



**MEMORANDUM CIRCULAR No. 08**  
Series of 2023

**SUBJECT: REORGANIZATION OF THE FIELD OPERATIONS OFFICE  
(FOO)**

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## **I. MANDATE**

Pursuant to Executive Order No. 292, Administrative Code of 1987, Book IV, Chapter 2, Sections 6 and 7(3), the Secretary shall have the power and authority to reorganize and exercise jurisdiction over all bureaus, offices, agencies, and corporations under the Department for the exercise of its mandate. The Field Operations Office (FOO) is hereby created which shall monitor and assess the implementation of the Department's policies, plans, and programs at the regional, provincial, and municipal levels in relation to land acquisition and distribution, as well as post-land distribution activities.

## **II. ORGANIZATION AND FUNCTIONS**

To carry out this mandate, The Field Operations Office shall formulate programs, and coordinate, orchestrate, and integrate the work of the bureaus and offices under it. It shall develop systems and procedures, provide overall direction and supervision to field operations, and monitor the performance of field offices. It shall be headed by an Undersecretary who shall directly supervise the regional, provincial, and field offices.

The Undersecretary for the Field Operations Office shall be supported by an Assistant Secretary, strengthened by the creation of two bureaus, each headed by a Director IV, one in charge of Land Acquisition and Distribution (LAD) services, while the other will be in charge of Land Tenure Improvement (LTI) services of the Department.

The Office for Field Operations shall provide focused, integrated, coherent, and unified support to field operations. It shall formulate programs, coordinate, orchestrate, and integrate the work of the Bureau of Land Acquisition and Distribution (BLAD) and the Bureau of Land Tenure Improvement (BLTI), which shall be organized as follows:

### **Bureau of Land Acquisition and Distribution (BLAD)**

- Headed by a Director IV and assisted by a Director III, who shall manage and coordinate the overall activities of the bureau, including its administrative and financial coordination with the office of the Undersecretary for Field Operations (UFOO), through the office of the Assistant Secretary for Field Operations (AFOO).

- Shall primarily manage the Land Tenure Security Program (LTSP) of the Department which includes claimfolder (CF) preparation and documentation, land survey, land valuation, EP/CLOA registration, EP/CLOA distribution, and ARB installation, and other non-land transfer activities such as leasehold operations.
- It shall also be the primary arm of the Field Operations sector in the implementation of Executive Order No. 75 (E.O. No. 75).
- And such other functions as may be assigned by the sector head.

**Land Distribution Division**

- Shall oversee the conduct of CF preparation and documentation, land survey, land valuation, EP/CLOA registration, EP/CLOA distribution, and ARB installation by the DAR field offices.
- Technical and strategic intervention to field operations on the implementation of LTSP and other special projects.
- Full coordination with the Condonation Response Action Desks in the implementation of New Agrarian Emancipation Act (NAEA)

**Documentation and Coordination Division**

- Maintain accurate records and documentation related to land acquisition and distribution, in coordination with the Information and Monitoring Division of the BLTI.
- Coordination with agencies concerned, as the case may be (DENR, LRA, NCIP, etc.)

**Survey and Mapping Division**

- Conduct of land survey activities as directed by the DARCO and as requested by field offices.
- Provide technical assistance in the verification of technical descriptions or generated CLOAs/EPs and survey returns for submission to DENR/LRA.
- Conduct of mapping activities/preparation of maps using geographic information and other survey/mapping technologies and softwares.

**Bureau of Land Tenure Improvement (BLTI)**

- Headed by a Director IV and assisted by a Director III, who shall manage and coordinate the overall activities of the bureau, including its administrative and financial coordination with the office of the UFOO, through the office of the AFOO.
- Shall primarily provide services related to post-land distribution activities and address “second generation” problems or other land tenure-related issues arising from the implementation of LAD and leasehold agreements, including but not limited to the following:
  - Redocumentation of lands already distributed but not yet paid (DNYP)
  - Generation of Land Distribution and Information Sheets (LDIS)
  - Installation of uninstalled ARBs
- Management of information and data relating to LTSP, non-land transfer activities, and post-land distribution activities and programs, in coordination with the BLAD.

