

**Administrative Order
No. 58
October 31, 1991**

**SUBJECT: Guidelines Regulating the Implementation
and Management of DENR-CARP
Activities**

In order to promote the efficient and effective implementation and operation of the Comprehensive Agrarian Reform Program (CARP) activities, the following regulations are hereby promulgated.

I. General Policies

A. Basic Policy and Objectives

The Comprehensive Agrarian Reform Program (CARP), instituted to improve the land tenure system of the country and to improve the socio-economic status of the program beneficiaries, is one of the major thrusts of the Department of Environment and Natural Resources (DENR). The DENR aims to contribute to the CARP implementation through the distribution of alienable and disposable (A & D) lands to qualified beneficiaries, provision of basic support services, and provision of security of tenure to upland dwellers.

B. Coverage

The DENR is responsible for 63% of the 10.3 M hectares covered by the Comprehensive Agrarian Reform Program (CARP). This comprises A and D lands, including Integrated Social Forestry (ISF) areas.

C. DENR Involvement in CARP

The Department is involved in the following specific CARP activities:

- 1. Final Survey of Private Rice and Corn Lands Having Complete Technical Documents.** This activity involves numerical survey of rice and corn lands which were previously issued Certificates of Land Transfer (CLT) under the Operation Land Transfer (OLT) program including newly-identified rice and corn lands without CLT in support of the issuance of Emancipation Patent.

2. **Survey of all other Private and Public Agricultural Lands Covered Under CARP.** This activity involves numerical survey of idle/abandoned agricultural lands, sequestered and foreclosed properties, landed estate including haciendas under labor administration and cadastral survey of A and D lands of the public domain.
3. **Distribution of Public A and D Lands Suitable for Agriculture.** Included in this activity is the processing of public land applications including research for survey data and the subsequent issuance of patents for approved applications.
4. **Classification of the Remaining Unclassified Lands.** This involves the classification of lands within the public domain and release of suitable areas as A and D lands to make these available for the land transfer component of the program. Activities include the pre-determination of agricultural lands, field validation of areas, establishment of boundaries, preparation of preliminary maps based from survey data and the preparation of LC maps indicating the boundaries of classified alienable or disposable forest lands or areas zoned for fishpond development for specific municipalities/provinces.
5. **Allocation of Non-A and D Lands Suitable for Agroforestry.** This includes:
 - a. ISF Parcellary - Delineation of the boundaries of occupied area for purpose of giving land tenure to qualified forest occupants.
 - b. Certificate of Stewardship, Processing and Issuance - The allocation of non-A and D lands suitable for agroforestry by issuing Certificates of Stewardship (CS) for individuals and Community Forest Stewardship (CFS) for communities/groups. This also includes review of documents to determine compliance with existing regulation.
6. **Provisions of Technical Assistance and Infrastructure Support.** This includes:
 - a. Provision of Technical Assistance - soil and water conservation, community organizing, livelihood development, seedling production and distribution and training of forest occupants or ISF participants.

- b. **Infrastructure Support** - construction, development and maintenance of small water impounding dams and access trails.
- c. **Research and Development** - formulation of an integrated research program relating to Philippine ecosystems and natural resources.

Operational Support

- a. **Project Management and Supervision**
- b. **Census/Inventory of Forest Occupants** - conducted in order to obtain a complete list of the actual number of occupants within forest lands, to gather information on the location and extent of areas occupied, and to determine CARP beneficiaries within the areas subject to inventory.
- c. **Public Information and Education** - relevant information is disseminated to and discussed with program participants.
- d. **Staff Development** - training of Social Forestry Technician and all other field personnel involved in CARP especially those involved in upland development.
- e. **Acquisition of Equipment and Upgrading of Facilities**

II. Definition of Terms and Acronyms

- A. **Program** - shall refer to the Comprehensive Agrarian Reform Program or CARP
- B. **Department** - shall refer to the Department of Environment and Natural Resources
- C. **EXCOM** - DENR-CARP Executive Committee
- D. **Secretariat** - DENR-CARP National Secretariat
- E. **CARP TWG** - CARP Technical Working Group
- F. **PENRO** - Provincial Environment and Natural Resources Officer
- G. **CENRO** - Community Environment and Natural Resources Officer
- H. **RTD** - Regional Technical Director
- I. **RED** - Regional Executive Director
- J. **NIACIT** - National Inter-Agency CARP Implementing Team
- K. **RCIT** - Regional CARP Implementing Team
- L. **PCIT** - Provincial CARP Implementing Team

