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DENR MEMORANDUM CIRCULAR

No. 2005 - 001

SUBJECT : PLANNING AND BUDGETING GUIDELINES FOR THE IMPLEMENTATION OF THE DEPARTMENT'S ACTIVITIES UNDER THE COMPREHENSIVE AGRARIAN REFORM PROGRAM (CARP)

To continue the successful implementation of the Department's activities under the Comprehensive Agrarian Reform Program (CARP) and to foster complementation and rationalize the management of resources, the following instructions are hereby prescribed in the preparation of the DENR-CARP Work and Financial Plan (WFP):

A. SCOPE OF THE DENR-CARP COMMITMENT

This Circular is limited and applicable only to the activities and budget allocation of the Department under the Comprehensive Agrarian Reform Program (CARP).

1. DENR-CARP Activities

- 1.1. Patent Processing and Issuance (PPI) – the processing of Public Land Applications (PLAs) and issuance of either Free or Homestead Patents over agricultural areas. Consistent with the provisions of Memorandum Circular No. 2003-01 dated 06 January 2003, the Major Final Output (MFO) or Unit of Work Measure (UWM) for PPI will be based on the number of patents and the area covered (in hectares) by patent, signed and transmitted to the concerned Registry of Deeds (RODs);
- 1.2. Public Land Survey (PLS) – survey projects covering untitled agricultural lands to generate/produce potential areas for the issuance of Free and/or Homestead Patents; and
- 1.3. Inspection, Verification and Approval of Surveys (IVAS) – refers to the verification and approval of survey returns/plans submitted/referred by the Department of Land Reform (DLR).



B. TARGET SETTING

Regional targets for all activities funded under Agrarian Reform Fund (ARF) should be rationalized based on the resources provided for actual land distribution and other support activities to patent issuance. Target setting, however, will have a direct bearing to the Personal Services (PS) of the region under the ARF plantilla, from the central down to the field offices. Therefore, work target, especially on PPI should be proportionate to the manpower resources of the regional/field offices.

1. All regions are enjoined to conduct consultation with the key offices/officers in the region (e.g. Land Management Division, Surveys Division, etc.) as well as in the field i.e. PENROs/CENROs to arrive at the level of targets for PPI based on the following considerations:

1.1. Annual target of the regions should be consistent with their respective General Plan of Action (GPOA).

1.2. Targets should be broken down by PENRO/CENRO/Investigators. Further, CENRO targets should be distributed in accordance with the territorial assignments of the Public Land Investigators; and

1.3. One of the bases in the evaluation of PPI targets is the output resulting from last year's PLS projects funded under the ARF and Fund 101 and those that were contracted/implemented under the DAR-ADB-ARCP and other survey activities conducted in prior years.

2. Evaluation of proposed PLS projects shall be based on the region's absorptive capacity, particularly on the status/trend of PPI in areas where PLS have already been implemented. Moreover, **the RTD for Lands shall ensure that all survey projects targeted by the region are agricultural lands potential for titling.**

All PLS projects shall be referred and integrated to the Philippine Reference System of 1992 (PRS 92) per Executive Order No. 45 dated 05 January 1993.

3. For IVAS, targets for the verification and approval of survey of agricultural lands forwarded by DLR should be properly identified and segregated from the IVAS target of the region under the regular fund.



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C. OPERATIONAL ASSUMPTIONS

The determination and breakdown of targets, specifically on PPI should be determined based on the strategies to be employed by the region/field offices to be done on a need basis.

After the assessment of the absorptive capacity, historical accomplishment and potential area of the region, the following approaches/strategies can be implemented, to wit:

