	3	Selected barangays in other towns/cities
	4	Municipality-wide
	5	Province-wide
	6	Region-wide

Q8 What is the type of your organization?

CHECK HERE	CODE	TYPE OF ORGANIZATION
	1	Cooperative
	2	Farmers' Association/Farmers' Organization
	3	Irrigators' Association
	4	Women's Association
	5	Water Users' Association
	6	Others, (Specify):

Q9 When was your ARBO established (MM/DD/YYYY)? _____

Q10 Has your ARBO ever been registered?

	1 - YES	<i>If yes, proceed to Q10.1</i>
	2 - NO	<i>If no, skip Q10.1 to Q10.3</i>

CODE	REGISTERING AGENCY (multiple select)	Q10.1 REGISTERED? (If no, skip Q10.1/10.2)	Q10.2 WHEN WAS YOUR ARBO REGISTERED? (MM/DD/YYYY)?	Q10.3 WHAT IS YOUR ARBO's REGISTRATION NUMBER?
		Code 1-YES Code 2-NO		
1	Cooperative Development Authority (CDA) (ASK ONLY AMONG CODE 1 IN Q8)			
2	Securities and Exchange Commission (SEC)			
3	Department of Labor and Employment (DOLE) - Bureau of Rural Workers(BRW)			
4	Other regulatory agency, specify:			

II. MEMBERSHIP

Q11 How many members did your organization have as of December 31, 2019?

CODE	SEX	TOTAL NO. OF MEMBERS Q11	NO. OF ARB MEMBERS ⁴ / Q11.1	NO. OF NON-ARB MEMBERS Q11.2
1	MALE			
2	FEMALE			
3	TOTAL			

Q12 How many members does your organization have now? (as of August 31, 2020?)

CODE	SEX	TOTAL NO. OF MEMBERS Q12	NO. OF ARB MEMBERS Q12.1	NO. OF NON-ARB MEMBERS Q12.2
1	MALE			
2	FEMALE			
3	TOTAL			

Q13 Aside from the actual ARB-members, how many among your members belong to ARB-households as of August 31, 2020?

CODE		NO. OF MEMBERS WHO BELONG TO ARB HOUSEHOLDS ⁵ / Q13
1	MALE	
2	FEMALE	
3	TOTAL	

⁴ Definition of ARB: ARBs are EP/ CLOA holders, leasehold beneficiaries (with registered leasehold contracts), holders of homestead patents released by DAR, and heirs with transfer action (on-going or perfected). Transfer action is considered on-going if the petition has been formally filed whether at the instance of the DAR or the preferred heir. Heirs who are only on the documentation stage are not considered as ARBs.

⁵ The ARBO member is considered as part of an ARB household if there is an ARB residing in the ARBO member's household, and they share the same food resource. The ARB him or herself may or may not be a member of the organization. He or she must satisfy our criteria of being an EP/CLOA holder or leasehold beneficiary, and heir with transfer action. The ARBO member need not be a blood relative of the ARB.

Q14 Did you have members who left the organization between January 1 and August 31, 2020?

	1 - YES	
	2 - NO	<i>If no, skip Q14.1 and Q14.2</i>

What are the reasons why the members left the organization? (*Ask if Code 1 in Q14*)

CHECK HERE	CODE	REASONS (MULTIPLE SELECT) Q 14.1	NO. OF MEMBERS WHO LEFT THE ORGANIZATION BETWEEN JANUARY 1 AND AUGUST 2020 Q14.2
	1	Withdrawal due to Sickness	
	2	Withdrawal due to financial issues	
	3	Withdrawal due to migration	
	4	Withdrawal, specify reasons:	
	5	Termination, specify reasons:	
	6	Death	
	7	COVID-related reasons, specify:	
	8	Others, specify:	
TOTAL NO. OF MEMBERS WHO LEFT THE ORGANIZATION			

Q15 Do you have members who joined the organization between January 1 and August 31, 2020?

	1 - YES	
	2 - NO	<i>If no, skip Q15.1 and Q15.2</i>

What are the reasons why the members joined the organization? (*Ask if Code 1 in Q15*)

CHECK HERE	CODE	REASONS (Multiple Select) Q.15.1	NO. OF MEMBERS WHO JOINED THE ORGANIZATION BETWEEN JANUARY 1 AND AUGUST 2020 Q15.2
	1	Encouraged by recruitment campaign of the ARBO	
	2	Member wanted to avail of the services of the ARBO	
	3	Member wanted to invest in the ARBO	
	4	Others, specify	
TOTAL NO. OF MEMBERS WHO JOINED THE ORGANIZATION			

Q16 Do you think the COVID-19 pandemic affected your organization in terms of membership?

	1 - YES	
	2 - NO	<i>If no, skip Q16.1 and Q16.2</i>

If yes, state the effects, whether positive or negative:

Q16.1 WHAT ARE THE POSITIVE EFFECTS?	Q16.2 WHAT ARE THE NEGATIVE EFFECTS

Q17 Do you have members who are enrolled in the Registry System on Basic Sector in Agriculture (RSBSA)?

CHECK HERE	CODE - RESPONSE	
	1 - YES	
	2 - NO	<i>If no, skip Q17.1 to Q 17.3</i>
	3- DO NOT KNOW	<i>If do not know, skip Q17.1 to Q 17.3</i>

CODE		Q17.1 Do you know how many of your members are enrolled in RSBA Code 1 -YES Code 2 -NO Code 3 – DO NOT KNOW	Q17.2 No. of members enrolled in RSBSA
A	ARBO Farmer-Members		
B	ARBO ARB-Members		

III. BASELINE INFORMATION: BUSINESS ENTERPRISES AND FINANCIAL CONDITION- AS OF DECEMBER 31, 2019

3.1 BUSINESS OPERATIONS

Q18 Did your ARBO operate any business enterprise in 2019?

CHECK HERE	CODE - RESPONSE	
	1 - YES	
	2 - NO	<i>If no, skip Q19 to Q30</i>

Q19 If yes, how would you categorize the type of business(es) that your ARBO operated in 2019?

CHECK HERE	CODE	TYPE (Multiple Select)
	1	Agriculture-Related
	2	Non- Agriculture-Related

3.1.1 AGRI-RELATED BUSINESS OPERATIONS (IF CODE 1 IN Q 19)

NOTES:

(1) for pen and paper interview- print Q20, Q21, and Q23 in landscape orientation

(2) Q20, Q21 and Q22 shall be asked vertically and in a sequential manner . This means you ask Q20 first covering crops, poultry, livestock, aquaculture, others. Then, proceed to Q21 covering processed products which are crop-based, related to poultry, livestock, aquaculture. Finally, proceed to Q22 on agri-marketing of crops, poultry, livestock, aquaculture, others.

