



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRARIAN REFORM
Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR NO. 27

TO : DAR ADJUDICATION BOARD MEMBERS
THE EXECUTIVE DIRECTOR, DARAB
REGIONAL AGRARIAN REFORM ADJUDICATORS
PROVINCIAL AGRARIAN REFORM ADJUDICATORS
CONCERNED DARAB PERSONNEL
CONCERNED LITIGANTS / COUNSELS / MEMBERS OF
THE BAR

FROM : THE SECRETARY

SUBJECT : GUIDELINES ON THE CUT-OFF PERIOD OF THE
PROCESSES OF RECEIPT AND DOCKETING OF DARAB
CASES

President Rodrigo Roa Duterte issued Proclamation No. 1021, Series of 2020 entitled, "Extending the Period of the State of Calamity Throughout the Philippines Due to Corona Virus Disease 2019 declared Under Proclamation No. 929, Series of 2020." This Proclamation extended the declared State of Calamity throughout the Philippines for a period of one (1) year, effective on 13 September 2020 until 12 September 2021, unless earlier lifted or extended as circumstances may warrant.

In line with Proclamation No. 929, Series of 2020, the Department of Agrarian Reform (DAR) issued Memorandum Circular No. 15, Series of 2020 in support of governmental efforts to deter the spread of contagion through social distancing and the reduction of inter-personal transactions.

With these Presidential Proclamations declaring a state of public emergency, *onsite* work operation in the government service, particularly in the DARAB, was suspended from 17 March 2020 and extended until 01 June 2020. A few provinces and cities remained for a while under the Enhanced Community Quarantine, per localized declaration.

Consequently, DAR Memorandum No. 195, Series of 2020 was issued providing the guidelines on *online* processing of pleadings, payment of prescribed fees, and conduct of video-conferencing/hearing in the DARAB during the pandemic.

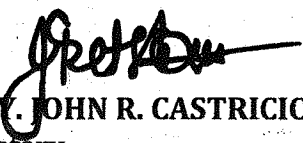
To effectively manage the caseload for year 2020, it is strategically imperative for the DARAB to set guidelines, specifically for the administrative management of its processes pertaining to *receipt* and *assignment of the docket numbers* to would-be cases during the last few weeks of the year. The Board Members with the Regional Adjudicators and the DARAB Secretariat have agreed to follow these guidelines:

- 1.0. All cases filed before the Board or any of the DARAB field offices must be duly received and assigned with the respective docket numbers.
- 2.0. Receipt of cases must be done all throughout the year, but the assignment of docket numbers must be subject to cut-off periods.
- 3.0. The cut-off date in the assignment of docket numbers for *adversarial cases* is on **15 November 2020** and for *non-adversarial cases* on **29 November 2020**.

- 4.0. Beyond the specified dates, the cases as duly received may be assigned with the docket number pertaining to CY 2021, and thus have to be reflected to form part of the 2021 caseload in the Legal Case Monitoring System (LCMS).
- 5.0. Cases received beyond the specified cut-off dates may be resolved within the year 2020, if only to meet the respective *annual funded target* of the office concerned. The Board or any Adjudicator is **not** precluded to resolve cases received beyond the cut-off as may be warranted by any compelling circumstance. Such cases as resolved must be assigned with a docket number pertaining to CY 2020, deemed part of the CY 2020 caseload, and reflected in the LCMS for CY 2020.
- 6.0. Cases received beyond the cut-off dates have to constitute the beginning balance for CY 2021 per strictly assigned docket.
- 7.0. Specifically for cases received beyond the cut-off dates and deemed to form part of the CY 2021 caseload, a **year-end manual report** must be prepared for the Board, through the DARAB Secretariat, stating the number of such cases received, the docket numbers such assigned, and the distinctive list of *unresolved* CY 2020 cases received before the specified cut-off dates. The *provincial* manual report must be duly signed by the concerned Adjudicator. All reports must be collated per region, and submitted **on or before the noon of 29 December 2020**.
- 8.0. For CY 2020, the annual performance review for the DARAB must be based on the year-end LCMS generated reports which are due for collation by the Board, through the DARAB Secretariat, *on or before 06 January 2021*, in order to anticipate the timeline for submission of accomplishment report to Planning Service on 09 January 2021, as prescribed by the DAR Planning Policy and Research Office Memorandum No. 520, Series of 2018.
- 9.0. Herein Memorandum Circular must be published on the official DAR website. The DAR Record Management Division is required to furnish the University of the Philippines-Office of the National Administrative Register (UP-ONAR) a copy hereof in compliance with the Anti-Red Tape Authority (ARTA) Advisory No. 1, Series of 2020. Moreover, a *PDF* copy of this Memorandum Circular has to be uploaded on the official DAR Facebook Page and that of all regional offices for extensive public information and/or dissemination.

This Memorandum Circular shall take effect immediately after its publication in the DAR website, and a copy hereof electronically forwarded to UP-ONAR.

NOV 19 2020


ATTY. JOHN R. CASTRICIONES
Secretary

Department of Agrarian Reform
Office of the Secretary



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