

**Administrative Order  
No. 12  
March 09, 1993**

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

In the interest of the service and in order to effectively implement the Comprehensive Agrarian Reform Program (CARP) activities, the following regulations are hereby promulgated.

**1. 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 the distribution of 63% of the 10.3 million hectares covered under the Comprehensive Agrarian Reform Program. This comprise the Alienable and Disposable (A & D) lands and Integrated Social Forestry (ISF) areas.

**C. DENR Involvement in CARP**

The DENR is involved in the following specific CARP activities.

1. Survey of Public A & D lands. This activity involves the cadastral survey of lands of the public domain.
2. Verification and Approval of land surveys. This activity involves the verification and approval of the survey of private

and government owned lands conducted by the DAR. This shall also include the verification and approval of cadastral surveys.

3. Distribution of public A & D lands suitable for agriculture. Included in this activity is the processing of public land applications including research of survey data and the subsequent issuances of patents for approved applications.
4. Allocation of Non-Alienable 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.
5. Provision of Technical Assistance
  - a. Provision of Technical Assistance - This activity includes the training of LGUs to enhance their technical expertise in implementation of the ISF program.
  - b. Research and Development - Formulation of integrated research system program relating to Philippine Ecosystems and National Resources.
6. Operational Support
  - a. Project Management and Supervision
  - b. Inventory of A & D lands - Conducted to accurately determine the extent of A & D lands still to be

subjected to Land Distribution. The completion of which is expected to hasten patent issuance.

- c. Public Information and Education - Relevant information is disseminated and discussed with program participants.
- d. Staff Development - Training of field personnel involved in CARP implementation with particular emphasis in upgrading the technical capabilities of those involved in Land Distribution activities.

## II. DENR-CARP Organizational Structures

The DENR-CARP organizational structure is hereby reorganized to make it more responsive to the demands of the program

### A. The Executive Committee

#### 1. Composition

The Executive Committee shall be composed of the following:

Secretary of the DENR	-	Chairman
USEC for Field Operations	-	Vice-Chairman
USEC for Environment and Research	-	Member
ASEC for Mgt. Services	-	Member
ASEC for Planning & Policy	-	Member
Director, Special Concern Office	-	Member
Director, Lands Management Bureau	-	Member
Director, Ecosystem Research and Development Bureau	-	Member
Director, Forest Management Bureau	-	Member

#### 2. Function

Formulates policies, guidelines, rules and regulations that shall govern the participation of the DENR under CARP and is responsible for its overall implementation.

### B. National Executive Officer

1. The Vice-Chairman of DENR-CARP EXCOM shall ex-officio act as the National Executive Officer.
2. Duties and responsibilities
  - 2.1 Shall be responsible to the Executive Committee for the accomplishment of DENR-CARP Program objectives
  - 2.2 Approves the DENR integrated budget proposal for CARP
  - 2.3 Approves operational and financial plan
  - 2.4 Exercises overall control over Agrarian Reform fund.
  - 2.5 Establishes effective linkages with all participating agencies on CARP and shall represent the DENR Executive Committee
  - 2.6 Calls upon any unit and official of the Department to render support to the program

**C. The National Action Officer**

1. To assist the National Executive Officer in the general supervision of CARP implementation, the Director of Lands Management Bureau is designated as National Action Officer
2. Function
  - 2.1 Shall assist the National Executive Officer in the general supervision of CARP implementation
  - 2.2 Recommends operational plan and budgetary proposals
  - 2.3 Recommends policies, guidelines, rules and regulation necessary for CARP implementation
  - 2.4 Recommends project studies and training on CARP
  - 2.5 Exercises administrative control over ARF funds especially those released to the OSEC

- 2.6 Prepares and submit regular and other reports on CARP to the Executive Committee as represented by the National Executive Officer
- 2.7 Calls upon any unit and official of the Department to render support to the program

