

**[ DAR ADMINISTRATIVE ORDER NO. 07, August  
30, 1994 ]**

**NEW IMPLEMENTING GUIDELINES STRENGTHENING THE  
FORMATION, ORGANIZATION, AND OPERATION OF THE  
PROVINCIAL AGRARIAN REFORM COORDINATING COMMITTEE  
(PARCCOM)**

I.

Prefatory Statement

Section 44 of R.A. No. 6657 created the Provincial Agrarian Reform Coordinating Committee (PARCCOM) to coordinate and monitor the implementation of the Comprehensive Agrarian Reform Program (CARP) in the provincial level. It further mandates the PARCCOM to provide information on the provisions of the CARP guidelines issued by the Presidential Agrarian Reform Council (PARC) and on the progress of the CARP in the province. Pursuant to the said provision, the Department of Agrarian Reform (DAR) issued Administrative Order No. 5, Series of 1989 governing the organization of the PARCCOM.

However, a study conducted by the DAR Policy and Strategic Research Service revealed that there is a need to harmonize the mandate and actual activities performed by the PARCCOMs. Since the PARCCOM is tasked with the highly crucial function of ensuring that the inputs of various CARP implementing agencies are harmonized, rendered mutually reinforcing, and responsive to the actual field situation, clear cut and sufficient guidelines are hereby promulgated to address current policy issues and operational problems of the PARCCOM and to repeal the provisions of Administrative Order No. 5, Series of 1989, pertinent to the PARCCOM.

II.

Policy Statements

A. The formation and organization of the PARCCOM have been designed to ensure the success of CARP implementation in the province. To attain this, it should integrate, strengthen and intensify the various program components of the CARP on land tenure improvement, support services and beneficiaries development.

The PARCCOM shall anchor its program on the area-focused operation approach to enhance program efficiency and effectiveness at the provincial level.

B. The DAR, through the Provincial Agrarian Reform Officers (PAROs) shall be responsible for organizing and institutionalizing the PARCCOM to make the same operational and effective.

C. The DAR's Regional Directors (RDs) shall be responsible for monitoring the operationalization of the PARCCOMs, the regularity of its activities, and the performance of PAROs as PARCCOM executive officers.

D. The program of activities and status of project implementation shall be monitored through the regular submission of reports to the PARCCOM, by the Provincial CARP Implementing Teams (PCITs), or Municipal CARP Implementing Teams (MCITs).

E. The PARCCOM, through the PCIT, shall serve as a forum for resolving operational problems and issues. It shall actively work for collective operational strategies among agencies and sectors in the province.

F. In PARCCOM meetings, the regular attendance of the highest ranking Provincial Officers of the different CARP implementing agencies shall be mandated to hasten the decision-making process and ensure more concrete accomplishments.

To ensure representation in the PARCCOM, more time and attention shall be devoted to pre-organizational activities.

### III.

#### Definition of Terms

A. Farmers' Organization - a duly constituted organization/association of farmers operating in the province.

B. Agricultural Cooperative - is a duly registered association of persons composed primarily of small agricultural producers, farmers, farmworkers, or other agrarian reform beneficiaries with a common bond of interest who have voluntarily joined together to achieve a lawful common social or economic end, making equitable contributions to the capital required; and accepting a fair share of the risks and benefits of the undertaking in accordance with the universally accepted cooperative principles (Article 3 of R.A. No. 6938).

C. Non-Government Organization (NGO) - a civic, religious, or non-sectarian organization or association which is peasant-oriented, organized primarily for rural development and operating in the province.

D. Landowner - a person, natural or juridical, who owns agricultural lands covered by the CARP.

E. Indigenous Cultural Community - refers to existing groups of indigenous Filipinos duly recognized and certified as belonging to the cultural communities in the province by the Offices of the Northern Cultural Communities (ONCC) or the Office of Southern Cultural Communities (OSCC) or the Office of Muslim Affairs (OMA), who have continuously lived as communities in a particular place since time immemorial and have succeeded in preserving their tradition and other distinctive cultural traits.

F. Farmer - a natural person whose primary livelihood is the cultivation of land or the production of agricultural crops, either by himself or primarily with the assistance of his immediate farm household, whether the land is owned by him or by another person under leasehold.

G. Farmers' Representative - is a natural person whose primary livelihood is the cultivation of the land or production of agricultural crops, who has been duly elected by farmers who are non-members of Farmers' Organizations to represent them in the PARCCOM.

H. Farmworker - a natural person who renders service for value as an employee or laborer in an agricultural enterprise or farm, regardless of whether his/her compensation is paid on a daily, weekly, monthly, or "contract" basis. The term includes an individual whose work has ceased as a consequence of, or in connection with, a pending agrarian dispute and who has not obtained a substantially equivalent and regular farm employment.

