



Republic of the Philippines
Department of Environment and Natural Resources

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DEPARTMENT ADMINISTRATIVE ORDER

No. 2003- 35

SUBJECT : **REVISED GUIDELINES REGULATING THE IMPLEMENTATION AND MANAGEMENT OF DENR COMPREHENSIVE AGRARIAN REFORM PROGRAM**

To effectively implement the Comprehensive Agrarian Reform Program (Republic Act Nos. 6657 and 8532), the Public Land Act (Commonwealth Act No. 141), the Free Patent Law of 2002 (Republic Act No. 9176) and Executive Order No. 192, the herein regulations are hereby promulgated:

I. **GENERAL POLICIES**

1. **Basic Policy and Objectives**

The Comprehensive Agrarian Reform Program (CARP) was instituted to improve the land tenure system of the country and the socio-economic status of the program beneficiaries. The DENR aims to contribute to the CARP implementation through the distribution of Alienable and Disposable (A & D) public lands to qualified beneficiaries.

2. **Coverage**

This Order shall cover the implementation of activities, processes and structures in support to the implementation of the Department's mandates under CARP.

3. **DENR Involvement in CARP**

The following are the major DENR-CARP activities:

3.1. ***Distribution of A & D public lands suitable for agriculture.*** Included in this activity is the processing of public land applications (Free/Homestead), research of survey data, approval of the applications and the subsequent issuance of patents;

3.2. ***Survey of A & D Public lands.*** This activity involves cadastral/public survey of lands of the public domain in support to the titling component of the DENR-CARP;

3.3. ***Inspection, 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 Department of Agrarian Reform (DAR) forwarded to DENR regional offices for verification and approval. This shall also include the verification and approval of cadastral surveys and public land surveys; and

3.4. *Operational Support*

- 3.4.1. Project Management and Supervision. This will include all other activities of the central, regional/field offices in support to the actual land survey and titling activities under the Program;
- 3.4.2. Inventory of A & D lands. Conducted to accurately determine the extent of the remaining A & D lands for distribution. The completion of which is expected to hasten the patent issuance;
- 3.4.3. Public Information and Education. To be conducted as an inherent function of all officials/personnel of the region/field offices as they implement land surveying and titling activities. All CARP activities of the implementing offices should serve as a venue in the dissemination of information on the processes/requirements in the titling of public lands through the Department; and
- 3.4.4. 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 Executive Committee (DENR-CARP EXECOM) shall be composed of the Secretary as Chair and the Undersecretaries and Assistant Secretaries as members. Its functions and responsibilities are as follows:

1. DENR-CARP EXECOM

The DENR-CARP EXECOM shall formulate policies, guidelines, rules and regulations that shall govern the participation of the DENR under CARP and shall be responsible for its overall implementation.

1.1 *Chairperson, DENR-CARP EXECOM (DENR Secretary)*

- 1.1.1 Represents the department in all policy-making meetings of the Presidential Agrarian Reform Council (PARC);
- 1.1.2 Determines the requirements and agreements made in the PARC and delegates these to the responsible officer;
- 1.1.3 Exercises the over-all supervision and implementation of DENR-CARP activities;
- 1.1.4 Approves the DENR-CARP Work and Financial Plan upon recommendation of the National Executive Officer; and
- 1.1.5 Informs the PARC of DENR's official policy on CARP related matters.

1.2 *The National Executive Officer*

The **Undersecretary** in charge of lands management matters shall act as the ex-officio *National Executive Officer*. His duties/functions and responsibilities are as follows:

- 1.2.1 Responsible to the Executive Committee for the accomplishment of DENR-CARP objectives;