- M. **RPMD** - Regional Planning and Management Division
- N. **PARC** - Presidential Agrarian Reform Council
- O. **PARC EXCOM** - PARC Executive Committee
- P. **PARC-TWG** - PARC Technical Working Group
- Q. **DBM** - Department of Budget and Management
- R. **ISF** - Integrated Social Forestry
- S. **A and D** - Alienable and Disposable Lands
- T. **Department Proper** - Office of the Secretary
- U. **CS** - Certificate of Stewardship (formerly Certificate of Stewardship Contract)
- V. **CFS** - Certificate of Forest Stewardship (formerly Certificate of Forest Stewardship Agreement (CFSA))
- W. **PPD** - Planning and Programming Division
- X. **PDED** - Project Development and Evaluation Division
- Y. **FASPO** - Foreign-Assisted and Special Projects Office

III. Coordinating Structures and Mechanisms

The duties and responsibilities exercised by the authorities under this section shall be complementary to the powers already vested to other key DENR officials.

A. Coordinating Structures

1. Executive Committee (EXCOM)

a. Composition

The Executive Committee shall be composed of the following:

Secretary of DENR	-	Chairman
USEC, Field Operations	-	Vice-Chairman
Administrator, NAMRIA	-	Member
ASEC, Management Services	-	Member
Director, Lands Mgmt. Bureau	-	Member
Director, Forest Mgmt. Bureau	-	Member
Director, Ecosystems Research and Development Bureau	-	Member
Director, Public Affairs Office	-	Member
Head, ISF - National Coordinating Office	-	Member
Chief, Planning Service	-	Member

- b. Duties and Responsibilities
 - b.1 Formulates policies, guidelines, rules and regulations that shall govern the participation of the DENR under CARP and is responsible for its over-all implementation.
 - b.2 Reviews and recommends DENR Integrated Budgetary proposals for CARP.
 - b.3 Approves operational and financial plans.

2. National Executive Officer

- a. The Vice-Chairman of DENR-CARP EXCOM shall ex-officio act as the National Executive Officer.
- b. Duties and Responsibilities
 - b.1 Shall be responsible to the Executive Committee for the accomplishment of DENR-CARP program objectives.
 - b.2 Exercises jointly with other officials of DENR coordinative supervision over functions on CARP and other related activities.
 - b.3 Exercises general control over ARF funds especially funds released to OSEC.
 - b.4 Recommends operational plans and budgetary proposals.
 - b.5 Recommends policies, guidelines, rules and regulations necessary for CARP implementation.
 - b.6 Establishes effective linkages with all participating agencies on CARP and shall represent the Executive Committee.
 - b.7 Recommends project studies and training on CARP.

- b.8 Prepares and submits regular and other reports on CARP to the Executive Committee.
- b.9 Calls upon any unit and official of the Department to render support to the program.

3. Sectoral Coordinating Units

- a. There will be seven (7) Sectoral Coordinators, the composition of which is as follows:
 - a.1 Coordinator for Lands Sector
Director, Lands Management Bureau
 - a.2 Coordinator for Integrated Social Forestry
Head, ISF National Coordinating Office
 - a.3 Coordinator for Land Classification
Director, Remote Sensing Office, NAMRIA
 - a.4 Coordinator for Research and Development
Director, Ecosystems Research and Development Bureau
 - a.5 Coordinator for Inventory of Forest Occupants
Director, Forest Management Bureau
 - a.6 Coordinator for Public Information, Education and Communication
Director, Public Affairs Office
 - a.7 Coordinator for Human Resource Development
Service Director, Human Resource Development Service
- b. Duties and Responsibilities
 - b.1 Responsible for effective formulation and coordination of all activities under their respective sectors.