**D. Sectoral Coordinators**

- 1. There will be six (6) sectoral coordinators. The composition of which shall be as follows:
  - a. Coordinator for lands - Director, LMB
  - b. Coordinator for the ISF - Director, FMB
  - c. Coordinator for Research and Development – Director, ERDB
  - d. Coordinator for Public Information, Education and Communication - Director. PAO
  - e. Coordinator for HRDS - Director, HRDS
  - f. Coordinator for Special Concerns - Director, SCO
  - g. Coordinator for Finance - Director, Finance Service
- 2. Functions
  - 2.1 Recommends policies and guidelines, rules and regulations to effectively implement CARP in their respective sector.
  - 2.2 Responsible for the coordination of all activities under their sector
  - 2.3 Assist the National Action Officer on activities pertinent to their sector

**E. The CARP Technical Working Group**

- 4.1 The Sectoral Coordinators shall designate permanent representative to the CARP Technical Working Committee. This shall be chaired by the

Head, DENR-CARP National Secretariat. Shall include a representative from Planning and Policy Service.

4.2 Duties and Responsibilities

4.2.1 Formulates policies and guidelines governing CARP implementation and recommends these to the DENR-CARP EXCOM as represented by the National Executive Officer

4.2.2 Reviews Integrated Budgetary proposals and work and financial plans for CARP

4.2.3 Forum for inter-agency coordination.

**F. National Secretariat**

1. The DENR-CARP National Secretariat shall be composed of a Head appointed by the National Action Officer and approved by the National Executive Committee and shall be staffed accordingly.

2. Duties and Responsibilities

2.1 Undertakes policy studies and finalizes rules and regulations, guidelines and procedures that will facilitate project implementation.

2.2 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.

2.3 Prepares CARP budget request in coordination with the Department Proper Budget Division and works out the timely releases of funds.

2.4 Liaises with DAR and coordinates with other government agencies and private groups.

2.5 Undertakes research and gathering of technical documents and other information needed for field operations, in coordination with the Research Sector and other offices.

- 2.6 Monitors the progress of project implementation including disbursement and other financial matters.
- 2.7 Reviews, evaluates and packages performance reports as consolidated by the Planning Service and the sectoral units concerned for an expedient assessment by the National Action Officer.
- 2.8 Provides technical and administrative support to the National Action Officer.
- 2.9 Establishes and maintains an information bank on physical and financial status of DENR-CARP projects.
- 2.10 Provides assistance to the field coordinator the discharge of their functions as requested and needed.
- 2.11 Establishes an effective line of communication with the DENR, Regional and technical offices as well as other agencies.
- 2.12 Performs other functions as may be assigned by the National Action Officer.

**G. Regional Executive Officer**

- 1. The Regional Executive Directors shall be designated as Regional Executive Officers.
- 2. Functions
  - 2.1 Shall be responsible for the accomplishment of DENR-CARP programs in their respective Regions.
  - 2.2 Reviews and approves regional budget proposal and operational plans for submission to the EXCOM through the National Action Officer.

**H. Regional Action Officer**

- 1. The Regional Technical Director (RTD) for lands shall be designated as Regional Action Officer.

2. Responsibilities

- 2.1 Shall assist the Regional Executive Officer in the over-all supervision of CARP implementation in their Regions.
- 2.2 Shall act as Chairman of the Regional CARP Technical Committee
- 2.3 Establishes effective linkages with all participating agencies on CARP and shall represent the DENR on all intra/inter agency committees and activities in the regions.

**I. Regional Sectoral Coordinators**

- 1. The Regional Technical Directors for Lands, Forestry and Research shall be designated as Coordinators by their respective sectors.
- 2. Functions
  - 2.1 Shall exercise supervision of CARP implementation in their respective sectors.
  - 2.2 Shall prepare budget proposals, operational plans relative to their sectors.
  - 2.3 Shall administer CARP funds released to their sectors
  - 2.4 Shall assist the Regional Action Officer in the overall supervision of CARP implementation in the Region.

**J. Regional Technical Committee**

- 1. Shall compose of the Regional Sectoral Coordinators
- 2. Functions
  - 2.1 Shall recommend policies, guidelines, rules and regulations for CARP implementation
  - 2.2 Reviews Regional budgetary proposals and operational plans.



