

## **Department of Environment and Natural Resources**

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**Feb 27, 2004**

DENR MEMORANDUM CIRCULAR NO. 2004 -04

**SUBJECT : PLANNING AND BUDGETING GUIDELINES, UNDER THE DEPARTMENT'S COMPREHENSIVE AGRARIAN REFORM PROGRAM AND SONA (CARP/SONA) COMMITMENT**

To effectively implement the Departments CARPI/SONA commitment to distribute public lands and to foster complementation and rationalize the management, of resources of the Department towards the achievement/completion of the said commitment the following instructions. are hereby prescribed in the preparation of the DEN-CARP/SUNA Work and Financial Plan (WFP), to wit:

### **A. SCOPE OF THE DENR-CARPISONA COMMITMENT**

Thus Circular is applicable, but ; not limited, to the activities and budget allocation of the Department under the Comprehensive Agrarian Reform Program (CARP). It also covers other activities/targets and fund sources of DENR in support to the SONA commitment.

#### **1. DENR-CARP Activities**

- 1.1 **Patent Processing and Issuance (PPI)** - refers to 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 area covered (in hectares) by Patent, signed and transmitted to the concerned Registry. of Deeds & (RODs);
- 1.2 **Public Land Survey (PLS)**, refers to survey projects covering untitled – agricultural lands to go generate/produce potential areas for the issuance of Free/Homestead Patents; and
- 1.3 **Inspection, Verification and Approval of Survey (IVAS)**- refers to the activities supporting the survey projects of the Department of Agrarian Reform (DAR}, which were conducted by contract administration mid referred to the concerned LMS of DENR-Regional office for verification and approval.

**2. Public Land Disposition by the Lands Management Bureau**

- a. **Disposition of Friar Lands as provided for under Act 1120** - covers to the disposition of areas applied for under the Friar Lands Act: Accomplishment for this activity will be based on the number and area covered by the Deed of Sale issued to qualified applicants; and
- b. **Disposition of the parcel of land covered by Presidential Proclamation 172** - refers to the disposition of the area located in the four (4) barangays' of the Municipality of Taguig, Metro Manila declared open for disposition under Proclamation No. 172. Accomplishment under this activity will be based on the number and area covered by Deed of Sale issued to qualified beneficiaries:

**3. Disposition of Non-Agricultural Public Lands by the Regional Offices**

- a. **Processing and Issuance of Sales Patents** - shall include processing and approval of Miscellaneous Sales Application (MSA) whether for residential or commercial purposes. Likewise, accomplishment for this activity will be based on number and area covered by Sales Patent transmitted to the RODs; and
- b. **Disposition of Patrimonial Properties** - covers all areas titled in the name of the Commonwealth of the Philippines/Republic of the Philippines including areas covered by Insular Government Property Sales Application (IGPSA)/Government Sales Application (GSA) for residential and/or commercial purposes: The UWM for this activity shall be based on the number and area covered by the Deed of Sale issued and transmitted to the concerned RODs for the issuance of Transfer Certificate of Title.

**4. Disposition, of public lands by DENR-National Capital Region under Proclamation 518 and 461 and issuance of Certificate of Entitlement to Lot Allocation (CELA) to recently Proclaimed Areas covered by Proc: 133 - Taguig, Proc. 255- Navotas and Proc. 6- Escopa** - This involves the- processing and issuance of Miscellaneous Sales Patents -within the seven (7) barangays of Makati City that are covered by proclamation No. 518, the processing of IGPS Applications and issuance of Deeds of Sale within Proclamation No. 461 in favor of qualified officers of the Armed Forces of the Philippine Officers Village Association, Inc. (AFPOVAI), and the issuance of CELA to those pre-qualified prospective beneficiaries as provisional tenurial instrument while the requirements for titling such as boundary survey, subdivision plan, etc. are being prepared.