(3) Q20, Q21 and Q22 – Multiple select

Q20 – PRODUCTION WHICH AMONG THE COMMODITIES WERE PRODUCED BY YOUR ARBO? (Note: Consider ARBO-based production)		Q21 – AGRI-PROCESSING WHICH WERE PROCESSED BY YOUR ARBO? ^{6/}				Q22- AGRI MARKETING WHICH WERE MARKETED BY YOUR ARBO- AS CONSOLIDATOR ^{7/}					
CODE	PARTICULARS (CROPS, LIVESTOCK, AQUACULTURE)	Q20 PRODUCED ? 1 - YES 2 - NO	Q20.1 IF YES, AREA PLANTED HECTARES	Q20.2 TOTAL PRODUCTION		Q20.3 GROSS SALES ON PRODUCTION ^{8/} (Php)	Q21 PROCESSED? 1 - YES 2 - NO	Q21.1 ENUMERATE PROCESSED PRODUCTS LIST ALL RESPONSES	Q21.2 GROSS SALES OF PROCESSED PRODUCTS (Php)	Q22 MARKETED 1 - YES 2 - NO	Q22.1 GROSS SALES ON AGRI-MARKETING/ TRADING BUSINESS (Php)
				QUANTITY	UNIT OF MEASURE						
CROPS											
1	PALAY				mt						
2	MILLED RICE				mt						
3	CORN				mt						
4	COCONUT				mt						
5	SUGARCANE				mt						
6	BANANA				mt						
7	PINEAPPLE				mt						
8	RUBBER				mt						
9	OIL PALM				mt						
10	ABACA				mt						
11	ONION				mt						
12	GARLIC				mt						
13	COFFEE				mt						
14	CACAO				mt						
15	MANGO				mt						
16	POMELO				mt						

⁶ The crops to be processed may not be produced by ARBO

⁷ Includes both products produced by the ARBO and those which are produced by members/other producers and marketed by the ARBO

⁸ If the produce is not sold in its raw/fresh form but processed by the ARBO, then the gross sales shall be reflected in the gross sales of processed products

Q20 – PRODUCTION WHICH AMONG THE COMMODITIES WERE PRODUCED BY YOUR ARBO? (Note: Consider ARBO-based production)						Q21 – AGRI-PROCESSING WHICH WERE PROCESSED BY YOUR ARBO? ^{6/}			Q22- AGRI MARKETING WHICH WERE MARKETED BY YOUR ARBO- AS CONSOLIDATOR ^{7/}		
CODE	PARTICULARS (CROPS, LIVESTOCK, AQUACULTURE)	Q20 PRODUCED ?	Q20.1 IF YES, AREA PLANTED	Q20.2 TOTAL PRODUCTION		Q20.3 GROSS SALES ON PRODUCTION ^{8/} (Php)	Q21 PROCESSED?	Q21.1 ENUMERATE PROCESSED PRODUCTS	Q21.2 GROSS SALES OF PROCESSED PRODUCTS (PhP)	Q22 MARKETED	Q22.1 GROSS SALES ON AGRI-MARKETING/ TRADING BUSINESS (PhP)
				HECTARES	QUANTITY						
17	ROOT CROPS				mt						
18	VARIOUS VEGETABLES				mt						
19	VARIOUS FRUITS				mt						
20	TIGER GRASS				mt						
21	TOBACCO				mt						
22	OTHERS, SPECIFY										
	TOTAL GROSS SALES										
POULTRY											
1	CHICKEN				# heads						
2	DUCK				# heads						
3	TURKEY				# heads						
4	QUAIL				# heads						
5	EGGS				# trays						
6	OTHERS, SPECIFY										
	TOTAL GROSS SALES										

Q20 – PRODUCTION WHICH AMONG THE COMMODITIES WERE PRODUCED BY YOUR ARBO? (Note: Consider ARBO-based production)						Q21 – AGRI-PROCESSING WHICH WERE PROCESSED BY YOUR ARBO? ^{6/}			Q22- AGRI MARKETING WHICH WERE MARKETED BY YOUR ARBO- AS CONSOLIDATOR ^{7/}		
CODE	PARTICULARS (CROPS, LIVESTOCK, AQUACULTURE)	Q20 PRODUCED ?	Q20.1 IF YES, AREA PLANTED	Q20.2 TOTAL PRODUCTION		Q20.3 GROSS SALES ON PRODUCTION ^{8/} (Php)	Q21 PROCESSED?	Q21.1 ENUMERATE PROCESSED PRODUCTS	Q21.2 GROSS SALES OF PROCESSED PRODUCTS (Php)	Q22 MARKETED	Q22.1 GROSS SALES ON AGRI-MARKETING/ TRADING BUSINESS (Php)
				HECTARES	QUANTITY						
LIVES TOCK											
1	COW				# heads						
2	CARABAO				# heads						
3	PIG/SWINE				# heads						
4	GOAT				# heads						
5	LAMB/SHEEP				# heads						
6	FRESH MILK PRODUCTION				Liters						
7	OTHERS, SPECIFY										
	TOTAL GROSS SALES										
AQUACULTURE											
1	BANGUS (MILKFISH)				kg						
2	TILAPIA/ PLA-PLA				kg						
3	SHRIMPS/ PRAWNS				kg						
4	CRABS				kg						
5	OTHERS, SPECIFY				kg						

		Q20 – PRODUCTION WHICH AMONG THE COMMODITIES WERE PRODUCED BY YOUR ARBO? (Note: Consider ARBO-based production)				Q21 – AGRI-PROCESSING WHICH WERE PROCESSED BY YOUR ARBO? ^{6/}			Q22- AGRI MARKETING WHICH WERE MARKETED BY YOUR ARBO- AS CONSOLIDATOR ^{7/}			
		PARTICULARS (CROPS, LIVESTOCK, AQUACULTURE)	Q20 PRODUCED ?	Q20.1 IF YES, AREA PLANTED	Q20.2 TOTAL PRODUCTION		Q20.3 GROSS SALES ON PRODUCTION ^{8/}	Q21 PROCESSED?	Q21.1 ENUMERATE PROCESSED PRODUCTS	Q21.2 GROSS SALES OF PROCESSED PRODUCTS	Q22 MARKETED	Q22.1 GROSS SALES ON AGRI-MARKETING/ TRADING BUSINESS
CODE			1 - YES 2 - NO	HECTARES	QUANTITY	UNIT OF MEASURE	(Php)	1 - YES 2 - NO	LIST ALL RESPONSES	(Php)	1 - YES 2 - NO	(Php)
		TOTAL GROSS SALES										
OTHERS												
1	ANIMAL FEEDS					kg						
2	ORGANIC FERTILIZER					kg						
3	OTHERS, SPECIFY											
		TOTAL GROSS SALES										

3.1.2 NON-AGRI-RELATED BUSINESS OPERATIONS (IF CODE 2 IN Q 19)

Q23 - Which among the following non-agriculture-related business/enterprises did your ARBO operate in 2019?