- 1.2.2 Recommends to the Chairperson, DENR-CARP EXECOM the DENR-CARP Work and Financial Plan;
- 1.2.3 Exercises over-all supervision of Agrarian Reform Fund (ARF) and other funds in support to the implementation of the Program;
- 1.2.4 Establishes effective linkages with all CARP Implementing Agencies (CIAs);
- 1.2.5 Represents the DENR-CARP-EXECOM in the PARC Executive Committee;
- 1.2.6 Calls upon any unit and official of the Department to render support to the Program;
- 1.2.7 Informs the Chairperson, DENR-CARP EXCOM of agreements made in the PARC EXCOM meetings;
- 1.2.8 Determines the requirements/agreements of the DENR-CARP EXECOM and issues the corresponding instructions to meet the same;
- 1.2.9 Informs the PARC EXCOM of DENR's position in CARP activities; and
- 1.2.10 Assists the Chairperson, DENR-CARP EXECOM in the general supervision of all CARP activities.

2. *The DENR-CARP Technical Working Group*

The ***DENR-CARP Technical Working Group (TWG)*** shall be chaired by the **Director of the Lands Management Bureau** and shall be composed of permanent and alternate representatives from the concerned/key Offices/Bureaus of the DENR Central Office as members. The DENR-CARP National Coordinating Office shall be represented in the TWG.

The following are the duties/functions and responsibilities of the TWG:

- 2.1. Recommends, through the National Executive Officer, policies and guidelines governing CARP implementation in coordination with the Planning, Policy Studies Office for approval of the DENR-CARP EXECOM; and
- 2.2. Determines the requirements of the Program as far as policy is concerned to meet the thrusts, priorities and commitment of the Department consistent with the thrusts of the President.

3. *The DENR-CARP National Coordinating Office*

In view of the expanded concerns and activities of the DENR-CARP National Secretariat, it is hereby renamed as the ***DENR-CARP National Coordinating Office (DCNCO)*** to be headed by a **National Coordinator** to be recommended by the National Executive Officer and approved by the Chairperson, DENR-CARP EXCOM and shall be staffed accordingly.

3.1 The duties/functions and responsibilities of the DENR-CARP National Coordinating Office are as follows:

- 3.1.1. Provides technical and administrative support to the National Executive Officer in the overall supervision of the Program. As such, the DCNCO shall prepare the DENR-CARP Work and Financial Plan in coordination with the Technical Working Group, Regional offices, Planning and Budget Division, and other concerned offices;
- 3.1.2. Establishes and maintains an information bank on physical and financial status of DENR-CARP activities;
- 3.1.3. Reviews, evaluates and packages performance/accomplishment reports in coordination with the Planning Service and regional/field offices;
- 3.1.4. Provides technical and administrative assistance to the TWG and Regional CARP coordinators in the discharge of their functions as requested and needed;
- 3.1.5. Liaise and coordinates with PARC Secretariat, CARP Implementing Agencies, other government agencies and private sectors;
- 3.1.6. Establish an effective interaction with the key offices of DENR at the central and regional levels;
- 3.1.7. Exercises administrative control, facilitates the timely release of funds to the Regional and field offices and monitors the progress of the disbursement and other financial matters; and
- 3.1.8. Performs other functions as may be assigned by the National Executive Officer.

3.2 The National Coordinator, DENR-CARP National Coordinating Office

The National Coordinator shall be supported by two (2) functional units, namely, the Planning and Technical Unit and the Administrative and Finance Unit. Its duties/functions and responsibilities are as follows:

- 3.2.1 Serves as the official representative of the Department in the PARC Technical Committee meetings;
- 3.2.2 Coordinates and establishes linkages with the PARC Secretariat and other CARP Implementing Agencies (CIAs);
- 3.2.3 Initiates the preparation of the DENR-CARP Work and Financial Plan and the timely submission of the same to the PARC Secretariat;
- 3.2.4 Determines the requirements of the PARC Secretariat and the Department of Budget and Management and address them accordingly for the successful implementation of the Program;
- 3.2.5 Provides support to the National Executive Officer in exercising general and over-all supervision of DENR-CARP activities;

- 3.2.6 Serves as the alternate of the Executive Officer in the meetings of the PARC EXCOM;
- 3.2.7 Represents the department in all technical working meetings of the PARC Technical Committee;
- 3.2.8 Informs the DENR-CARP EXECOM through the Executive Officer on the developments of all CARP activities; and
- 3.2.9 Performs other duties/functions as may be assigned by the Chairperson, DENR-CARP EXECOM or the National Executive Officer.