1. PPI Based on Set Target – refers to the usual approach of implementing PPI, wherein the CENROs and its investigators, PENROs and Regional Offices are tasked to accomplish certain targets with the budget allocation commensurate to the extent of their participation to the said activity;
2. Task Force Approach – refers to the setting up/creation of a team at the region or PENRO level to conduct/facilitate the actual PPI to support the regular manpower resources of LMS at the CENRO level. Task force or teams created for the purpose can be dispatched at any place in the region (mobile) at any given time, depending on the situation. Likewise, the team/task force is tasked to accomplish certain PPI targets including the equivalent unit cost;
3. Territory-based Approach – consistent with Memorandum dated 07 October 2003, all regular Public Land Investigators (PLIs) should be deployed using per zone/territory-based approach. The Deputized Public Land Investigators (DPLIs) shall provide support to the regular PLIs, hence, they shall be trained prior to their deployment. This is to ensure the quality of the patents as well as to facilitate planning/targeting and monitoring/evaluation of the whereabouts of the accomplishment of the investigators; and
4. One-Stop-Shop Approach – establishment of One-Stop-Shop (OSS) Land Titling Centers on strategic location of Provinces and/or Municipalities that covers large number of potential area for patent issuance/titling. Likewise, the OSS can also be established on Provinces/municipalities/barangays with approved survey plans ready for processing and issuance of patents/titles and in areas that have an on-going survey projects.
5. Other Strategies that may be employed by the region/field offices so as to effectively facilitate the conduct of PPI. The regional offices are expected to provide full description of the approaches/strategies and assumptions as bases in their planning and budgeting.



For the smooth assessment and planning exercises, as well as fund transfer, the regions shall determine the strategies to be employed as enumerated above. Whenever necessary, redeployment/reassignment of LMS personnel shall be done based on the target distribution and schedule of completion. The possibility of reassigning Public Land Investigator, Land Management Officers and other concerned LMS personnel from one CENRO to another shall be upon recommendation of the CENR Officer and the decision of the PENR Officer. Transfer of personnel from one PENRO to another shall be recommended by the PENR Officer and decided by the Regional Executive Director (RED), and reassignment of personnel from one region to another shall be upon recommendation by the concerned RED and the decision of the central office. However, the effectivity of the transfer shall be based on the duration of the need for such transfer to be indicated in the order to be issued.

D. APPLICATION OF UNIT COST

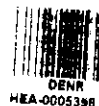
The regions shall adopt the unit cost of PhP 1,350/hectare for PLS, and PhP 81/hectare for IVAS. Moreover, the unit cost for PPI is PhP 753/patent and further broken down as follows:

Regional Office (15%)	-	PhP 112.95
PENRO (15%)	-	PhP 112.95
CENRO (70%)	-	PhP 527.10

Further, the unit cost of PPI should not be attached on the number of public land applications processed/investigated by the Public Land Investigators/Deputized Public Land Investigators. All concerned officials are required to implement necessary measures/strategies to maximize the budget being provided for under PPI.

E. CONDUCT OF ASSESSMENT AND PLANNING WORKSHOPS

To effectively implement the above activities, assessment and planning workshops shall be conducted at all levels. This activity shall cover the assessment of accomplishments vis-à-vis set targets, analysis of financial disbursement and/or allocation of other resources with regard to physical accomplishments and the discussion of other requirements for a successful implementation of all major activities of the Department under the Program such as operational issues/concerns and possible solutions/



recommendations. **This activity shall only be done on a need basis.**

F. MANAGEMENT OF THE AGRARIAN REFORM FUND (ARF 158)

1. As explicitly stated in item V-A of the Department Administrative Order No.93-12, the ARF shall be exclusively used for CARP related activities;
2. The Regional Action Officer and the Head, DENR-CARP Regional Coordinating Office shall have the administrative control over the Agrarian Reform Fund released to the region. As stated under DAO No. 2003-35, Section III. 2.3.1 "... **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...**".
3. The Department shall maintain the centralized fund management of ARF and shall provide fund allocation/cash requirements based on the status of physical and financial accomplishment of the regional/field offices. For planning purposes, the fund allocation will be based on the annual requirement of the region. However, redistribution of targets and corresponding budget allocation can be done depending on the assessment conducted by the regions/field offices within a certain period of the year.
4. Obligational Authority (OA)/Sub-Allotment Advise (SAA) including WFP will be released to the Region to cover every fund releases;
4. The regions shall furnish the CENROs, copy of the WFP, OA/SAA and Notice of Transfer of Allocation (NTA) released to the PENROs for reference purposes.
5. The regions shall submit financial reports/documents on the sub-allocation to the PENROs based on the WFP, one (1) week after the receipt of SAA/OA;

This Circular takes effect immediately and supersedes other issuances inconsistent herewith.


MICHAEL T. DEENSOR
Secretary *SLA* *ady*

