



MEMORANDUM CIRCULAR No. 03

Series of 2024

SUBJECT : CREATION OF AN INTERIM ENGINEERING DIVISION UNDER THE ADMINISTRATIVE SERVICE

I. PREFATORY STATEMENT:

With the issuance of Executive Order No. 129-A on July 26, 1987, entitled "Reorganizing and Strengthening the Department of Agrarian Reform and for Other Purposes", and Executive Order No. 290 entitled "Streamlining the Structure and Functions of the Department of Agrarian Reform and for Other Purposes" issued on September 22, 2000, the DAR issued Administrative Order (AO) No. 07 on October 10, 2000 with the Subject: "Revising The Organizational Structure of the Department of Agrarian Reform".

Under Section 7.a of the said AO, the Bureau of Land Tenure Improvement (BLTI) was created and absorbed the functions of the Bureau of Land Acquisition and Distribution (BLAD) and the Bureau of Land Development (BLD). With the integration of the functions of the BLAD and BLD under the BLTI, the Engineering Division, which is under the supervision of BLD, was abolished.

The Engineering Division, which had plantilla positions for Civil, Mechanical, Electrical and Sanitary Engineers and Architects, designed, supervised and oversaw the infrastructure projects implemented in the DAR-managed settlements nationwide and the repair/construction of buildings and facilities within the DARCO compound.

For the past thirty-six (36) years, repair works, and maintenance of the Department's ground and buildings were assigned to the Maintenance Unit of the General Services Division, albeit the absence of technically trained and experienced personnel to supervise the work/s.

In line with the 2023-2028 Philippine Development Plan (PDP) of the current Administration and to effectively carry out the President's directives, it is imperative for the Department to modernize, evolve and grow. Part of the modernization program is to digitalize the delivery of public service, rationalize office occupancy and expand its facilities to address the looming occupancy dilemma due to inadequate office, parking, and storage spaces. The existing and proposed facilities to be constructed need to conform with health and safety regulations and standards.

II. BACKGROUND:

Digitalizing and modernizing public service requires corresponding facilities needed to enhance systems and procedures. In addition, improving and maintaining a conducive

working environment contributes to better productivity that leads to a more responsive public service. Doing so in a 3.3-hectare compound with twelve (12) buildings (constructed more than 20 years ago) and a floor area of 11,631 square meters is an enormous challenge that requires a dedicated team of professionals with various fields of expertise.

Currently, the task of repair and maintenance of DAR's ground and buildings is lodged at the Maintenance Unit of the General Services Division (GSD) consisting only of seven (7) plantilla personnel.

Given the current state of the facilities vis-à-vis the goals and objectives of the current Administration, aimed at elevating the delivery of public service to the highest level as mandated by the PDP for 2023-2028, it is urgent and necessary to create and establish an Engineering Division under the Administrative Service that will carry out programs and projects towards the achievement of the same.

III. RATIONALE:

In support of the Nine (9) Primary Goals¹ of the current Administration, the Administrative Service needs to strengthen its capacity to ensure an effective and efficient provision of administrative support to operating units to implement their respective programs and projects.

In doing so, structural changes must be implemented to ensure that an appropriate mechanism is in place that would carry out the corresponding programs and projects. As such, and in the absence of plantilla positions, an interim Engineering Division is hereby created (while the creation of permanent positions is in process) under the Administrative Service.

IV. MANDATE:

The Engineering Division, under the direct supervision of the Administrative Service Director, shall have the following core functions:

1. Review, evaluate and assess the current functional and organizational structure of each office viz their office space and locations, and proximity of the offices under each sector.
2. Evaluate the structural conditions of the buildings and structures within the compound, identifying the immediate threats to the safety of the occupants and repair/ rehabilitation works that need to be undertaken.
3. Conduct an in-depth assessment of the water supply and sanitation system at DARCO, electrical supply/ load capacity of the present wiring system and the capability of the generator installed at the power room to address sudden electrical failures and malfunctions.

¹ <https://www.dar.gov.ph/policies/>; <https://media.dar.gov.ph/source/2022/09/07/web-9-primary-goals-for-the-next-6-years-2022-1.jpg>

4. Analyze the safety features, if any, that are in the buildings, and identify fire safety fittings and fixtures that need to be installed, such as fire alarms and water extinguishing/sprinkler systems, among others.
5. Prepare designs, plans, cost estimates for all existing facilities needing repair/ rehabilitation.
6. Prepare detailed engineering and bidding documents for proposed construction of facilities.
7. Monitor the implementation of infrastructure projects in accordance with the corresponding Program of Works, Bill of Materials, approved plans/ designs.
8. Evaluate requests for repair, rehabilitation of facilities and prepare the corresponding recommendation/s.
9. Maintain and update database of construction materials and their market prices.
10. Update database/repository of old construction plans and as-built plans.
11. Conduct, supervise, monitor repair and maintenance of all Property, Plant and Equipment (PPE) as defined in the Government Accounting Manual (GAM).
12. Implement Quality assurance (QA) measures throughout the project lifecycle. Conduct regular inspections and audits to ensure compliance with standards.
13. Establish a monitoring and reporting system for tracking project progress. Provide regular updates to stakeholders, including the Department of Agrarian Reform.
14. Execute the construction phase based on approved designs and monitor progress and address any issues promptly which ensures compliance with safety and quality standards.
15. Perform other related functions.