**K. Regional Secretariat**

1. Composition

The Regional Secretariat shall have a Head to be designated by the Regional Action Officer. It shall also have a permanent staff to be drawn from the Personnel Services of the regions composed of at least two (2) who will serve solely for the Regional CARP Secretariat.

2. Functions

2.1 Shall assist the Regional Action Officer in the monitoring and evaluation of CARP implementation in the Region.

2.2 Shall perform functions similar to the National Secretariat as it pertains to the DENR-CARP activities in the Regional level.

**L. Provincial Executive Officer**

1. The Provincial Environment and Natural Resources Officer shall be designated as Provincial Executive Officer.

2. Functions

2.1 Shall exercise overall supervision of CARP implementation in the Province

2.2 Administers funds allocated to the Province.

**M. Provincial Action Officer**

1. Composition

The Provincial Environment and Natural Resources Officer (PENRO) shall designate a permanent Provincial Action Officer Preferably the Supervising Land Management Officer (SLMO).

2. Duties and responsibilities

2.1 Shall assist the Provincial Executive Officer in the effective implementation of all CARP activities in the provincial level.

- 2.2 Establishes effective linkages with the DAR-EXCOM and other agencies
- 2.3 Supervises, monitors and evaluates the execution of DENR-CARP activities in the Province.
- 2.4 Prepares and submits periodic and other reports to the Regional Offices.

**N. Community Executive Officer**

1. The Community Environment and Natural Resources Officer shall be designated as Community Executive Officer.
2. Functions
  - 2.1 Shall exercise overall supervision of CARP implementation in the community.
  - 2.2 Administers funds allocated to the community.

**O. Community Action Officer**

1. Composition

The Community Environment and Natural Resources Officer (CENRO) shall designate a permanent CARP Action Officer in the community preferably Senior Land Management Officer .
2. Duties and responsibilities
  - 2.1 Shall assist the Community Executive Officer in the implementation of CARP activities in their community
  - 2.2 Formulates and implements plans for DENR-CARP activities in the locality/community.

**III. Coordinating Structures**

**1. Policy Coordination**

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

**A. Chairman, DENR-CARP EXCOM**

1. Represent the department in all policy-making meetings of the Presidential Agrarian Reform Council (PARC).
2. Determines all requirements and agreements made in the PARC and delegates this to responsible officer.
3. Exercises general supervision overall DENR-CARP activities.
4. Informs the PARC of DENR's official policy on CARP related matters.

**B. Vice-Chairman, DENR-CARP EXCOM**

1. Represents the Secretary of the DENR in all meetings of the PARC EXCOM.
2. Responsible for informing the Chairman of all agreements made in the PARC EXCOM meetings.
3. Determine the requirements of EXCOM and shall issue the corresponding instructions to meet them.
4. Informs the PARC EXCOM of DENR's position in CARP activities.
5. Exercises general supervision on all CARP activities.

**C. National Action Officer**

1. Shall serve as the alternate of the Executive Officer in the meetings of the PARC EXCOM.

2. Represents the department in all technical working meetings of the PARC technical committee.
3. Determines all requirements of the PARC Technical Committee and institute measures to meet them.
4. Informs the EXCOM as represented by Executive Officer and the National Action Officer of the developments in all activities.
5. Informs the PARC Technical Committee of DENR's position in CARP activities.
6. Assist the National Action Officer in exercising general supervision overall CARP activities.

**E. Head, DENR-CARP National Secretariat**

1. Represent the National Action Officer in PARC Technical Committee meeting.
2. Responsible for the coordination with the PARC Secretariat and the Department of Budget and Management.
3. Determine the requirements of the PARC Secretariat and DBM and address them accordingly.
4. Establishes linkages with DAR and other implementing agencies of CARP.
5. Informs the PARC Secretariat and DBM of DENR-CARP requirements and follow-up on these request.
6. Assist the National Action Officer and Head, DENR-CARP National Secretariat in exercising general supervision overall DENR-CARP activities.

**2. Operational Coordination**

**A. The National Action Officer**

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

**B. The Regional Action Officer**

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

**C. The Provincial Action Officer**

1. Represents the Department in all meetings of the Provincial CARP Implementing Teams (PCIT).
2. Represents the Department in the meetings with the DAR-PARCOM.