4. The Regional Executive Officer

The **Regional Executive Director (RED)** shall be designated as the **Regional Executive Officer** with the following duties/functions and responsibilities:

- 4.1 Responsible for the over-all supervision and implementation of DENR-CARP activities in their respective region;
- 4.2 Reviews and approves the DENR-CARP Regional Work and Financial Plan for submission to the EXECOM through the National Executive Officer;
- 4.3 Exercises over-all supervision on Agrarian Reform Funds and other funds related to the implementation of the Program in accordance with the budget releases/allocation issued by the central office and the authorization rendered by the Department of Budget and Management (DBM), as well as the National Planning and Budgeting Guidelines to be issued by the National Executive Officer;
- 4.4 Represents the Department in the inter-agency meetings concerning Program/Project implementation at the regional level; and
- 4.5 Formulates operational guidelines/measures to improve the operations and implementation of the CARP activities at the regional level.

5. The Regional Action Officer

The **Regional Technical Director for Lands (RTD-Lands)** shall be designated as the **Regional Action Officer** with the following duties/functions and responsibilities:

- 5.1 Assists the Regional Executive Officer in the over-all supervision and implementation of CARP activities in their respective region;
- 5.2 Establishes effective linkages with partner agencies and represents the DENR on all intra/inter agency committees and activities in the regions;
- 5.3 Recommends the DENR-CARP Regional Work and Financial Plan for approval of the Regional Executive Officer; and

- 5.4 Exercises administrative control over the Agrarian Reform Funds and other funds related to the implementation of the Program.

6. The DENR-CARP Regional Coordinating Office

The **DENR-CARP Regional Coordinating Office** shall be supervised/managed by a **Head** to be appointed by the Regional Action Officer and approved by the Regional Executive Officer and shall be properly staffed as per approved Position Allocation List of the region under ARF. The following are the duties/functions and responsibilities:

- 6.1 Assists the Regional Action Officer in the monitoring and evaluation of CARP implementation in the region;
- 6.2 Establishes effective coordination with the planning and finance/budget officers at the regional office and PENRO in the submission of official report (physical and financial) to the DENR Central Office;
- 6.3 Prepares the DENR-CARP Work and Financial Plan in coordination with the planning and finance/budget officers at the region and PENRO/CENRO and works out the timely releases of funds to the different CARP implementing units;
- 6.4 Establishes and maintains an information bank on physical and financial status of regional CARP implementation; and
- 6.5 Provides technical and administrative assistance to the Provincial and CENR offices in the discharge of their functions as requested and needed.

7. The Provincial Executive Officer

The **Provincial Environment and Natural Resources Officer (PENRO)** shall be designated as the **Provincial Executive Officer** with the following duties/functions and responsibilities:

- 7.1 Exercises over-all supervision of CARP implementation in the Province;
- 7.2 Monitors, evaluates and consolidates the physical and financial report of the different CENROs under his jurisdiction;
- 7.3 Administers funds allocated to the Province;
- 7.4 Establishes effective linkages with the PARCCOM and other agencies; and
- 7.5 Establishes and maintains an information bank on physical and financial status of CARP implementation at the field level.

8. The Provincial Action Officer

The **Senior Land Management Officer (SLMO)** shall be designated as the **Provincial Action Officer** with the following duties/functions and responsibilities: *h/1*

- 8.1 Assists the Provincial Executive Officer in the effective implementation of all CARP activities in the provincial level;
- 8.2 Supervises, monitors and evaluates the execution of DENR-CARP activities in the Province;
- 8.3 Prepares and submits periodic and other reports to the Regional Planning Division, copy furnished the CARP-Regional Coordinating Office;
- 8.4 Monitors the disbursement of funds allocated to the Province; and
- 8.5 Represents the Department to the PARCCOM and other inter-agency meetings concerning program/projects implementation at the provincial level.

