

**[DAR ADMINISTRATIVE ORDER NO. 07, S. 2000,
October 09, 2000]**

**REVISING THE ORGANIZATIONAL STRUCTURE OF THE
DEPARTMENT AGRARIAN REFORM**

Pursuant to Executive Order No. 290 (September 22, 2000) entitled "Streamlining the Structure and Functions of the Department of Agrarian Reform and for other purposes" and Sections 7, 9, 10 and 34 of Executive Order (EO) No. 129-A (July 26, 1987), otherwise known as the "Reorganization Act of the Department of Agrarian Reform", the organizational structure of the Department of Agrarian Reform (DAR) is hereby revised as follows:

**ARTICLE I
PRELIMINARY PROVISIONS**

SECTION 1. Rationale for Reorganization — The Department of Agrarian Reform is the principal agency responsible for implementing the Comprehensive Agrarian Reform Program (CARP). Revision of its organizational structure at this time becomes necessary to enable the Department to respond to new global and national challenges; address urgent concerns on sustainable rural development; and streamline organizational gaps, overlaps and other structural deficiencies so as to improve coordination, accountability, and effectiveness in delivering services to the public.

SEC.2. Statement of Objectives — The rationalization of the Department's organizational design is intended to:

- a) Align the Department to its new strategic thrusts and directions and respond to developments in the national and global scenes;
- b) Address the gaps, overlaps and limitations in the current set-up which impinge on the ability of the organization to deliver effective services;
- c) Promote total human resource development in the organization geared towards strengthening capabilities and potentials of its personnel; and
- d) Streamline its systems and procedures to facilitate and improve the relevance and quality of front-line services, improve policy formulation, planning, performance and evaluation, and assessment.

SEC. 3. Governing Principles & Policies — The reorganization shall be carried out in accordance with the following principles and policies:

- a) The organizational structure shall be designed in accordance with the constitutional and statutory mandate of the Department taking into consideration the socio-economic objectives of CARP;
- b) The reorganization shall be undertaken within the existing budgetary limitations of the DAR in particular and the government in general;
- c) Employees' rights and interests shall be protected. No involuntary separation of personnel shall be made. Appropriate funding shall be requested from the Department of Budget and Management (DBM) for those who will opt for separation from the service. No personnel movement which will result in diminution of salary shall be undertaken;
- d) A retooling program shall be developed and implemented to strengthen the capabilities and potentials of the existing human resources of the Department in line with its new strategic thrusts and directions;
- e) The reorganization shall be a developmental process where suggestions will be encouraged to fine-tune the structural design down to the lowest levels; and
- f) Organizational safety nets shall be instituted throughout the process to ensure that the needs and concerns of the organization and its personnel are duly considered. These shall include, among others, the creation of appropriate venues that will address the complaints of employees on the organizational development process.

ARTICLE II

REVISED ORGANIZATIONAL STRUCTURE

A. CENTRAL OFFICE

SEC. 4. Composition of Central Office — The DAR Central Office shall be composed of the Office of the Secretary, the Office for Legal, Policy & Public Affairs, the Office for Operations, and the Office for Management Services, inclusive of the offices or units under them. (The revised core organizational structure for the Central Office is presented in Annex "A" which forms an integral hereof.

SEC. 5. Office of the Secretary — The Office of the Secretary shall provide the general and strategic thrusts and directions of the Department. It shall initiate programs, coordinate, orchestrate, and integrate the work of the major offices of the Department. It shall establish and maintain effective relations with other government agencies and publics. The Secretary shall perform such powers and functions as provided for under EO 129-A and other existing laws and regulations.

The Office of the Secretary shall directly supervise the following:

- a) **Presidential Agrarian Reform Council (PARC) Secretariat.** The PARC Secretariat shall perform the duties and responsibilities assigned to it pursuant to Sec. 43 of RA 6657. It shall review, prioritize and consolidate the plans, programs and budgetary requirements of the various CARP implementing agencies (CIAs), as well as allocate funds to the CIAs and ensure their proper utilization. It shall facilitate inter-agency linkages and coordination, and monitor CIA performance against plans and targets. In addition, it shall review and recommend policies, rules and regulations toward more effective CARP implementation.
- b) **DAR Adjudication Board (DARAB).** The DARAB shall perform such powers and functions assigned to it under Sec. 13 of EO 129-A, which primarily pertains to the resolution of agrarian disputes, as enumerated in Sec. 1, Rule 11 of the DARAB Revised Rules and Procedures. It shall supervise and provide overall direction to agrarian reform adjudicators at the regional and provincial levels.
- c) **Internal Audit Staff (AIS).** The IAS shall formulate the Department's audit agenda and conduct actual audits of its operations and programs. It shall call the attention of the DAR management on deficiencies in program implementation and recommend corrective measures. It shall monitor compliance by concerned offices with the decisions or recommendations resulting from such audits.
- d) **Center for Sustainable Rural Development (CSRD).** As directed by the Secretary, the CSRD shall initiate strategic programs to address global and national issues and challenges in agrarian reform and rural development. It shall undertake research on the new dimensions in rural development work, as well as initiate the testing of new models and strategic approaches and programs in line with the focus towards sustainable rural development. It shall facilitate coordination and mainstreaming of these models and programs among the various DAR offices. The CSRD shall also ensure the pioneering of new paradigms on sustainable rural development and spearhead the reorientation of DAR and its stakeholders to such models.