**D. The Community Action Officer**

1. Represents the Department in all meetings of the BARC.

**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 and submits these to the National Secretariat which will forward them to the different sectors, namely: Land Management Bureau (LMB), Integrated Social forestry (ISF), Inventory of Forest Occupants (IFO), National Mapping and Resources Information Authority (NAMRIA), Ecosystem Research and Development Bureau (ERDB) Public Affairs Office (PAO) and Human Resource Development Service (HRDS) for their evaluation.
3. Upon the final approval of this plans and budget proposals by the CARP Technical Working Group, they will be resubmitted to the National Secretariat for the national integration in the ARF proposal of the Department of Environment and Natural Resources.
4. The DENR EXCOM as represented by the Executive Officer shall approve the ARF proposal and indorse it to the PARC.
5. The National Executive Officer shall transmit the approved 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 release 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 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 Action 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 Action 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 Coordinator 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 Action Officer shall monitor all CARP related activities in the Region. The Regional Secretariat shall assist the Regional Action Officer by insuring 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 reports to the DENR CARP National Secretariat and sectoral coordinating units concerned.
- f. The Sectoral Action Officers shall monitor all physical and financial accomplishment in their respective sectors and shall submit necessary reports to the National action Officer which shall be coursed through the National Secretariat. They shall also analyze and consolidate reports submitted by Planning Service and submit corresponding reports to the National Secretariat.
- g. The DENR-CARP National Secretariat is responsible for the overall 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 reports as well as quarterly financial report and submit them to the National Action Officer.
- h. The National Action 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 data base for all projects related to CARP implementation shall be monitored at the National, Regional, PENRO and CENRO level.
- b. The Community Action Officer shall be responsible for the monitoring of all projects undertaken in their respective communities. All pertinent data on this project shall be gathered and incorporated to the data base that they are required to establish. These



primary data shall be placed in specified form 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 Action 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 data base 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 submit these data to the Regional CARP Secretariat on a monthly basis.
- d. The Regional Coordinators shall be responsible for the monitoring of all projects in their respective sectors. Lands sector project shall be submitted to the Coordinator for Lands and ISF project 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 data base on all project in their respective sectors. Data shall be derived from the monthly status report to be submitted by the Regional coordinators. The Ecosystem 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 data base systems. The Regional CARP Secretariat shall submit a consolidated report to the National Secretariat based on the data submitted by the PENROs.
- e. The National level project monitoring shall be the responsibility of the following: LMB for Lands Sector project, Forest Management Bureau, for ISF

project, 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 data base 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 project at the national level.

- f. The National Secretariat shall establish and maintain a data base 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 desires, 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 National Action Officer.

## **V. FINANCIAL MANAGEMENT**

### **A. General Guidelines**

- 1. The 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 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 DBM or COA issues special instruction covering utilization of said fund.
4. No project shall be executed unless it is fully covered by advanced 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). The field offices shall also submit on a monthly basis financial utilization reports using forms to be specified by the National Secretariat.

**B. National**

1. The National Action Officer shall exercise administrative control over the Agrarian Reform Fund.
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 Action Officer concerned. On the other hand, funds released to the Department proper shall be controlled by the National Action Officer through the National Secretariat. Funds to the ERDB shall be released through the DAR.
3. The National Secretariat shall be responsible for closely monitoring the utilization of ARF.
4. Reporting of financial status of PARC and its instrumentalities shall be 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 ARF in the Regional level. However, the Regional

Action Officer shall have administrative control ARF funds released to the Region., No disbursement would be made without prior clearance from the Regional Action officer. Disbursement shall strictly be based on the approved CARP Work and Financial Plans of the Regions concerned.

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 Officer 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 No. 38 and 267.
2. Financial status reporting shall be the joint responsibility of the Provincial Executive Officer and Financial Division Chief.

**VI. REPEALING CLAUSE**

This Order supersedes DENR Administrative Order No. 58 and amends all existing guidelines and regulations which are inconsistent herewith.

**VII. EFFECTIVITY**

This Order shall take effect immediately.

**ANGEL C. ALCALA**  
Secretary