9. The Community Executive Officer

The **Community Environment and Natural Resources Officer** (CENRO) shall be designated as the *Community Executive Officer* with the following duties/functions and responsibilities:

- 9.1 Exercises over-all supervision of CARP implementation in the community;
- 9.2 Administers funds allocated to the community; and
- 9.3 Establishes and maintains an information bank on physical and financial status of CARP implementation at the field level.

10. The Community Action Officer

The **Senior Land Management Officer** shall be designated as the *Community Action Officer* with the following duties/functions and responsibilities:

- 10.1 Assists the Community Executive Officer in the successful implementation of CARP activities in the locality/community;
- 10.2 Formulates and implements plans for DENR-CARP activities in the locality/community;
- 10.3 Prepares and submits periodic and other reports to the Provincial Action Officer;
- 10.4 Monitors the disbursement of funds allocated to the CENRO; and
- 10.5 Represents the Department in all meeting of the Barangay Agrarian Reform Council (BARC).

III. PLANNING, BUDGETING AND MONITORING PROCEDURES

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

1. Planning and Budgeting Cycle

- 1.1. The National Executive Officer thru the CARP National Coordinating Office shall issue specific planning and budgeting guidelines to the various CARP operating units based on the national guidelines in the programming of the Agrarian Reform Fund (ARF) consistent with the priorities and policies/regulations set forth by the Presidential Agrarian Reform Council (PARC) and the Department of Budget and Management (DBM);
- 1.2. Based on the guidelines issued, the various CARP operating units shall prepare their annual plans and budget proposals and submit these to the DENR-CARP National Coordinating Office for evaluation;
- 1.3. Upon recommendation of the National Executive Officer, the Secretary as Chairperson, DENR-CARP EXECOM, shall approve the proposed DENR-CARP Work and Financial Plan and indorse it to the PARC;
- 1.4. The National Executive Officer shall transmit the approved DENR-CARP Work and Financial Plan to the PARC Secretariat for evaluation and subsequent endorsement to the Department of Budget and Management (DBM); and
- 1.5. Upon issuance of Special Allotment Release Order (SARO) or Obligational Authority (OA) by DBM, the DENR Central Office through the DENR-CARP National Coordinating Office shall sub-allot the release of ARF thru the issuance of Obligational Authority (OA) and Letter Advise of Allotment (LAA) to the operating offices/units.

2. Financial Management

2.1. General Guidelines

- 2.1.1 The Agrarian Reform Fund (ARF) shall be exclusively used for CARP-related activities;
- 2.1.2 CARP related activities, which are foreign funded shall be governed by existing rules and regulations on foreign funding assistance in coordination with Foreign Assisted and Special Projects Office (FASPO). Other fund sources for the implementation of the program shall also be governed by existing rules and regulations of the Department;
- 2.1.3 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; and
- 2.1.4 No activity of CARP and other project related to CARP implementation should be executed unless it is fully covered by advice of allotment.

2.2. National

- 2.2.1 The National Executive Officer shall exercise administrative control over the Agrarian Reform Fund;

- 2.2.2 The National Executive Officer, through the DENR-CARP National Coordinating Office shall control the funds released to the Department proper;
- 2.2.3 The DENR-CARP National Coordinating Office shall facilitate the release of funds to the regions and field offices in the form of Letter Advice of Allotment (LAA)/Obligational Authority (OA) for the implementation of the Program; and
- 2.2.4 Reporting of financial status to PARC and its instrumentalities shall be the responsibility of the DENR-CARP National Coordinating Office through the National Executive Officer. Reporting to DBM and COA shall be the responsibility of the DENR Finance Service Director.