- b.2 Assist the Executive Officer on activities pertinent to their sector

4. National Secretariat

- a. The National Secretariat shall be composed of a Head appointed by the Executive Officer and approved by the Secretary of DENR and shall be staffed accordingly.
- b. Duties and Responsibilities
 - b.1 Undertakes policy studies and finalizes rules and regulations, guidelines and procedures that will facilitate project implementation.
 - b.2 In coordination with the Finance Service and Planning and Programming Division of the Planning Service, reviews and integrates Budgetary Proposals and Work and Financial Plans submitted by the concerned units/offices of the DENR.
 - b.3 Prepares CARP budget request in coordination with the Department Proper Budget Division and work out timely releases of funds.
 - b.4 Liaises with DAR and coordinates with other government agencies and private groups.
 - b.5 Undertakes research and gathering of technical documents and other information needed for field operations, in coordination with the Research Sector and other offices.
 - b.6 Monitors the progress of project implementation including disbursement and other financial matters.
 - b.7 Reviews, evaluates and packages performance reports as consolidated by the Planning Service and the sectoral units concerned for an expedient assessment by the Executive Officer.

- b.8 Provides technical and administrative support to the Executive Officer.
- b.9 Establishes and maintains an information bank on physical and financial status of DENR-CARP projects.
- b.10 Provides assistance to the field coordinator in the discharge of their functions as requested and needed.
- b.11 Establishes an effective line of communication with the DENR, Regional and Technical Offices as well as other agencies.
- b.12 Performs other functions as may be instructed by the National Executive Officer.

5. CARP Technical Working Group

a. Composition

The CARP Technical Working Group shall be composed of the representatives from the following sectors:

- | | | | |
|-----|-------------------------------------|------|---------------------|
| a.1 | Field Operations | a.7 | Budget |
| a.2 | Lands Sector (LMB) | a.8 | Accounting |
| a.3 | IFO (FMB) | a.9 | Land Classification |
| a.4 | ISFP-NCO (NAMRIA) | a10 | IEC (PAO) |
| a.5 | Research (ERDB) | a.11 | Staff (HRDS) |
| a.6 | Planning (PDED and Development PPD) | | |

This body shall be chaired by the Head of the DENR-CARP National Secretariat.

b. Duties and Responsibilities

- b.1 Formulates policies and guidelines governing CARP implementation and recommends these to the DENR-CARP EXCOM.

- b.2 Reviews Integrated Budgetary Proposals and Work and Financial Plans for CARP.

6. Regional Structure

a. Regional Executive Officer

a.1 Composition

Regional Executive Director

a.2 Duties and Responsibilities

a.2.1 Responsible for the accomplishment of DENR-CARP programs in their respective regions.

a.2.2 Prepares budgetary proposals and operational plans of their regions for submission to the EXCOM through the Executive Officer.

a.2.3 Recommends policies, guidelines, rules and regulations necessary for CARP implementation.

a.2.4 Establishes effective linkages with all participating agencies on CARP and shall represent the DENR on all Intra/Inter Agency Committees and activities in the region.

a.2.5 Administers the Regional DENR-CARP Funds.

b. Regional Secretariat

b.1 Composition

The structure and composition of the Regional Secretariat shall be defined in a separate order to be issued later by their respective Regional Executive Directors. This shall be similar to the DENR-CARP National Secretariat.

b.2 Duties and Responsibilities

b.2.1 The functions of the Regional Secretariat shall be similar to that of the National Secretariat as it pertains to DENR-CARP activities in the regional level.

c. **Regional Coordinators**

c.1 Composition

There shall be two (2) Regional Coordinators, namely: Coordinator for Lands Sector and Coordinator for Research and ISF.

c.2 Duties and Responsibilities

c.2.1 Responsible for the accomplishment of DENR-CARP activities in their respective sectors.

c.2.2 Monitors physical and financial accomplishments in their respective sectors.

c.2.3 Prepares budgetary proposal and operational plans of their sectors for submission to the Regional Executive Officer.

c.2.4 Administer Regional DENR-CARP Funds intended for the different sectors.

7. **Provincial Executive Officer**

a. Composition

Provincial Environment and Natural Resources Officer (PENRO)

b. Duties and Responsibilities

b.1 Responsible for the effective implementation of all CARP activities in the provincial level.