CODE	TYPE OF BUSINESS ENTERPRISE	OPERATED BY ARBO IN 2019? CODE 1-YES; CODE 2- NO	
1	Processing/manufacturing		<i>If no, skip Q24</i>
2	Trading/marketing		<i>If no, skip Q25</i>
3	Credit and micro-finance		<i>If no, skip Q26</i>
4	Rental of common service facilities		<i>If no, skip Q27</i>
5	Irrigation and utilities services		<i>If no, skip Q28</i>
6	Food services		<i>If no, skip Q29</i>
7	Service-based enterprises		<i>If no, skip Q30</i>

Q24 - PROCESSING/MANUFACTURING –			
Which among the following were operated by your ARBO			
CODE	TYPE OF PROCESSING/ MANUFACTURING BUSINESS	OPERATED BY ARBO IN 2019? CODE 1-YES; CODE 2- NO	Q24.1 GROSS SALES (Php)
1	Garments ^{9/}		
2	Furniture		
3	Handicrafts		
4	Soap Making		
5	Health and Wellness Products ^{10/}		
6	Lumber ^{11/}		
7	Others, Specify		
	TOTAL GROSS SALES		

Q25 MARKETING/TRADING - Which among the following were operated by your ARBO?			
CODE	TYPE OF MARKETING/ TRADING BUSINESS	OPERATED BY ARBO IN 2019? CODE 1-YES; CODE 2- NO	Q25.1 GROSS SALES (Php)
1	Consumer Goods Store/ Commissary (May include grocery items and farm Inputs)		
2	School /Office supplies/ Photocopying/Computer Printing		
3	Botika ng Bayan/Pharmacy		
4	Others, Specify		
	TOTAL GROSS SALES		

⁹ To include face masks, rags, curtains, bed sheets and the like

¹⁰ To include VCO, herbal products, essential oils and the like

¹¹ To include lumber produced from hard trees, falcata, coco lumber and bamboo

3.2 ARBO FINANCIAL CONDITION AS OF DECEMBER 31, 2019

Q31 DOES YOUR ARBO HAVE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2019?

CHECK HERE	CODE	
	1 - YES	<i>If yes, proceed and get picture /hard copy of the Financial Statements)</i>
	2 - NO	<i>If no, skip Q31.2, Q31.3 and all items under Q32</i>

Q31.1 Is the FS audited by an external auditor? <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td style="width: 50px;"></td> <td style="text-align: center;">1 - YES</td> </tr> <tr> <td></td> <td style="text-align: center;">2 - NO</td> </tr> </tbody> </table>		1 - YES		2 - NO	Q31.2 –Picture/ hard copy of Statement of Financial Condition, ending December 31, 2019 (full page(s))	Q31.3 - Picture/ hard copy of Statement of Operations, ending December 31, 2019 (full page(s))
	1 - YES					
	2 - NO					

Q32	KNDLY INDICATE THE AMOUNT IN EACH ITEM	
	2019 PARTICULARS	AMOUNT (PhP)
Q32.1	Total current assets	
Q32.2	Total assets	
Q32.3	Total current liabilities	
Q32.4	Total liabilities	
Q32.5	Savings collection	
Q32.6	CBU collection	
Q32.7	Capital contribution collection (for non-coops)	
Q32.8	Net income/loss (before allocation)	
	ASK ONLY IF NET INCOME IS POSITIVE AND ORG TYPE IS COOPERATIVE	
Q32.9	Amount available for Interest on Share Capital	
Q32.10	Amount available for Patronage Refund	

IV. 2020 SOCIAL AND ECONOMIC CONDITIONS AMID COVID 19 PANDEMIC

(This section aims to find out problems that started from the time the national government declared community quarantine **that** persisted up to the time of interview.)

4.1 BASIC HEALTH PROTOCOLS AND EXTENT OF COVID-19 INFESTATION

Q33 Was community quarantine implemented in the barangay where your ARBO is located?

CHECK HERE	CODE	
	1 - YES	
	2 – NO	<i>If no, skip Q33.1</i>

Q33.1 If yes, how many weeks? _____

Q34 Does your ARBO implement/observe/practice health protocols?

CHECK HERE	CODE	
	1 - YES	
	2 – NO	<i>If no, skip Q34.1</i>

Q34.1 What health practices/protocols did the ARBO implemented?

CHECK HERE	CODE	PROTOCOLS (multiple select)
	1	Imposed wearing of face mask
	2	Imposed wearing of face shield
	3	Imposed observance of safe distancing
	4	Installed/provided sanitizers/alcohol/ handwash
	5	Practiced Work-from-home arrangement
	6	Practiced rotation of staff/employees (only 50% of workforce are physically reporting)
	7	Disinfecting the office premises
	8	Imposed thermal scanning
	9	Installed/provided foot baths
	10	Conduct employees' health survey/Monitoring
	11	Installed temporary barriers
	12	Others, specify

Q35 Has any of the ARBO officers/staff or their household member or ARBO member or his/her household member been tested positive for COVID 19? CODE 1-YES; CODE 2-NO (if no, skip Q35.1-Q#35.3)

CHECK HERE	CODE	
	1 - YES	
	2 - NO	<i>If no, skip Q35.1 to q 35.3</i>

If yes, Q35.1 How many were COVID positive? _____
 Q35.2 How many has recovered? _____
 Q35.3 How many died? _____

4.2 EFFECTS OF COVID ON THE ARBO's ORGANIZATIONAL MANAGEMENT

Q36 How did the ARBO conduct/manage its entire operations during this time of community quarantine? (Multiple select)

CHECK HERE	CODE	MANNER OF MANAGING THE ARBO OPERATIONS
	1	Work from home
	2	Skeleton workforce with PPEs
	3	Full workforce with PPEs/ other safeguards
	4	Temporary stoppage of operations
	5	Business as usual – (not affected by COVID)
	6	Others, specify

Q37 Has the conduct of meetings of the ARBO been affected by COVID? (March to August 2020)

CODE	TYPE OF MEETING	Q37 AFFECTED BY COVID PANDEMIC? CODE 1-YES; CODE 2-NO <i>(If no, skip Q37.1)</i>	Q37.1 EFFECT ON THE MEETING ACTIVITIES Code 1 – No Meeting Conducted Code 2 - Meeting conducted is lesser than planned Code 3 – Meeting conducted on-line Code 4 – Meeting conducted face-to-face, but practiced safe distancing Code 5 – Others, specify
A	BOD/Committee/Staff Meeting		
B	General Assembly /Membership Meeting		

4.3 EFFECTS OF COVID ON THE ARBO'S CBU COLLECTION AS OF AUGUST 31, 2020

Q38 How much is the ARBO's CBU as of August 31, 2020? PhP _____
(Write the cumulative data as of August 31, 2020)

Q39 Compare the ARBOs CBU as of as of end of August 2020 with the ARBO's CBU as of end December 2019. How would you describe the CBU as of August 2020?