2.3. Regional

- 2.3.1 The Regional Executive Officer shall exercise over-all control on the ARF in the Regional level. However, the Regional Action Officer and the Head of the Regional CARP Coordinating Office shall have the administrative control over ARF released to the region. **No disbursement should be made without prior clearance from the Head of the Regional CARP Coordinating Office and should be countersigned by the Regional Action Officer.** Disbursement shall strictly be based on the approved CARP Work and Financial Plans of the concerned region; and
- 2.3.2 The financial status reporting shall be the joint responsibility of the Regional CARP Coordinating Office and Finance Division and should be approved by the Regional Executive Officer.

2.4. Provincial

- 2.4.1 The Provincial Executive Officer shall exercise over-all control on the ARF in the Provincial level. The disbursement and utilization shall be done in accordance with the existing laws, rules and regulations; and
- 2.4.2 The financial status reporting shall be the joint responsibility of the Provincial Executive Officer and PENRO Finance Officer/Accountant.

3. Monitoring Procedures

3.1 DENR-CARP Performance Monitoring System

- 3.1.1 The National Executive Officer exercises the over-all responsibility in the monitoring of DENR-CARP activities nationwide;
- 3.1.2 The DENR-CARP National Coordinating Office shall assist the National Executive Officer in the monitoring of DENR-CARP activities nationwide;
- 3.1.3 The Regional Executive Officer shall exercise the over-all supervision of all DENR-CARP related activities in their respective regions. The Regional Action Officers shall monitor and evaluate the DENR-CARP activities as well as the establish of data bank on physical and financial status of the Program;

- 3.1.4 The Provincial Executive Officer shall monitor all CARP activities in their respective provinces and establish data bank on physical and financial status of the Program; and
- 3.1.5 The Community Executive Officer shall monitor all CARP related activities in their respective communities and establish data bank on physical and financial status of the Program.

4. DENR-CARP Reporting System

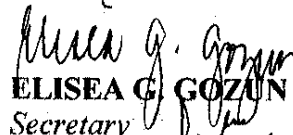

- 4.1.1 The Community Executive Officer shall submit a monthly report on physical and financial accomplishment. The cut-off date for the monthly reports shall be on the 25th day of every month. Submission of monthly report to the Provincial Executive Officer should be within five (5) days after the cut-off date;
- 4.1.2 The Provincial Executive Officer shall submit physical accomplishment reports on a monthly basis and financial accomplishment report on a quarterly basis. This should be submitted to the Regional CARP Coordinating Office not later than on the 5th day of the succeeding month;
- 4.1.3 The Regional Executive Officer is responsible in the submission of periodic and other reports of the region. The Regional CARP Coordinating Office shall assist the Regional Action Officer in ensuring that the Technical Division concerned (i.e Land Management and Surveys Division) in close coordination with the Regional Planning and Management Division (RPMD) submits the monthly physical accomplishment report not later than the 10th day of the succeeding month to the Central Office - Planning Service, using the prescribed reporting forms. The Regional Finance Division shall also submit quarterly financial reports to the said office;
- 4.1.4 The field and central office operating units shall submit quarterly financial reports within ten (10) days after the end of each quarter using the prescribed forms to the DENR Accounting Division. The field offices shall also submit on a monthly basis their financial utilization reports using the forms to be specified by the CARP National Coordinating Office;
- 4.1.5 The Planning Service shall consolidate the reports from the regions and submit corresponding reports to the DENR-CARP National Coordinating Office;
- 4.1.6 The DENR-CARP National Coordinating Office shall consolidate the reports as submitted by the Planning Service and the Financial Management Service for submission to the National Executive Officer; and
- 4.1.7 The National Executive Officer shall regularly submit all reports to the DENR-EXECOM and shall endorse these to the PARC Secretariat. *NY*

IV. REPEALING CLAUSE

This Order amends Department Administrative Orders 93-12, 99-28, 2002-27 and all existing guidelines and regulations inconsistent herewith.

V. EFFECTIVITY

This Order takes effect fifteen days after its publication in at least two (2) local newspapers of national circulation.


ELISEA G. GOZUN
Secretary


PUBLICATION:

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MALAYA - AUGUST 8, 2003

DENR-CARP ORGANIZATIONAL STRUCTURE