V. STAFF COMPLEMENT AND QUALIFICATION STANDARDS:

The proposed Engineering Division shall comprise of the following plantilla positions and organized according to the structure found in Annex 1:

Position Title	SG	Education	Experience	Training	Eligibility
Engineer V	24	Bachelor of Science in Civil Engineering (master's degree)	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention	RA1080 (Registered Civil Engineer)

Position Title	SG	Education	Experience	Training	Eligibility
Engineer IV	22	Bachelor's degree in engineering relevant to the job	4 years of supervisory / management experience	Sixteen (16) hours of relevant training	RA1080 (Registered Civil Engineer)
Engineer III	18	Bachelor's degree in engineering relevant to the job	Three (3) years of relevant experience	Ten (10) hours of relevant training	RA1080 (Registered Civil Engineer)
Architect III	18	Bachelor's degree in engineering relevant to the job	Three (3) years of relevant experience	Ten (10) hours of relevant training	RA1080 (Registered Civil Engineer)
Engineer II	15	Bachelor's degree in engineering relevant to the job	Two (2) years of relevant experience	Four (4) hours of relevant training	RA1080 (Registered Civil Engineer)
Architect II	15	Bachelor's degree in engineering relevant to the job	Two (2) years of relevant experience	Four (4) hours of relevant training	RA1080 (Registered Civil Engineer)
Administrative Officer IV	15	Bachelor's degree in engineering relevant to the job	Two (2) years of relevant experience	Four (4) hours of relevant training	CS Professional / Second Level Eligibility
Administrative Assistant III	09	Completion of 2 years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional / Second Level Eligibility
Electrician III	09	High School Graduate or Completion of relevant Vocational / Trade courses	1 year of relevant experience	4 hours of relevant training	Electrician (Building wiring)

Position Title	SG	Education	Experience	Training	Eligibility
Mechanic III	09	High School Graduate or Completion or relevant Vocational / Trade courses	1 year of relevant experience	4 hours of relevant training	Mechanic
Air-conditioning Technician I	09	High School Graduate or Completion or relevant Vocational / Trade courses	1 year of relevant experience	4 hours of relevant training	Airconditioning Technician
Administrative Aide IV	04	Elementary School graduate	None Required	None Required	Relevant MC 11 s. 1996

VI. BUDGETARY REQUIREMENTS

Pending the approval of the request for plantilla positions under the Engineering Division, the Administrative Service is hereby directed to prepare and submit a work and financial plan (WFP) within 10 days from the date of issuance of this memorandum circular. All budgetary requirements needed to defray the costs of programs, projects, activities, and other initiatives programmed for the current year, as well as its day-to-day expenses, shall be drawn and charged under the 2024 current appropriations of the Office of the Secretary.

VII. EFFECTIVITY

This Order shall take effect immediately and supersedes/ amends/ modifies all issuances inconsistent with herewith.

Done this 21 day of March 2024, Diliman, Q.C.


CONRADO M. ESTRELLA III
 Secretary

Department of Agrarian Reform

Office of the Secretary

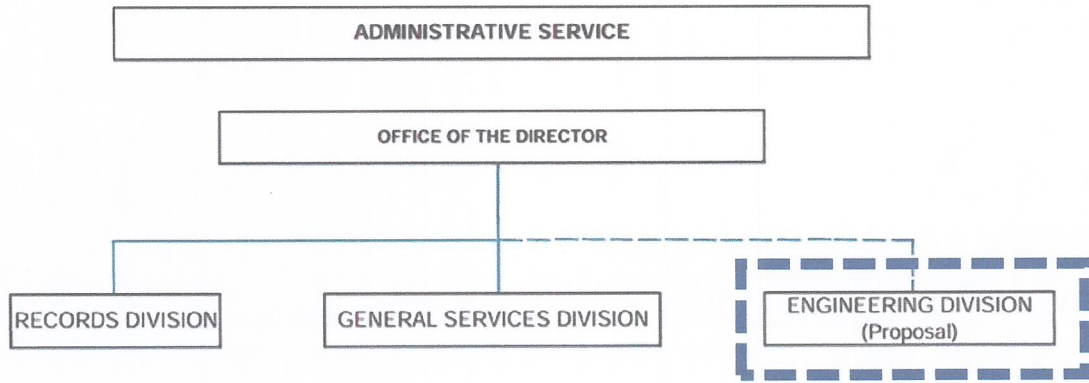


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ANNEX-1

PROPOSED ORGANIZATIONAL STRUCTURE OF ADSERV WITH THE ADDITION OF ENGINEERING DIVISION:



ANNEX-2

PROPOSED STRUCTURE FOR THE ENGINEERING DIVISION:

