



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR No. 26

TO : ALL REGIONAL DIRECTORS
ALL REGIONAL CHIEF LEGAL OFFICERS
ALL PROVINCIAL AGRARIAN REFORM PROGRAM OFFICERS II
PROVINCIAL CHIEF LEGAL OFFICERS

FROM : THE UNDERSECRETARY FOR LEGAL AFFAIRS

DATE : 17 NOVEMBER 2020

SUBJECT : GUIDELINES ON PREPARATION OF CASE FOLDERS FOR
SUBMISSION TO DAR CENTRAL OFFICE

The need to preserve the gains of the zero backlog campaign is critical in ensuring the speedy and efficient delivery of agrarian justice to our clients: the potential and actual agrarian reform beneficiaries.

It is important that we monitor the status of our campaign. Our caseload at this juncture should be primarily consisting of new cases as well as motions for reconsideration. We should not allow ourselves to backslide. We have to maintain the momentum of the zero backlog campaign.

The immediate resolution of cases has lately been hampered by case folders which have not been properly processed. Some folders have lacking vital documents. Some folders have no pagination. Some folders have no table of contents. Some folders have no proper binding. Some folders are disheveled. These occurrences impede the speedy resolution of cases.

The following is being issued as a directive to all concerned regarding the preparation of the case folders for submission to the DAR Central Office:

- 1.0. All case folders must be clean and properly labeled. The cover of the folder must contain the following information:
 - 1.1. The short title of the case indicating the surname of the first party named on the side of the petitioner/appellant as well as the surname of the first party named on the side of the respondent/appellee. There is no need to include in the cover the complete names of all the parties.
 - 1.2. The docket number of the case.
 - 1.3. The nature of the case.
 - 1.4. The name of the originating office.

1.5. A Certification as to the completeness of the case folder. The Certification should contain a statement that the preparation of the case folder has been undertaken in compliance with this Order. It shall be signed by the Regional Chief Legal Officer. The Certification and the said signature shall appear at the lower right corner of the cover of the Case Folder.

1.6. The following is an illustration of a proper label, thus:

Case Title: Reyes, et al. v Cruz, et al.
Docket No.: 20-0001
Nature: FB Disqualification
Origin: Office of the Regional Director, DAR Region 4A

Certification:

I hereby certify that this folder has been prepared in full compliance with the requirements provided in Memorandum Circular No. _____, Series of 2020 (indicating the M.C. Number and year of issuance).

Name of Regional Chief Legal Officer: _____
Signature of Regional Chief Legal Officer: _____
Date: _____

- 2.0. All the documents in the folder must be properly bound. The binding material to be used may consist of staple wires, fastener, or thread.
- 3.0. The documents in the folder must be arranged chronologically in such a manner that the earliest document must be at the bottom and the latest document must be on top of the bundle. A folder should only contain a maximum of 300 leaves. Thus, resort to a second folder is made if the number of pages exceeds the stated maximum.
- 4.0. The case folder must be paginated. Each and every page of a document in the bundle must have a designated page number which should appear on the lower right corner of every page. Avoid redundant page numbers or unnumbered pages.
- 5.0. Every folder must have a Table of Contents appearing as the first page of each Folder. The Tables will indicate the actual page location of every important or vital document, thus:
- 5.1. The petition
 - 5.2. The comment or opposition
 - 5.3. The position papers of the parties
 - 5.4. The decisions/resolutions/orders issued by the office of origin.
 - 5.5. Ancillary or preliminary remedies issued by the lower offices.

- 5.6. Such other major pleadings or documents which the Central Office must be aware of.
- 6.0. The Office which shall be primarily responsible for preparing the folder in compliance with this memorandum circular shall be the Chief Legal Officer of the Region. The same office shall likewise be responsible for the packaging, transport, and delivery of the case folders to the Bureau of Agrarian Legal Assistance (BALA) at the DAR Central Office.
- 7.0. Folders which are not in compliant with this memorandum circular may not be accepted by the BALA and may be returned to the concerned regional office to address the deficiencies. Otherwise, the proper disciplinary action may be commenced for failure to comply with this procedure.

This Memorandum Circular shall take effect immediately.

For strict compliance.



ATTY. LUIS MEINRADO C. PAÑGULAYAN