- b.2 Establishes effective linkages with the DAR-EXCOM and other agencies.
- b.3 Supervises, monitors and evaluates the execution of DENR-CARP projects.
- b.4 Prepares and submits periodic and other reports to the Regional Offices.
- b.5 Administers DENR-CARP funds allocated to the province.

8. Community Executive Officer

a. Composition

Community Environment and Natural Resources Officer (CENRO)

b. Duties and Responsibilities

b.1 Formulates and implements plans for DENR-CARP activities in the locality/community.

B. Coordinating Responsibilities

1. Policy Coordination

To formulate effective policies on the implementation of the Comprehensive Agrarian Reform Program (CARP) as well as exercise general supervision over all CARP-related activities by the DENR, the following coordinating structures are being implemented.

a. Chairman, DENR-CARP EXCOM

- a.1 Represents the Department in all policy-making meetings of the Presidential Agrarian Reform Council (PARC).
- a.2 Determines all requirements and agreements made in the PARC and delegates this to responsible officers.
- a.3 Exercises general supervision over all DENR-CARP activities.

- a.4 Informs the PARC of DENR/s views and comments regarding CARP activities.
- b. Vice-Chairman, DENR-CARP EXCOM**
 - b.1 Represents the Department in all meetings of the PARC EXCOM.
 - b.2 Responsible for informing the Chairman of all agreements made in the PARC EXCOM meetings.
 - b.3 Determines the requirements of EXCOM and shall issue corresponding instructions to meet them.
 - b.4 Informs the PARC EXCOM of DENR's position in CARP activities.
 - b.5 Exercises general supervision on all CARP activities.
- c. Head, DENR-CARP National Secretariat**
 - c.1 Represents the Department in all Technical Working meetings of the PARC Technical Committee.
 - c.2 Determines all requirements of the PARC Technical Committee and institutes measures to meet them.
 - c.3 Informs the EXCOM and the Executive Officer of the developments in all activities.
 - c.4 Informs the PARC Technical Committee of DENR's position in CARP activities.
 - c.5 Assists the National Executive Officer in exercising general supervision over all CARP activities.
- d. DENR-CARP National Secretariat**
 - d.1 Responsible for the coordination with the PARC Secretariat and the Department of Budget and Management.

- d.2 Determines the requirements of the PARC Secretariat and DBM and address them accordingly.
- d.3 Establishes linkages with DAR and other implementing agencies of CARP.
- d.4 Informs the PARC Secretariat and DBM of DENR-CARP requirements and follow up on these request.
- d.5 Assists the Executive Officer and Head of DENR-CARP National Secretariat in exercising general supervision over all DENR-CARP activities.

2. Operational Coordination

a. The National Executive Officer and Vice-Chairman of DENR-CARP Executive Committee

- a.1 Represents the Department in the meetings of the National Inter-Agency CARP Implementing Team.
- a.2 Reports to NIACIT all accomplishments of DENR under CARP.
- a.3 Suggests measures to improve the operations of the CARP.
- a.4 Formulates operational guidelines to improve implementation of CARP.

b. The Regional Executive Officer

- b.1 Represents the Department in all meetings of the Regional CARP Implementing Teams (RCIT).

c. The Provincial Executive Officer

- c.1 Represents the Department in all meetings of the Provincial CARP Implementing Teams (PCIT).

IV. PLANNING, BUDGETING AND MONITORING PROCEDURES

The management and coordination of all CARP activities also includes the proper planning, budgeting and monitoring procedures.