5. **Public Land Survey under the DAR-ADB-ARCP-** covers the survey of untitled public agricultural lands by the regions through contracts with private land surveyors within the ARCP focal provinces, except CAR, Region IV-A, Region VII, and Region IX. Since the DENR's commitment under this Project is up to PPI (Free and Homestead Patents), land patents to be generated can be targeted under the regular appropriation (Fund 101) and/or ARF (Fund 158). IVAS shall be charged under the five percent (5%) administration cost of the project.

## **B. TARGET SETTING**

Regional targets for all SONA activities 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 Regular/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, as well as the January to April regional commitment under ARF should be consistent with the submitted target as confirmed by the Central Office.
  - 1.2 Targets should be broken down by PENRO and CENRO. Further, CENRO targets should be distributed in accordance with the territorial assignments of the Public Land Investigators; and
  - 1.3 One of the basis in the evaluation of PPI targets is the output resulting from the PLS projects funded under the A.F.F and Regular 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;
3. Targets for the approval and issuance of Sales Applications and Patrimonial Properties shall be based on the status of surveyed lots for sale and inventory of patrimonial properties in the region, respectively; and

4. For **IVAS**, targets for the approval of survey of agricultural lands forwarded by **DAR** should be property identified and segregated from the **WAS** target of the region under the regular fund.

### 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** target, including the equivalent unit cost;
3. Territory-based. Approach - consistent with Memorandum from the Secretary dated 07 October 2003, all regular Public Land Investigators (PLIs) should be deployed using a 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. Other Strategies that may be employed by the region/field offices so as to distribute and 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 during the annual planning/programming workshop. Modification or shifting of approaches/strategies shall only be resorted to upon prior consultation with the National **SONA** Coordinating Office or the **DENR/CARP** National Coordinating Office during the mid-year assessment.

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 **CENRO** 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 (REDs), and reassignment of personnel from one region to another shall be upon recommendation by the concerned REDs and the decision by 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 under SONA-Fund 101 and for ARF 158, the unit cost of PhP 1,036/hectare and PhP 81/hectare will be adopted by the region for PLS and -IVAS, respectively. Moreover, the unit "for PPI, both Fund 101 and ARF 158 is PhP 753/patent and further broken down as follows:

Regional Office	(15%)	I	-PhP	112.95
PENRO	(150%)		-	112.95
CENRO	(70%)		-	527:10

Further, the unit cost of PPI should not be attached on the number of patent 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 PPI.

#### **E. CONDUCT OF REGULAR ASSESSMENT AND PLANNING WORKSHOPS**

To effectively implement the above activities, regular assessment and planning workshops shall be conducted at all levels. This activity shall cover the assessment of accomplishments vis-a-vis set targets, analysis of financial disbursement and/or allocation of other resources vis-a vis physical accomplishments and the discussion of other requirements for a successful. **SONA** implementation such as operational issues/concerns and possible solutions/recommendations. The following activities shall be conducted as part of the support mechanism to the **DENR-SONA** implementation:

1. **National- at least (3) workshops** to be conducted on critical periods as follows: (a) strategic planning during the first quarter of the year; (b) mid-year assessment to be conducted at least one month before the delivery of the SONA of the President; and (c) yearend assessment to be undertaken during the last quarter of the year;
2. **Regional** - the regions are enjoined to conduct quarterly assessment based on the status of accomplishments, operational bottlenecks as submitted by the PENRO

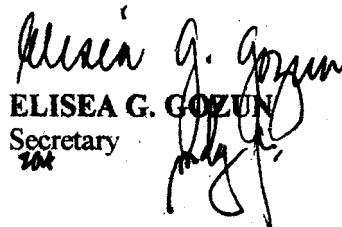
CENR Offices. Result of the assessment must be submitted to the central office; and

3. Provincial - the **PENROs** shall gather all concerned field implementors at least every month in order to clarify operational issues/concerns for immediate resolution.

#### **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, Regional **CARP** 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;
5. 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.
6. 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 **OA/SAA**;

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

  
**ELISEA G. GOZUN**  
Secretary  
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