CHECK HERE	CODE	
	1 - INCREASED	Proceed to Q39.1, skip 39.2
	2 – DECREASED	Proceed to Q39.2
	3 - MAINTAINED	If no, skip Q39.1 and 39.2

Q39.1 State reasons for the increase in CBU: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Members continued to give CBU during COVID time
	2	New members were recruited and paid capital share/CBU
	3	Received grants/donations from agencies/foundations
	4	Others, specify

Q39.2 State reasons for the decrease in CBU: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Partial pull out of members' capital share due to financial needs
	2	Pull out of capital share/CBU due to death of member(s)
	3	Pull out of capital share/CBU due to withdrawal from ARBO membership
	4	Inability of members to pay their capital share/CBU due to COVID mobility restrictions
	5	Cannot expand membership due to COVID mobility restrictions
	6	Others, specify

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4.4 EFFECTS OF COVID ON SAVINGS GENERATION AS OF AUGUST 31, 2020

Q40 Does the ARBO have a savings generation program for its members?

CHECK HERE	CODE	
	1 - YES	
	2 - NO	<i>If no, skip Q41 to Q43</i>

Q41 If yes, how much is the Savings collection as of August 31, 2020? PhP _____

Q42 Compare the amount of savings as of end of August 2020 with amount of savings as of end of December 2019. How would you describe the Savings as of August 2020?

CHECK HERE	CODE	
	1 - INCREASED	Proceed to Q42.1, skip 42.2
	2 - DECREASED	<i>Proceed to Q42.2</i>
	3 - MAINTAINED	<i>If no, skip Q42.1 and 42.2</i>

Q42.1. What are the reasons for increase in savings mobilized?: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Members continued to save despite the COVID situation
	2	New members are participating in savings mobilization
	3	Members are encouraged to save due to COVID, specify details
	4	Others, specify

Q42.2. What are the reasons for decrease in savings mobilized?: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Closure of members' savings account due to death of member
	2	Closure of members' savings account due to withdrawal of membership
	3	Closure of members' savings account due to migration
	4	Closure of members' savings account due to financial needs
	5	Withdrawal of portion of members' savings due to health reasons
	6	Withdrawal of portion of members' savings due to COVID-related reasons, specify details
	7	Inability of members to put in savings due to COVID mobility restrictions
	8	Others, specify

Q43 Compare the number of members participating in the ARBO's savings mobilization program as of end of August 2020 with number of members with savings as of end of December 2019. How would you describe the number of members with savings as of August 2020?

CHECK HERE	CODE	
	1 - INCREASED	Proceed to Q43.1, skip 43.2
	2 - DECREASED	<i>Proceed to Q43.2</i>
	3 - MAINTAINED	<i>If no, skip Q43.1 and 43.2</i>

Q43.1. What are the reasons for increase in numbers participating in the ARBO's savings mobilization program?: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Members continued to save despite the COVID situation
	2	New members are participating in savings mobilization
	3	Members are encouraged to save due to COVID, specify details
	4	Others, specify

Q43.2. What are the reasons for decrease in savings mobilized?: *(multiple select)*

CHECK HERE	CODE	REASONS
	1	Death of member formerly participating in savings mobilization program
	2	Withdrawal of membership due to financial issues
	3	Withdrawal of membership due to migration
	4	Withdrawal of membership due to health issues
	3	Inability of members to put in savings due to COVID mobility restrictions
	4	Inability of members to put in savings due to fear of catching COVID
	5	Temporary suspension of savings mobilization program of the ARBO
	6	Permanent suspension of savings mobilization program of the ARBO
	7	Others, specify

4.5 EFFECTS ON THE ARBO'S OPERATIONS/BUSINESS ENTERPRISES

Q44 Has the restrictions under the COVID pandemic affected the following business operations of your ARBO?

CODE	TYPE OF ENTERPRISE	ENTERPRISE AFFECTED? CODE 1-YES; CODE 2-NO	
1	LENDING		<i>If no, skip Q45</i>
2	AGRI-PRODUCTION		<i>If no, skip Q 46 to Q48</i>
3	MARKETING		<i>If no, skip Q 49 to Q50</i>
4	OVER-ALL BUSINESS OPERATIONS ¹² /		<i>If no, skip Q51 to Q55</i>

4.5.1 LENDING BUSINESS

Q45 How was the lending business of the ARBO affected ? *(multiple select)*

CHECK HERE	CODE	EFFECTS
	1	Increase in number of members applying for loans
	2	Decrease in number of members applying for loans
	3	Difficulty in collecting payment of loans from members
	4	ARBO introduced new modes of loan collections
	5	ARBO opened new lending window(s)

¹² This refers to the over-all business operations of the ARBO including businesses other than lending, production and marketing

	6	Difficulty in paying of loans of ARBO to financing institutions
	7	Others, specify

Q45.1 In terms of total loan releases, how would you consider your lending operations during the COVID period (March to August 2020) compared with your operations prior to COVID pandemic?

CODE	EFFECT DESCRIPTION (Single Select) Q45.1	If selected, how much is the estimated Increase or Decrease? Q45.2
1	INCREASED	
2	DECREASED	
3	NO SIGNIFICANT DIFFERENCE	

4.5.2 BUSINESS ON PRODUCTION OF AGRICULTURAL PRODUCTS

Q46 Effects of COVID on ARBO's production of agricultural products

Q46 How was the production of agricultural products of the ARBO affected? (*multiple select*)

CHECK HERE	CODE	EFFECTS
	1	Temporary stoppage of agri-production activities
	2	Permanent stoppage of agri-production activities
	3	Expansion of production area
	4	Increase in volume of production
	5	Decrease in volume of production
	5	Crop Diversification (production of crops not produced previously)
	6	Produce agri-products based on growership contract with buyer
	7	Decrease in yield
	8	Others, specify

Q46.1 For temporary or permanent stoppage of production, state the reason: (*multiple select*)

CHECK HERE	CODE	REASONS
	1	Staff is categorized as PUM/PUI or positive for COVID 19
	2	Precautionary measure to prevent spread of COVID
	3	Supply chain is disrupted due to COVID
	4	Lockdown/quarantine
	5	No market for product
	6	No capital
	7	Others, specify

Q47 What stages of crop production were affected?

CHECK HERE	CODE	REASONS
	1	Land preparation stage (plowing to planting)

	2	Crop cultivation stage (after planting to pre-harvesting which includes application of irrigation water, fertilization, weeding)
	3	Harvesting
	4	Stages of crop production was not affected

Q48 How much is the estimated loss in the crop production enterprise of the ARBO during the COVID period (March to August 2020) ? PhP _____

4.5.3 MARKETING ENTERPRISE OF ARBO AS CONSOLIDATOR (MARCH TO AUGUST 2020)

Q49 What were the products marketed by the ARBO during the COVID time (March to August) and how much was the gross sales? ¹³/ (select products marketed by the ARBO and provide the gross sales) (MULTIPLE SELECT)

CODE	Q49 COMMODITIES/ PRODUCTS	Q49.1 GROSS SALES (PhP)	CODE	Q49 COMMODITIES/ PRODUCTS	Q49.1 GROSS SALES (PhP)
1	Palay		15	Poultry (Live)	
2	Milled Rice		16	Poultry (Eggs)	
3	Corn		17	Livestock swine and pork	
4	Coconut (Whole nuts)		18	Processed- agri products	
5	Copra		19	Handicrafts	
6	Sugarcane		20	Health Essentials (Face masks, PPEs)	
7	Assorted Vegetables		21	Health and Wellness Products (VCO, Essential Oils, etc.)	
8	Assorted Fruits		22	Others, specify	
9	Coffee				
10	Cacao				
11	Root Crops				
12	Oil Palm/Palm Oil				
13	Rubber Cup Lumps				
14	Abaca Fiber				
TOTAL GROSS SALES IN MARKETING					

Q49.2 In terms of total gross sales, how would you consider your marketing/trading operations during the COVID period (March to August 2020) compared with your operations prior to COVID pandemic?

CODE	EFFECT DESCRIPTION (Single Select) Q49.2	If selected, how much is the estimated Increase or Decrease? Q49.3
1	INCREASED	
2	DECREASED	
3	NO SIGNIFICANT DIFFERENCE	

¹³ For consistency, the list of commodities/products were derived from the ARBOOST REPORT on ARBO Marketing During Community Quarantine submitted by the DARPOs to BARBD

Q50 How has restrictions during the community quarantine or lockdown due to COVID 19 affected marketing of products? (*multiple select*)

CODE	EFFECTS
	A-EFFECTS RELATIVE TO ACCESSIBILITY AND AVAILABILITY TO MARKET
1	Unable to transport products to target market
2	Delayed transport of products to target market
3	ARBO temporarily stopped producing/manufacturing because there is no market
4	Unable to secure Quarantine Accreditation Pass
5	Spoilage of product due to non-accessibility to market
	B-EFFECTS RELATIVE TO PRICING OF COMMODITIES
6	Market price of some commodities/farm produce dropped
7	Market price of some commodities/farm produce increased
	C-EFFECTS RELATIVE TO AVAILABILITY OF TRANSPORTATION
8	Increase in price of transportation fare
9	Increase in rental fee of vehicles for delivery of products
10	No available transport facilities
	D-EFFECTS ON ARBO WORKFORCE
11	Unavailability of ARBO workforce
	E-POSITIVE EFFECTS ON ARBO MARKETING ACTIVITIES
12	Increase in demand of products because LGU was buying agricultural products (e.g. vegetables and meat products) for relief operations
13	Increase demand of agricultural products by National Government Agencies (e.g. DA) for the KADIWA and Market on Wheels
14	Others, specify

4.6 OVER-ALL BUSINESS OPERATIONS OF THE ARBO

Q51 What was the extent of effect of COVID-19 on the entire ARBO business operations?

CODE	EFFECTS
1	Only one business enterprise was affected
2	Two to three business enterprises were affected
3	Four to five business enterprises were affected
4	Six or more business enterprises were affected

Q52 How many ARBO employees were affected by the temporary/permanent stoppage of business? _____

Q53 Are there any positive gains to the ARBO business enterprise that was brought about by the COVID pandemic?

CHECK HERE	CODE	
	1 - YES	
	2 - NO	<i>If no, skip Q53.1</i>

Q53.1 If yes, what are the positive gains to the ARBO business enterprise that was brought about by COVID-19 pandemic?

CODE	EFFECTS
1	Provided opportunity for new business operations (i.e., sewing of masks, manufacturing of hand sanitizers, online business, etc)
2	Increased production and sale of health and wellness products
3	Developed online marketing
4	Sale of Healthy foods (fruits and vegetables) increased
5	Bulk marketing by selected LGU (for distribution as relief to constituents)
6	LGU/NGA facilitated marketing on wheels to areas on enhanced community quarantine
7	LGU/NGA facilitated marketing of products outside the locality by providing FOOD PASS/QUARANTINE PASS
8	Ventured into delivery business
9	Ventured into selling of cellphone load, wi-fi, smartphones, laptops, desktops
10	Others, specify

Q54

Are there negative effects brought about by COVID 19?

CHECK HERE	CODE	
	1 - YES	
	2 – NO	<i>If no, skip Q54.1</i>

Q54.1 What are the negative effects to the ARBO business enterprise that was brought about by COVID-19 pandemic?

CODE	EFFECTS
1	Bankruptcy
2	Negative income for the ARBO/ losing
3	Decrease in income but still gaining
4	Slowdown of operations
5	For multi-business operations, some business operations were temporarily shut down
6	Reduction of manpower
7	Higher operations cost
8	Permanent closure of business operation
9	Others, specify

- Q55 What is the effect of the COVID-19 pandemic on the gross sales of the entire business operations of the ARBO? Compare the gross sales of ARBO covering the period January to June 2020 and January to June 2019)¹⁴

PERIOD	TOTAL GROSS SALES FROM ALL BUSINESS ENTERPRISES (PhP)
Q 55.1 JAN -JUNE 2019	
Q 55.2 JAN-JUNE 2020	
Q55.3 VARIANCE (gross sales in 2020 minus gross sales in 2019)	

V. INTERVENTIONS TO MITIGATE THE EFFECTS OF COVID 19 PANDEMIC

5.1 ASSISTANCE RECEIVED FROM DAR DURING TIME OF COVID-19 PANDEMIC (MARCH TO AUGUST 2020)

- Q56 Did the ARBO receive any assistance from DAR during time of COVID?

CHECK HERE	CODE	
	1 - YES	
	2 – NO	<i>If no, skip Q56.1</i>

- Q 56.1 If yes, what type of assistance was provided to ARBOs?
(Do not enumerate. Let the ARBO mention the assistance, if any. Then mark the appropriate code.)

CODE	DAR ASSISTANCE TO ARBO (multiple select)
1	Regular programs distributed during COVID times (farm machineries and equipment distributed during COVID time)
2	Loan window was expanded to address problems related to COVID
3	Provided financial assistance
4	Provided food packs
5	Provided non-food packs
6	Facilitated access to information, i.e, health and safety protocols, relative to COVID
7	Facilitated medical assistance to ARBO members
8	Facilitated access to reasonably-priced protective masks, hand sanitizers, etc.
9	Production-related assistance (e.g, seeds, fertilizer)
10	Agri-related livelihood assistance, (e.g. egg layering, poultry production)
11	Marketing assistance to ARBOs (online marketing, linking farm produce/products to buyers, facilitation of marketing agreements/purchase order, facilitating the acquisition of travel pass for the transportation of farm produce to NCR and other destinations,)
12	Others, specify:

¹⁴ Inform the ARBO prior to interview to make available their interim Financial Statements. If there are no interim FS, compute the gross sales based on available ARBO records.

5.2 ASSISTANCE RECEIVED FROM OTHER AGENCIES DURING TIME OF COVID-19 PANDEMIC (MARCH TO AUGUST 2020)

(Note: Do not include social amelioration program, assistance for senior citizens, Persons with Disability, and Single Mothers because these are not ARBO level assistance)

Q57 Did the ARBO receive any assistance from other agencies during time of COVID?

CHECK HERE	CODE	
	1 - YES	
	2 - NO	If no, skip Q57.1

Q57.1 If yes, which agency/ies granted the COVID-related assistance? *multiple select*
(Do not enumerate. Let the ARBO mention the assistance, if any. Then write the appropriate code. For multiple assistance per agency separate applicable codes by comma.)

AGENCY	SERVICES AVAILED (WRITE CODES SEPARATED BY ",")	CODE	POSSIBLE ASSISTANCE RECEIVED BY THE ARBO
Department of Agriculture (DA)		1	Farm machineries and equipment distributed during COVID time
Department of Trade and Industry (DTI)		2	Production-related assistance, i.e., seeds, fertilizer
Department of Environment and Natural Resources (DENR)		3	Agri-related livelihood assistance, i.e., egg layering, poultry production
Department of Social Work and Development (DSWD)		4	Provided financial assistance
Department of Labor and Employment (DOLE)		5	Provided food assistance/ food packs
Local Government Units (Provincial/Municipal/City/Barangay)		6	Provided non-food packs
Cooperative Development Authority (CDA)		7	Facilitated access to information, i.e, health and safety protocols, relative ot COVID
Department of Health (DOH)		8	Facilitated medical assistance to members
Department of Interior and Local Government (DILG)/Philippine National Police (PNP)		9	Facilitated access to reasonably-priced protective masks, hand sanitizers, etc.
Department of National Defense (DND)		10	Marketing assistance to ARBOs (online marketing, linking farm produce/products to buyers, facilitation of marketing agreements/purchase order, facilitating the acquisition of travel pass for the transportation of goods
Non-Government Organizations (NGOs)/ People's Organizations (PO)/Civil Society Organizations (CSOs)/ Tertiary Organizations of Cooperatives/Federations/ Other Cooperatives		11	Loan window expanded to address problems related to COVID
LBP and other banks, Financing institutions		12	Moratorium on loan payments
Religious sectors		13	Others, specify
Private Entities/Foundations			
Foreign donors			
Government-owned and Controlled Corporations (GOCCs)/Social Security Systems (SSS)			
Others, specify			

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5.3 ASSISTANCE PROVIDED BY THE ARBO TO ITS MEMBERS AND/ OR COMMUNITY

Q58 Did your ARBO provide assistance to its members and/or community?

CHECK HERE	CODE	
	1 - YES	If Yes, fill out the matrix below : <i>multiple select</i>
	2 – NO	<i>If no, skip Q58.1 and Q58.2</i>

CODE	TYPE OF ASSISTANCE	Q58.1 To Members		Q58.2 To the Community	
		Code 1-YES Code 2- NO	No. of members benefited	Code 1-YES Code 2- NO	No. of beneficiaries
1	Food packs/relief goods				
2	Non-food packs				
3	Rice (Bigas)				
4	Fruits and vegetables				
5	Meat & Poultry products				
6	Vitamins, medicines, supplements				
7	Heath essentials (alcohol/sanitizer, face mask, soap)				
8	Financial assistance				
9	Extended loan to members without interest/lowered interest rates				
10	Burial Assistance				
11	Information materials relative to COVID				NAP
12	Volunteer work (Cleanliness & Sanitation/Disinfection)				NAP
13	Partnered with DAR and other agencies on COVID-related activities				NAP
14	Others, specify				

5.4 NEW BUSINESS OPPORTUNITIES UNDER THE NEW NORMAL

Q59 Possible business opportunities for ARBOs

Q59 Does the ARBO want to engage in new business under the new normal?

CHECK HERE	CODE	
	1 - YES	
	2 – NO	<i>If no, skip Q59.1</i>

Q59.1 If yes, what do you think are the possible new business ventures that your ARBO want to engage in under the new normal? (*multiple select*)

CODE	TYPE OF NEW BUSINESS VENTURES
1	Production of medicinal crops/herbs, pls. specify
2	Processing of healthy food products
3	Production/processing of health and wellness products ,e.g., VCO, essential oils, etc.
4	Marketing of health and wellness products ,e.g., VCO, essential oils, etc.
5	Delivery Services
6	Online marketing
7	Online services (collection, payment, remittances)
8	Production of health essentials (face masks/shields, PPEs, sanitizers, disinfectant, soap)
9	Franchising

CODE		TYPE OF NEW BUSINESS VENTURES
	10	Others, specify

5.5 INTERVENTIONS NEEDED BY THE ARBO UNDER THE NEW NORMAL

What do you think are the necessary interventions needed by your ARBO for your recovery under the new normal? (From the list, select items which are needed for your ARBO. Mark appropriate codes).

Q60 - FOR LENDING ENTERPRISES

CODE (A)	Q60 - Interventions for Lending Enterprises (multiple select)
1	New capital from banks or lending institutions
2	Lowered interest rate for loans
3	Longer repayment term for loans
4	No penalty for arrearages
5	Moratorium on payment of loans
6	Lessen the requirements for availment of loans
7	Others, specify

Q61 - FOR CROP PRODUCTION

CODE (B)	Q61 - Interventions related to Crop Production (multiple select)
1	Farm inputs such as fertilizers and seedlings
2	Farm production small farm implements, facilities and equipment
3	Crop production farm machineries (e.g. tractors)
4	Training on new/appropriate farm technologies under the new normal
5	Good Agricultural Practice
6	Others, specify

Q62 - FOR FOOD PROCESSING/ MANUFACTURING

CODE (C)	Q62 - Interventions related to Food Processing/Manufacturing (multiple select)
1	Training on: Good Manufacturing Process
2	Skills training on food processing/ no-food processing
3	Acquisition of food/ manufacturing processing equipment, pls specify
4	Compliance to regulatory requirements and permits, pls specify
5	Others, specify

Q63 - FOR MARKETING

CODE (D)	Q63 - Interventions related to Marketing (multiple select)
1	Online marketing of ARBO products
2	Linking farm products to buyers
3	Facilitating the acquisition of travel pass for the transportation of farm produce to NCR and other destinations
4	Promotion of ARB products through social media and other online channels
5	Promotion of ARB products through local and national trade fairs
6	Access to price of commodities (eg. DA Price Watch)

CODE (D)	Q63 - Interventions related to Marketing (multiple select)
7	Market-related information
8	Training on Product Costing and Pricing
9	Skills Training on Product Packaging and Labelling
10	Negotiation Skills
11	Coaching, mentoring and handholding interventions on clustering approach
12	Marketing support facilities (e.g. delivery trucks, weighing scale, etc.), Pls specify
13	Others, specify

Q 64. Priority Ranking of Selected ARBO Interventions.

From the selected ARBO interventions in Q60-Q63, rank them based on the following criteria:

(a) importance to the ARBO, (b) urgency of the intervention, and (c) magnitude of ARBO members benefitted. Use the selected codes in the ranking. Rank 1 is the highest.

PRIORITY RANKING	WRITE THE CODE (EXAMPLE: CODE B1 for Farm inputs such as fertilizers and seedlings)
Rank 1	
Rank 2	
Rank 3	
Rank 4	
Rank 5	
Rank 6	
Rank 7	
Rank 8	
Rank 9	
Rank 10	

VI. OVER-ALL PERCEPTION OF THE ARBO RESPONDENTS

Q65 What are your feelings/ thoughts regarding the worldwide spread of COVID-19? (maximum of 25 words)

Q 66 THE DAR LISTENS TO YOU.... Do you have any message(s) that you want to convey to DAR/ Current Administration of President Duterte? (maximum of 25 words)

VII. SIGNATURE OF RESPONDENTS

RESPONDENT 1	RESPONDENT 2	RESPONDENT 3
SIGNATURE	SIGNATURE	SIGNATURE

THANK YOU SO MUCH FOR YOUR TIME AND FOR THE INFORMATION THAT YOU SHARED WITH DAR.
REST ASSURED THAT THIS INFORMATION WILL RESULT IN BETTER SERVICE TO ARBOs AND ARBs!!!

**ANNEX 2
APPOINTMENT SETTING LETTER WITH ARBOS**

<Date of Letter>

<Name of ARBO Head>

<Position>

<Name of ARBO>

<Address of ARBO>

Dear Sir/Madam:

Greetings!

The Department of Agrarian Reform will be gathering information from all DAR-assisted organizations on how COVID-19 and the mobility limitations it brought about affected the organizations. The information which we will be asking will focus on the COVID-19 and the mobility limitations it brought about on the organizations day-to-day operations and business operations including the effects on production and business volume. To highlight the effects, we will also be gathering information on the organizations ' pre-COVID situation, how the organizations strategized to mitigate the negative effects of COVID, and the immediate plans of the organization on how to operate under the new normal condition.

The information gathered from this activity will be treated as confidential and will be used solely for the purpose of establishing the magnitude of effects of COVID-19 (and its mobility restrictions) to the organizations, and determining the appropriate package of support services needed by the organizations in order for them to continue or enhance operations under the new normal condition.

Your organization is among those which will be covered by this activity. Hence, may we request for an interview appointment with you and the other officers/members of your organization who can provide us with information on matters stated in the first paragraph on <date/time> , or if you are not available on the said date/time, at a date and time most convenient to you. May we also request that you make available the information indicated in the attached annexes on the date of the interview.

Mr./Ms. _____ and _____ of the DARPO-
_____ will be visiting you on the said date and time to conduct the interview.

Hoping for your support and cooperation in this undertaking.

Very truly yours,

(PARPO II, PARPO I, RSSD, Chief, Provincial ITEMMA Team Leader, or MARPO

ARBO's CONSENT

Name of ARBO	
---------------------	--

To Concerned DAR-PLE:

We have received your letter requesting for an interview appointment. Please be informed that:

We will be available for interview on the date and time you are requesting. We will also make available all the information you have requested.

We are sorry, we will not be available for interview on the date and time you are requesting. Instead, we will be available on the _____. We will also make available all the information you have requested.

We would like the data gathering to be undertaken thru:

	MODE CODE	DESCRIPTION OF MODE OF DATA GATHERING
	1	Pen and paper face-to-face interview (MARO/DARPO-PBD staff with basic PPEs-conducts physical face-to-face interview with ARBO respondents)
	2	Self-administered by ARBO using pen and paper questionnaire translated into the dialect
	3	IT-enabled face-to-face interview (PLE with complete PPEs conducts physical face -to-face interview with ARBO respondents using smart phone with RECOVER ARBO application)
	4	On-line interview (PLE interviews ARBO respondents via internet)
	5	Phone-in interview (PLE interviews ARBO respondents thru phone call using the smart phone with RECOVER ARBO App or hard copy)
	6	Blended mode, wherein the enumerator may use any combination of Codes 1-5). Please specify selected mode codes: _____.

The following officers/members of our organization will serve as your key informants during the interview:

NAME	POSITION/DESIGNATION	CONTACT NOS.

SIGNATURE OVER PRINTED NAME OF THE ARBO REPRESENTATIVE

POSITION: _____

DATE : _____

ANNEX 2A

ARBO'S MEMBERSHIP DETAILS

NAME OF ARBO: NAME _____

1. How many members did your organization have as of the end of the following dates?

	NO. OF MEMBERS	
	AS OF DECEMBER 31, 2019	AS OF AUGUST 31, 2020
MALE		
FEMALE		
TOTAL		

2. How many among these members are Agrarian Reform Beneficiaries (ARBs)?

	NO. OF ARB MEMBERS	
	AS OF DECEMBER 31, 2019	AS OF AUGUST 31, 2020
MALE		
FEMALE		
TOTAL		

Definition of ARB: ARBs are EP/ CLOA holders, leasehold beneficiaries (with registered leasehold contracts), holders of homestead patents released by DAR, and heirs with transfer action (on-going or perfected). Transfer action is considered on-going if the petition has been formally filed whether at the instance of the DAR or the preferred heir. Heirs who are only on the documentation stage are not considered as ARBs.

3. Excluding the actual ARBs, how many among your members belong to ARB households?

	NO. OF MEMBERS BELONGING TO ARB HOUSEHOLDS	
	AS OF DECEMBER 31, 2019	AS OF AUGUST 31, 2020
MALE		
FEMALE		
TOTAL		

The ARBO member is considered as part of an ARB household if there is an ARB residing in the ARBO member's household, and they share the same food resource. The ARB him or herself may or may not be a member of the organization. He or she must satisfy our criteria of being an EP/CLOA holder or leasehold beneficiary, and heir with transfer action. The ARBO member need not be a blood relative of the ARB.