A . Planning and Budgeting Cycle

1. The National Executive Officer shall issue specific planning guidelines to the CARP Technical Working Group based on the national guidelines in the programming of the Agrarian Reform Fund (ARF) issued by the Presidential Agrarian Reform Council (PARC).
2. Based on the specific guidelines issued, the various operating units shall prepare their annual plans and budget proposals to the National Secretariat which will forward them to the different sectors, namely: Lands Management Bureau (LMB), Integrated Social Forestry (ISF), Inventory of Forest Occupants (IFO), National Mapping and Resources Information Authority (NAMRIA), Ecosystems Research and Development Bureau (ERDB), Public Affairs Office (PAO) and Human Resource Development Service (HRDS) for their evaluation.
3. Upon the final approval of these plans and budget proposals by the CARP Technical Working Group, they will be resubmitted to the National Secretariat for national integration in the ARF proposal of the Department of Environment and Natural Resources.
4. The DENR EXCOM shall approve the ARF proposal and through the Chairman, indorse it to the PARC.
5. The National Executive Officer shall transmit the approve proposal to the PARC for their evaluation and subsequent endorsement to the Department of Budget and Management (DBM).
6. The Department Proper shall sub-allot the released ARF to the operating units.
7. In case of ERDB, its budget will be released through the Department of Agrarian Reform (DAR) although it shall be part of the Department's budget ceiling.
8. Preparation and packaging of projects for purposes of foreign funding assistance shall be the responsibility of the various CARP coordinating units concerned.

B. Monitoring Procedures

1. Performance Monitoring

- a. The Community Executive Officer shall monitor all CARP related activities in their respective communities. A monthly report on physical accomplishment shall be submitted, the cut-off date for the monthly reports shall be the 25th day of the month. Submission of monthly report to the Provincial Executive Officer should be within five (5) days after the cut-off date.
- b. The Provincial Executive Officer shall monitor all CARP activities in their respective provinces and shall submit Physical Accomplishment Reports on a monthly basis and financial monitoring reports on a quarterly basis. The monthly physical reports should be submitted to the Region not later than the 5th day of the succeeding month.
- c. The Regional Sectoral Officers shall monitor all CARP related activities pertaining to their sectors in the regions concerned. They should submit corresponding reports to the Regional Executive Officer on physical accomplishment and fund utilization under ARF. Monitoring of activities will be by project.
- d. The Regional Executive Officer shall monitor all CARP related activities in the Region. The Regional Secretariat shall assist the Regional Executive Officer by ensuring that the Regional Planning and Management Division (RPMD) submits monthly physical accomplishment reports not later than the 10th day of the succeeding month to the Planning Service using prescribed reporting forms. The RPMD shall also submit quarterly Financial Reports to the Planning Service.
- e. Planning Service shall monitor Physical and Financial accomplishment of CARP activities of all regions. It shall consolidate the reports from the regions and submit corresponding report to the DENR-CARP National Secretariat and Sectoral Coordinating Units concerned.

- f. The Sectoral Executive Officers shall monitor all Physical and Financial accomplishment in their respective sectors and shall submit necessary reports to the National Executive Officers which shall be coursed through the National Secretariat. They shall also analyze and consolidate reports submitted by Planning Service and submit corresponding report to the National Secretariat.
- g. The DENR-CARP National Secretariat is responsible for the over-all monitoring of DENR-CARP related activities nationwide. It shall consolidate reports as submitted by Planning Service and the Sectoral Coordinating Units and prepare a monthly physical accomplishment report as well as a quarterly Financial report and submit them to the National Executive Officer.
- h. The National Executive Officer exercises overall responsibility for the monitoring of DENR-CARP activities nationwide. He shall regularly submit all reports to the EXCOM and shall endorse these to the PARC Secretariat.

2. Project Monitoring

- a. A database for all projects related to CARP implementation shall be monitored at the national, regional, PENRO and CENRO levels.
- b. The Community Executive Officer shall be responsible for the monitoring of all projects undertaken in their respective communities. All pertinent data on these projects shall be gathered and incorporated to the database that they are required to establish. These primary data shall be placed in specified forms and will be submitted monthly to the Regional Coordinators, namely: Coordinator for Lands for Lands Sector, and Coordinator for Research and ISF for ISF Sector. Likewise, these data shall be submitted at the provincial level.
- c. The Provincial Executive Officer shall be responsible for the monitoring of all projects in their respective provinces. He shall likewise be responsible for the establishment and maintenance of a database on all the projects in the province. Data for these shall be furnished by the CENRO and shall be

placed in specified forms. The Provincial Executive Officer shall provide necessary report upon the request of the Regional Coordinator.

