

**DENR Memorandum Circular**

**No. 42**

**December 15, 1994**

**SUBJECT : Guidelines for the Qualitative Assessment of Monitoring Performances of Regional Offices Relative to Land Distribution Activities Under CARP.**

In order to assess the DENR's commitment in the land distribution activities of the Comprehensive Agrarian Reform Program (CARP) and to provide incentives to field operators who have exerted extra efforts in the attainment of their commitment, the following guidelines are hereby prescribed:

1. The rating on the Key Result Area (KRA) activity shall still be determined using the budgetary targets.
2. The extra effort exerted by the field implementors from October to December 1994 will be the basis of the qualitative assessment and shall be determined primarily from the Region's performance on the preliminary and intervening activities leading to Patent Issuance. Other qualitative indicators shall also be considered if they are found to have meaningful contribution to the overall effort of the Department in attaining its goal or in the strengthening of our capability to absorb high targets.
3. These preliminary and intervening activities which have assigned weights, are as follows:

**3.1 For Patent Issuance**

- a. Inventory of Categorized pending applications
- b. Information Education Campaign
- c. Confirmatory investigation
- d. Processing

- e. Preparation of Patent
- f. Approval and Signature of Patent

### 3.2 For ISF

#### 3.2.1 Parcellary Survey

- a. Conduct of Community assemblies/ dialogue re: conduct of survey
- b. Actual lot survey
- c. Monumenting
- d. Map preparation
- e. Map reproduction

#### 3.2.2 Processing and Issuance of CS

- a. Review Evaluation of CS Application
- b. Preparation and reproduction of SA/CS
- c. Discussion of the terms and conditions and signing of the SA by the grantee
- d. Review and approval of SA/CS
- e. Entry of Stewardship area in CENRO control map and Registry Book
- f. Issuance of CS

- 4. The assigned weights per activity shall be determined by the DENR-CARP National Secretariat who will likewise conduct a monitoring and validation exercise on a random basis between October to December 1994.
- 5. The qualitative assessment shall only be applied if the regions have met their targets based on the approved Work and Financial Plan (budgetary target) and viz-a-viz their low and high targets committed during the DENR-CARP National Conference.

6. In this regard, the Region is instructed to submit to the DENR-CARP National Action Officer thru the DENR-CARP National Secretariat a report on the above activities on or before the 15th of the succeeding month.
7. This Circular takes effect immediately.

**ANGEL C. ALCALA**  
Secretary

**Recommending Approval:**

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Undersecretary for Natural Resources

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