4. Did you have members who left the organization between January 1 and August 31, 2020? If yes, please provide details below:

REASONS FOR LEAVING THE ORGANIZATION	NO. OF MEMBERS WHO LEFT THE ORGANIZATION
Withdrawal due to Sickness	
Withdrawal due to financial issues	
Withdrawal due to migration	
Withdrawal, specify reasons:	
Termination, specify reasons:	
Death	
COVID-related reasons, specify	
Others, specify:	
TOTAL NO. OF MEMBERS WHO LEFT THE ORGANIZATION	

5. Do you have members who joined the organization between January 1 and August 31, 2020? If yes, please provide details below:

REASONS FOR LEAVING THE ORGANIZATION	NO. OF MEMBERS WHO JOINED THE ORGANIZATION
Encouraged by recruitment campaign of the ARBO	
Member wanted to avail of the services of the ARBO	
Member wanted to invest in the ARBO	
Others, specify	
TOTAL NO. OF MEMBERS WHO JOINED THE ORGANIZATION	

PREPARED BY:

PRINTED NAME AND SIGNATURE

POSITION: _____

DATE PREPARED: _____

ANNEX 2B

ARBO'S BUSINESS OPERATIONS, CBU/SAVINGS MOBILIZATION AND FINANCIAL STATUS ¹

NAME OF ARBO: NAME _____

1. Information on the ARBO's Financial Status as of end of December 31, 2019

PARTICULARS	AMOUNT IN PESOS 1_/
Total Current Assets	
Total Assets	
Total Current Liabilities	
Total Liabilities	
Savings Collection	
CBU Collection	
Capital Contribution Collection (for non-cooperative)	
Net Income/(Net Loss) before allocation	
For Cooperatives with positive Income:	
Amount Available for Interest on Share Capital	
Amount Available for Patronage Refund	

2. Information on the ARBO's Capital Build-Up and/or Savings Mobilization as of end of December 31, 2019 and as of end of August 2020

	AMOUNT OF CBU AND SAVINGS COLLECTED 1_/	
	As of end of December 2019	As of end of August 2019
Capital Build-Up		
Savings Mobilization		

3. Information on Gross Sales, Rental and Service Fees, Loan Releases (Business Volume) generated by the ARBO for the period covering January to June 2019 and January to June 2020

BUSINESS ENTERPRISE (Please list down businesses operated by your organization)	BUSINESS VOLUME (IN PESOS) 1_/	
	January to June 2019	January to June 2020

¹ You may get this from your interim financial statements ending June 2019 and June 2020. If you do not have interim financial statements, you may get the information from your other available records.

4. Information on Gross Sales from trading/marketing as products/commodities CONSOLIDATOR from March to August 2020.

CODE	Q49 COMMODITIES/ PRODUCTS	Q49.1 GROSS SALES (PhP)	CODE	Q49 COMMODITIES/ PRODUCTS	Q49.1 GROSS SALES (PhP)
	1	Palay		15	Poultry (Live)
	2	Milled Rice		16	Poultry (Eggs)
	3	Corn		17	Livestock swine and pork
	4	Coconut (Whole nuts)		18	Processed- agri products
	5	Copra		19	Handicrafts
	6	Sugarcane		20	Health Essentials (Face masks, PPEs)
	7	Assorted Vegetables		21	Health and Wellness Products (VCO, Essential Oils, etc.)
	8	Assorted Fruits		22	Others, specify
	9	Coffee			
	10	Cacao			
	11	Root Crops			
	12	Oil Palm/Palm Oil			
	13	Rubber Cup Lumps			
	14	Abaca Fiber			
TOTAL GROSS SALES IN MARKETING					

5. Effect of COVID-19 challenges and the mobility restrictions it carried to the following enterprises of your ARBO. Compare your business operations during the COVID period (March to August 2020) and prior to COVID period.

5.1 How would you consider your lending operations, in terms of total amount of loan releases, during the COVID period (March to August 2020) compared with your

operations prior to COVID pandemic? *(Select appropriate item and provide amount needed)*

- There is an estimated PhP _____ increase in loan releases
- There is an estimated PhP _____ decrease in loan releases
- There is no significant increase or decrease in loan releases

5.2 In terms of crop production, how much is your estimated losses, if any?

- PhP _____ losses
- No losses incurred

5.3 In terms of total gross sales, how would you consider your marketing/trading operations during the COVID period (March to August 2020) compared with your operations prior to COVID pandemic?

- There is an estimated PhP _____ decrease in business volume
- There is an estimated PhP _____ increase in business volume
- There is no significant increase or decrease in business volume

PREPARED BY:

PRINTED NAME AND SIGNATURE

POSITION :

DATE PREPARED:

ANNEX 3

ReCOVER ARBO Tracking, Monitoring and Reporting of Progress of Implementation of ReCOVER ARBO Data Gathering

AS OF:

REGION	PROVINCE	MUNICIPALITY/CITY	ORG ID NUMBER	ARBONAME	TYPE OF ORGANIZATION	PLANNED DATA GATHERING			ACTUAL DATA GATHERING			DATE FORM IS SUBMITTED/ UPLOADED TO DATABASE	Remarks
						PLE/RIM ASSIGNED	SCHEDULED DATE OF INTERVIEW	MODE OF DATA GATHERING	INTERVIEWER	DATE OF INTERVIEW	MODE OF DATA GATHERING		

This monitoring form shall be kept updated by the PITL.
 The RITL shall ensure that he/she has access to the updated monitoring form of the PITL for ready reporting to DARCO.

PREPARED BY:

 NAME OF PITL

ANNEX 4

**PROBLEMS, ISSUES, NEEDS AND CONCERNS (PINCS) ENCOUNTERED DURING IMPLEMENTATION OF ReCOVER ARBO
AND RECOMMENDATIONS TO ADDRESS THE PINCS¹**

NAME OF PLE/RIM/PITL/RITL : _____

PROVINCE : _____

REGION : _____

	PINCS ENCOUNTERED	ACTIONS UNDERTAKEN TO TEMPORARILY ADDRESS THE PINCS	RESOMMENDATIONS/SUGGESTIONS TO ADDRESS PINCS OR ENHANCE THE SYSTEM
ON THE QUESTIONNAIRE <i>(Please indicate Question Number)</i>			
ON THE APPLICATION <i>(Please indicate Question Number if applicable)</i>			
ON THE METHODOLOGIES/ PROCESSES			

¹ The PLEs and RIMs involved in actual data gathering shall accomplish this form and submit it to PITL for consolidation. Submission shall be made on the first working day of the ensuing week after the conduct of data gathering.

The PITL shall consolidate all forms submitted by PLEs and RIMs and submit it to the RITL. Submission to RITL shall be made three days after the deadline of submission of the PLEs. Mode of submission between the PITLs and the RITL shall be agreed among them

The RITLs shall make a regional consolidation and submit it to DARCO thru ps.pimd@gmail.com, with subject line RECOVER-ARB PINCS - <Your Region>, every 2nd and 4th Fridays of the month.

ON ACTUAL DATA GATHERING <i>(Include issues with respondents, mobility restrictions encountered,etc)</i>			
ADMIN-RELATED AND OTHER CONCERNS			
REMARKS OBSERVATIONS FROM THE PLEs/RIMS IN CONDUCTING ReCOVER ARBO CENSUS <i>(Please write down any comments, observations, reflections, lessons learned based on your experiences in conducting ReCOVER ARBO Survey)</i>			