SEC. 6. Office for Legal, Policy & Public Affairs — The Office for Legal, Policy & Public Affairs shall formulate policies, plans and programs, coordinate, orchestrate, and integrate the work of the bureaus and offices under it. It shall direct and supervise such offices, and develop appropriate systems and procedures for their efficient and effective operations.

It shall be headed by an Undersecretary who shall directly supervise the following offices:

a) **Policy and Strategic Research Service (PBRB).** The PSRS shall initiate, conduct, review and commission researches and other studies for CARP policy formulation. It shall formulate, advocate, review, monitor and coordinate the implementation of the DAR policy agenda. It shall provide technical support to the Guidelines Drafting Committee and its Technical Working Group in the policy formulation process, and assist in the formulation and development of policy proposals. It shall draft position papers and clarifications on CARP- related policies in response to queries from the public.

b) **Public Relations Service (PRS).** The PRS shall generate public support for agrarian reform and sustainable rural development. It shall conduct research and analysis of the public information needs of DAR and other program stakeholders. It shall design, develop, produce and publish information and communication materials and other tools in support of DAR's agenda and programs. It shall also develop media linkages to enhance media support and public awareness of CARP, as well as monitor and coordinate special events to promote CARP. It shall ensure consistency of messages and a more synchronized handling of events and resources on public issues for greater impact. The PRS shall also be responsible for legislative liaison work such as establishing alliances with the legislature and other sectors, attending hearings on bills, resolutions or other legislative measures that affect CARP, and lobbying for the passage of CARP-supportive legislation.

The functions of Public Affairs Staff and the Legislative Liaison Office under the existing structure are hereby integrated with PRS.

The Office for Legal, Policy & Public Affairs shall have a Legal Services Office, to be headed by an Assistant Secretary, that will focus on the provision of enhanced legal services to the Department, the beneficiaries, and other stakeholders of the Program. It shall be responsible for the review of contracts and other legal matters, the rendition of legal assistance to those who will be affected by the agrarian reform program. It shall represent DAR before judicial, quasi-judicial, and administrative bodies in cases arising from the implementation of agrarian reform. It shall formulate policies, develop plans and programs, initiate new programs, coordinate, orchestrate and integrate the work of the following offices:

a) **Bureau of Agrarian Legal Assistance (BALA).** The BALA shall primarily perform the powers and functions assigned to it pursuant to Sec. 21 of EO 129-A. It shall represent the agrarian reform beneficiaries in cases or disputes arising from, or connected with agrarian reform implementation before judicial, quasi-judicial, and administrative bodies. It shall also provide assistance in the conduct of alternative dispute resolution services such as conciliation or mediation. It shall undertake case review,

conduct ocular inspection and investigation, and prepare orders, resolutions or decisions of agrarian law implementation cases referred to it pursuant to existing rules and regulations. It shall render legal opinions, as requested, on issues arising from the implementation of agrarian reform. It shall develop plans and programs, formulate guidelines and procedures and provide such assistance as may be necessary to expedite the resolution of agrarian cases.

b) **Special Concerns Staff (SCS).** The SCS shall be responsible for handling priority areas/subjects identified by the Secretary that necessitate special and immediate attention. It shall assist in the resolution of urgent and flashpoint cases and shall implement a system for quick response operations (QRO) to ensure prompt actions and referral of these cases to concerned units. It shall also conduct dialogues and establish and maintain a network with the basic sectors, civil society, and government agencies to mobilize support for the resolution of flashpoint cases.

The Center for Land Use, Policy, Planning and Implementation (CLUPPI), created pursuant to DAR Administrative Order (AO) No. 14, Series of 1994, shall be under the direct supervision of the Assistant Secretary for Legal Services. The CLUPPI shall continue to exercise the functions assigned to it under AO 14 (1994) and other existing rules and regulations relative, among others, to the formulation of policies on land use conversion, review, processing and verification or conversion applications, and coordination with other concerned government agencies on land use matters. The CLUPPI-2, which was created pursuant to DAR Memorandum Circular No. 9, Series of 1997, is hereby merged with the CLUPPI.

SEC. 7. Office for Operations — The Office for Operations shall formulate programs, coordinate, orchestrate and integrate the work of the bureaus and offices under it. It shall develop systems and procedures, provide overall direction and supervision to field operations, and monitor the performance of field offices.

It shall be headed by an Undersecretary who shall directly supervise the regional, provincial and field offices.

The Office for Operations shall have an Operations Support Office, to be headed by an Assistant Secretary, which shall provide focused, integrated, coherent and unified support to field operations.

It shall formulate programs, coordinate, orchestrate and integrate the work of the following bureaus and offices:

a) **Bureau of Land Tenure Improvement (BLTI).** The BLTI shall absorb the relevant functions of the Bureau of Land Acquisition and Distribution (BLAD) and the Bureau of Land Development (BLD), as provided for in Sec. 19 and 20 of E.O. 129-A. It shall formulate policies, plans and programs on land tenure improvement and land productivity. It shall provide