- And such other functions as may be assigned by the sector head.

#### **Land Tenure Improvement Division**

- Redocumentation of lands already distributed but not yet paid (DNYP)
- Generation of Land Distribution and Information Sheets (LDIS) necessary for the determination of ARBs' land amortization schedule for the years 1987-2009, majority of which involve rice and corn lands under Operation Land Transfer (OLT) and covered lands foreclosed by Government Financial Institutions (GFI) distributed before landowners were compensated.
- Installation of uninstalled ARBs
- Resolution of other policy issues and concerns (PINC), including but not limited to:
  - Monitoring and resolution of installation issues
  - Conduct of dialogues
  - Coordination with field offices and other government agencies such as the Philippine National Police (PNP)
- Technical assistance in the conduct of planning, assessment, and other activities of the Sector relative to LAD and LTI, in full coordination with the BLAD.

#### **Information and Monitoring Division**

- Development and enhancement of database systems to improve planning, monitoring, and evaluation of implementation of LTSP, non-land transfer activities, and post-land distribution activities and programs.
- Monitoring and evaluation of performances of field offices in the implementation of LTSP projects and activities, non-land transfer activities, and post-land distribution activities and programs.
- Evaluate the progress and impact of the sector's programs.
- Analysis of accomplishment reports and status of landholdings in the database to identify possible resolutions to PINCs.
- Conduct of field monitoring activities to validate targets, accomplishments, and databases.

#### **Partnership Development Division**

- Coordination with agencies concerned for the resolutions of issues and concerns relative to LTSP, non-land transfer activities, and post-land distribution activities and programs.
- Technical assistance in the engagement with CSOs, NGOs, and other stakeholders.
- Collaboration with the implementation of Support to Parcelization of Lands for Individual Titling (SPLIT) Project.

### **III. TRANSITORY PROVISION**

The establishment of the two bureaus does not result in any form of autonomy between them. Instead, they are expected to collaborate closely, functioning as a

unified entity under the Field Operations Sector with a shared objective: ensuring the security of tenure for agrarian reform beneficiaries.

Notwithstanding the organizational restructuring herein promulgated, the extant approved staffing complement of the Department of Agrarian Reform (DAR) shall remain unaffected. This reorganization shall be executed in accordance with the directives, orders, or instructions as may be issued by the Secretary of Agrarian Reform, or his/her duly delegated representatives. Such issuance shall be in strict conformity with existing statutes, rules, and regulations governing public administration and civil service.

The implementation of this reorganization shall be undertaken in a manner that ensures minimal disruption to ongoing operations and upholds the principles of efficiency and efficacy in public service delivery.

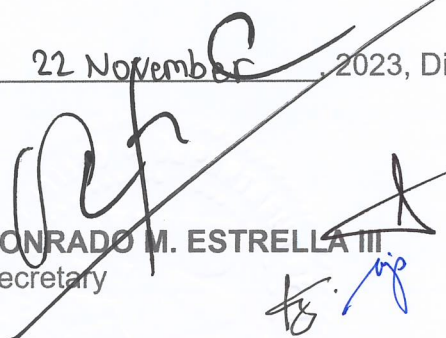
Existing projects, operational duties, and responsibilities shall be subjected to a comprehensive reassessment. Following this, a redistribution shall be effected, allocating these duties between the Bureau of Land Acquisition Division (BLAD) and the Bureau of Land Tenure Improvement (BLTI) in accordance with their delineated functions and responsibilities as established under this Circular.

To optimize functionality and personnel efficiency, an exhaustive performance evaluation and qualification assessment shall be conducted for all personnel and officials within the BLTI. This evaluation shall aim to ascertain their professional capabilities, competencies, and suitability for assignment within the newly constituted bureaus. Such evaluation shall be guided by merit, capability, and the exigencies of service as prescribed under civil service guidelines and departmental policies.

All Memorandum Circulars and other issuances inconsistent herewith are hereby superseded.

This Circular shall take effect immediately.

22 November, 2023, Diliman, Quezon City.

  
**CONRADO M. ESTRELLA III**  
Secretary

**Department of Agrarian Reform**

Office of the Secretary



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