#### IV.

##### Functions of the PARCCOM

###### A. Coordinate and Monitor CARP Implementation in the Province.

###### Activities:

1. The PARCCOM shall serve as the forum for policy formulation and inter-agency work programming in accordance with the guidelines set by the PARC. It shall submit an annual inter-agency work and budget proposal for consideration and approval by the PARC. It shall take into consideration the existing plan under the Department's Agrarian Reform Community (ARC) development program while insuring that the land tenure improvement, beneficiaries development and support services programs in areas outside of the selected ARCs are not unduly jeopardized.
2. It shall conduct on-site inspections, public hearings and consultations with concerned sectors which shall be included as regular activities of the PARCCOM in its workplan.
3. It shall submit to the PARC an annual PARCCOM work plan.
4. It shall submit a quarterly report to the PARC Executive Committee, copy furnished the Regional Director, on the progress of CARP implementation in the province and on the PARCCOMs' accomplishments and activities.

###### B. Provide information on the provisions of existing and applicable agrarian laws, guidelines and issuances.

###### Activities:

1. The PARCCOM shall coordinate the dissemination of information materials on agrarian laws, guidelines and issues of particular interest or concern to certain groups, sectors or communities.
2. It may conduct information dissemination seminars in groups or communities for the abovestated purpose.

In areas where the CARP Implementing Teams are in place, the PARCCOM shall utilize these teams to conduct activities under IV. A and B.

###### C. Recommend to the PARC, through the DAR Regional Director and the PARC Secretariat, a priority land reform area, ahead of schedule under Sections 7 and 45 of R.A. No. 6657, for immediate acquisition and distribution to qualified ARBs.

#### V.

##### Composition

The PARCCOM shall be composed of thirteen (13) members as follows:

A. Chairperson - To be appointed by the President of the Philippines upon recommendation of the PARC Excom.

B. Members

1. Provincial Agrarian Reform Officer (PARO), who acts as Executive Officer of the PARCCOM.
2. Provincial Agriculture Officer (PAO)/Provincial Agriculturist (PA) to represent the Department of Agriculture (DA).
3. Provincial Environmental and Natural Resources Officer (PENRO), to represent the Department of Environment and Natural Resources (DENR).
4. Land Bank of the Philippines (LBP) representative, to be designated by the LBP Regional Officer.

C. Elective Members

1. One (1) representative of farmers' organizations in the province.
2. One (1) representative of agricultural cooperatives.
3. One (1) representative of Non-Government Organizations (NGOs).
4. Two (2) representatives of landowners, at least one of whom shall be producer representing the principal crop in the province.
5. Two (2) representatives of farmers and farmworker beneficiaries, at least one of whom shall be a farmer or farmworker representing the principal crop in the province.
6. One (1) representative of cultural communities (if applicable), duly certified by the Office of the Northern Cultural Communities (ONCC), Office of the Southern Cultural Communities (OSCC), or Office of Muslim Affairs (OMA), as the case may be, as having been duly nominated by the concerned cultural communities.

VI.

Functions and Responsibilities

A. Chairperson

1. Acts as presiding officer of the PARCCOM taking active leadership in operationalizing the main functions of the PARCCOM in coordinating and monitoring the CARP implementation in the province.
2. Calls the PARCCOM to a meeting either *motu proprio* or upon the request of the PARCCOM Executive Officer.
3. Continues to function in a holdover capacity until such time that the President appoints his successor.

B. Executive Officer

1. Acts as action officer of the PARCCOM.

2. Brings to the attention of the PARCCOM matters that he/she may deem necessary for PARCCOM information, action or resolution.
3. Renders periodic reports to the PARCCOM, the Regional Director and the DAR Secretary.
4. Provides the PARCCOM with necessary secretariat support and supervises the same. Members of the PARCCOM with staff complement shall assist in providing personnel support to the secretariat.
5. Assumes the responsibilities as acting chairperson in the event that an outgoing PARCCOM chairman refuses to continue to hold office, pending the appointment of a new chairperson.

## VII.

### Pre-Qualification For Sectoral Representation

A. Criteria - To be able to nominate their members for election to the PARCCOM, Farmers' Organizations, Agricultural Cooperatives/Agrarian Reform Cooperatives, NGOs and Indigenous Cultural Communities must meet the following guidelines:

1. Actually operating within the province.
2. Duly registered and/or accredited by any of the following agencies:
  - a. Cooperative Development Authority (CDA)
  - b. Securities and Exchange Commission (SEC)
  - c. Bureau of Rural Workers (BRW)
  - d. Office of Northern Cultural Communities (ONCC), Office of Southern Cultural Communities (OSCC), Office of Muslim Affairs (OMA)
  - e. Other Agencies Concerned
3. Have been existing for a period of at least two (2) years reckoned from the date of registration.

B. Requirements - Qualified Farmers' Organizations, Agricultural/Agrarian Reform Cooperatives, NGOs and Indigenous Cultural Communities shall submit the following documentary requirements to the PARO at least ten (10) days before the election for purposes of validation and screening:

1. List of officers and members for the current year and terms of office as certified by the Secretary of the Organization.
2. Certified photocopy of accreditation duly certified by the government agency concerned.

## VIII.

### Selection Process

#### A. Pre-Election Activities