- d. The Regional Coordinators shall be responsible for the monitoring of all projects in their respective sectors. Lands sector projects shall be submitted to the Coordinator for Lands and ISF projects to the Coordinator for Research and ISF. The Regional Coordinators shall submit on specified forms all data required to the Lands Management Bureau (LMB) for Lands Sector and ISF-NCO for ISF. They are likewise required to establish their own database on all projects in their respective sectors. Data shall be derived from the monthly status report to be submitted by the Regional Coordinators. The Ecosystems Research and Development Bureau (ERDB), National Mapping and Resource Information Authority (NAMRIA), Human Resource Development Service (HRDS) and Public Affairs Office (PAO) shall maintain their own project level database systems.
- e. The national level project monitoring shall be the responsibility of the following: LMB for Lands sector projects, ISF-NCO for ISF projects, ERDB for Research, NAMRIA for Land Classification, HRDS for Staff Development and PAO for Information and Education Campaign (IEC). These sectors shall establish their respective database system from data derived from the Regional Coordinators. These data shall be placed in specified forms and integrated by the various sectors and submitted to the National Secretariat. NAMRIA, ERDB, HRDS and PAO shall only monitor CARP projects at the national level.
- f. The National Secretariat shall establish and maintain a database system on all projects related to CARP. These secondary data shall be derived from LMB and ISF-NCO. It should be emphasized that only integrated reports shall be submitted to the National Secretariat.
- g. The National Secretariat shall be responsible for providing integrated data on CARP projects to the management and other data end-users. However, if the data end-users so desire, the

National Secretariat and the Sectoral Offices can provide them primary data.

- h. The data structure and forms to be used shall be defined in a separate order to be issued later by the Vice-Chairman of DENR-CARP Executive Committee.

V. Financial Management

A. General Guidelines

1. The Agrarian Reform Fund (ARF) shall be exclusively used for CARP-related activities.
2. CARP-related activities which are foreign-funded or supplemented by other fund sources shall be governed by existing rules and regulations on foreign funding assistance in coordination with the Foreign-Assisted Special Projects Office (FASPO).
3. Existing accounting and auditing rules on government financial management shall apply in the disbursement/utilization of ARF except in cases where the Department of Budget and Management (DBM) or Commission on Audit (COA) issues special instructions covering utilization of said fund.
4. No project shall be executed unless it is fully covered by advance allotment.
5. The field and Central Office operating units shall submit the quarterly financial reports within ten (10) days after the end of each quarter using the prescribed forms to the DENR Accounting Division duly audited by the Commission on Audit (COA).

B. National

1. The National Executive Officer shall exercise overall control on the Agrarian Reform Fund. However, authorities to disburse and utilize said funds shall be in accordance with DENR Administrative Order Numbers 38 and 267.

2. The management of ARF released directly to the various staff bureaus and Central Office units of the DENR shall be the responsibility of the Sectoral Coordinators concerned. On the other hand, funds released to the Department Proper shall be controlled by the Executive Officer through the National Secretariat, Funds of the Ecosystems Research and Development Bureau (ERDB) shall be released through the Department of Agrarian Reform (DAR).
3. The National Secretariat shall be responsible for closely monitoring the utilization of ARF.
4. Reporting of Financial Status to PARC and its instrumentalities shall be the responsibility of the National Secretariat. Reporting to DBM and COA shall be the responsibility of the DENR Finance Service Director.

C. Regional

1. The Regional Executive Officer shall exercise overall control on the Agrarian Reform Fund in the regional level. However, the disbursement and utilization shall be done in accordance with DENR Administrative Order Numbers 38 and 267.
2. The Regional Technical Directors (RTDs) concerned shall exercise control over the funds intended for their respective sectors, as well as the monitoring of ARF utilization.
3. The financial status reporting shall be the joint responsibility of the Regional Executive Director and Finance Division Chief.

D. Provincial

1. The Provincial Executive Officer shall exercise overall control on the ARF in the provincial level. The disbursement and utilization shall be done in accordance with DENR Administrative Order Numbers 38 and 267.

2. The financial status reporting shall be the joint responsibility of the Provincial Executive Officer and Finance Division Chief.

VI. Repealing Clause

This Order supersedes DENR Special Order No. 163 and amends all existing guidelines and regulations which are inconsistent herewith.

VII. Effectivity

This Order shall take effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary