

SUBJECT: Prescribing a New Monitoring System and Communication Flow for DENR-CARP Activities.

In order to streamline the monitoring and communication flow of DENR-CARP activities and to insure effective management interventions to operational problems, the following monitoring system and guidelines are hereby prescribed:

1. The line of communication and submittal of report shall be in accordance with the attached illustration. However, as the need arises, Community/Provincial Coordinators shall be allowed to contact the National Coordinator directly and can notify later the Regional Coordinator of such action.
2. To standardize the format, style and contents of the monthly reports, the format described below shall be followed.

Part I -- Narrative

This portion shall include highlights of accomplishment, justification of deviations from targets, problems encountered, recommended solutions and other related information.

Part II -- Statistical

This portion shall include statistical report on physical and financial status of the different activities using the attached forms.

Part III -- Financial Statement

This portion shall be submitted by the Regional Accountant consisting of the monthly trial balance including the following attachment.

1. Statement of Operations
2. Statement of allotment obligation and balances
3. Status of common fund with schedule
4. Expenditure by expense claim

The above reports shall be submitted monthly in accordance with the following schedule:

- 3.1 CENRO Coordinator's report to Provincial Coordinator, every twenty fifth of the month.
- 3.2 Provincial Coordinator's report to Regional Coordinator, every end of the month.

- 3.3 Regional Coordinator's report to National Coordinator, every 10th of the following month.
 - 3.4 Staff Bureau's report to National Coordinator, every 10th of the following month.
 - 3.5 National Coordinator's report to the Secretary and member of the Executive Committee, every 15th of the month.
4. CENRO Coordinator's, Provincial Coordinator's and Regional Coordinator's shall submit weekly report as often as possible to the National Coordinator either through telegram or Radio Message which shall contain the following.
 - 4.1 Operational Problems
 - 4.2 Unusual field situations
5. All reports and communications regarding DENR-CARP activities shall be submitted to the National Coordinator thru the National Secretariat.
 6. To insure early resolution of operational problems, the National Coordinator shall organize action teams which shall closely monitor and if necessary assist in the resolution of said problems.
 7. Regular quarterly assessment of performance shall be called by the National Coordinator as part of the whole monitoring mechanism.
 8. All forms previously used to monitor DENR-CARP activities and the monitoring system in operation are hereby withdrawn and shall be substituted by the attached forms and monitoring system except DAR-BL forms No. 1, 2 & 3 which shall be submitted quarterly to the National Secretariat.
 9. Strict compliance of all concerned is hereby enjoined.

FULGENCIO S. FACTORAN, JR.
Secretary

Signed on March 13, 1989

DENR ADMINISTRATIVE ORDER
NO. 72

SUBJECT: Prescribing Guidelines in the Execution of OLT Final Lot Survey in Cadastral Project.

In order to give priority to the execution of OLT Final Lot Surveys within cadastral projects and ensure completion thereof on or before December 31, 1989, the following guidelines are hereby prescribed:

1. All OLT landholdings whether titled or untitled identified by the Department of Agrarian Reform (DAR) within a cadastral project and which have not undergone final OLT survey shall be immediately executed in advance of other undertakings or components in on-going cadastral projects or upon inauguration of a new cadastral project.
2. Subdivision of old surveys subject of OLT shall be executed in accordance with the provisions of the Manual for Land Surveys in the Philippines ahead of the other phases of the new or on-going cadastral project. Similarly, unsurveyed OLT areas shall be surveyed in advance as isolated surveys and shall be adjusted later on to the system of the cadastre after the approval of the project controls.
3. The required survey returns of isolated surveys covering such areas shall be prepared and submitted immediately to the Regional Office concerned for verification and approval.
4. The number of mills unit as computed in accordance with the cadastral survey contract shall be the basis of advance payment on the percentage of the phases of work completed for sketching and monumenting and surveying of lots and submittal of survey returns.
5. The advance payments made shall be deducted from the total partial payments of the required percentage of the contract price for the phases of work completed (sketching and monumenting and survey of lots and submittal of survey returns).
6. These isolated surveys including all resultant sublots shall then be reflected/projected accordingly on the cadastral maps of the project.

7. When all OLT areas are surveyed through the isolated system then the OLT overlay shall not be required. However, if there are other OLT areas surveyed and integrated in the cadastral survey returns, OLT overlays will have to be prepared on such areas.

This Order takes effect immediately.

FULGENCIO S. FACTORAN, JR.
Secretary

RECOMMENDED BY:

ABELARDO G. PALAD, JR.
Director, LMB

VICTOR O. RAMOS
Undersecretary for Field Operations

Signed on August 4, 1989

MEMORANDUM CIRCULAR

No. 14

TO : ALL DENR Regional Directors and Field Officers

SUBJECT : Support and Participation in the Activities of the Regional Land Use Committee or its Equivalent in the Regions.

1. Pursuant to LOI 1250 which mandates the DENR's membership in the National Land Use Committee (NLUC), the Department reiterates its commitment to participate in the formulation of the National Physical Framework Plan and its supportive Regional Physical Framework Plans.
2. In this connection, all concerned are hereby enjoined to support and participate actively in the undertakings of the Regional Land Use Committee (NLUC) or its equivalent under the Regional Development Council (RDC), particularly in the following activities where inputs from the DENR are expected:
 - a) Preparation of the "Regional Handbook on Land and Other Physical Resource."
 - b) Formulation of the "Regional Physical Framework Plan."

VICTOR O. RAMOS
Undersecretary
for Field Operations

RICARDO M. UMALI
Undersecretary
for Planning, Policy
and Project Management

Signed on August 10, 1989

MEMORANDUM CIRCULAR

NO. 22

SUBJECT: Policy on the Size of Grants Covering Public Agricultural Lands.

In line with the legislative policy expressed in Republic Act No. 6657, otherwise known as the Comprehensive Agrarian Reform Law (CARL) which provides a retention limit of not more than five (5) hectares to a landowner for public or private agricultural land, no public land application shall be accepted and given due course if it exceeds –

1. Five (5) hectares in the case of sales application.

With respect to pending sales application in excess of 5 hectares accepted prior to the promulgation of the aforesaid R.A. No. 6657 wherein no vested right has yet accrued in favor of the applicant, the area covered thereby shall be limited to a maximum of five (5) hectares and the right to choose the area to be retained, which shall be compact and contiguous, shall pertain to the applicant. However, where the sales right has ripened into a vested right as a result of the compliance by the applicant of the requirements of law which entitles him to issuance of patent the sales application shall continue to be given due course.

2. Five (5) hectares in the case of homestead application.

As to subsisting homestead application prior to the promulgation of R.A. No. 6657, where no vested right has yet accrued, the same shall be limited to a maximum area of five (5) hectares. But where the homestead right has ripened into a vested right as a result of the entry of an order of approval of application and the filing/submission of final proof, properly accomplished, the homestead application shall continue to be given due course for the area thus applied.

Lease of public lands shall be governed by existing policies.

Corresponding rules and regulations shall be issued upon approval of the legislation on the extension of the free patent law.

All officials and employees of the DENR Land Sector are hereby directed to see to it that the policy enunciated above is observed strictly.

This policy shall also be observed in connection with the survey of public lands.

This Circular shall take effect immediately.

Recommending Approval

ABELARDO G. PALAD, JR.
Director

APPROVED :

FULGENCIO S. FACTORAN, JR.
Secretary of Environment and
Natural Resources

Signed on November 20, 1989