



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM CIRCULAR No. 12

Series of 2020

Subject : Implementation Guidelines for The PaSSOver: ARBold Move for Deliverance of ARBs from the COVID 19 Pandemic

I. Introduction

The Coronavirus Disease 2019 or COVID-19 has been officially declared a pandemic by the World Health Organization (WHO) on 11 March 2020 as the spread and severity of the disease throughout the world soared to alarming levels. Based on the reports of the WHO, identified cases of COVID-19 have been escalating in many countries and territories. In the Philippines, the continuing increase in the number of COVID-19 cases prompted the imposition of an Enhanced Community Quarantine (ECQ) and the Stringent Social Distancing Measure of the entire Luzon, effective 17 March to 30 April 2020.

In the Memorandum of the Executive Secretary dated 28 March 2020, the DBM Secretary was directed to direct the discontinuance of appropriate programs, projects or activities (P/A/P) of any agency of the Executive Department. The DBM Secretary can, in coordination with the IATF, reprogram, reallocate, and realign from the agency's savings on other items of appropriations in the FYs 2019-2020 GAA to fund measures that address and respond to the COVID-19 emergency, including social amelioration programs for affected communities, and the recovery of areas, sectors and industries severely affected.

In response, the Department of Agrarian Reform (DAR) has come up with a contingency plan/project proposal entitled "The PaSSOver: ARBold Move to Heal as One Deliverance our ARBs from the COVID 19 Pandemic" to support its agrarian reform beneficiaries (ARBs) affected by the COVID-19 who are front liners in food security, especially in this time of public health crisis. ARBs covered under this project include men and women and spouses provided with Emancipation Patent/Certificate of Land Ownership Award (EP/CLOA) per A.O. no.1 series of 2011 and leaseholders. They are also among the most vulnerable to the risks and consequences of COVID-19 pandemic. Identification and prioritization of beneficiaries shall also consider gender needs.

The project will be funded from the realigned budget of the Agrarian Reform Beneficiaries Development and Sustainability Program (ARBDSP) to be sourced from the unobligated allotment of different units of the Support Service Office (SSO) and from the various regional and provincial offices of DAR. The SSO will also set aside from their GAS budget allotment certain amount for this project.

This Implementation Guidelines is prepared to have common understanding and provide guidance to all DAR implementers from the central, regional, and provincial offices of the activities that need to be undertaken to facilitate the implementation and ensure successful completion of the project.

II. Legal/Policy Basis

This Project involves the refocusing and realignment of the budget of the Agrarian Reform Beneficiaries Development and Sustainability Program (ARBDSP) to support agrarian reform beneficiaries (ARBs) who are affected by the COVID-19. ARBs are front liners in food security in this time of the public health crisis. In accordance with Republic Act 11469 or the Bayanihan to Heal as One Act, where Congress *declared the urgent need to “undertake a program for recovery and rehabilitation, including social amelioration program, and provision of safety nets to affected sectors”, and “ensure that there are sufficient, adequate, and readily available funds to undertake the foregoing”*(Section 3(e)) and *authorized the President to undertake the “discontinuance of appropriated programs, projects, and activities (P/A/P) of any agency of the Executive Department, including government-owned and controlled corporations (GOCCs) in FYs 2019 and 2020 General Appropriations Act, whether released or unreleased, the allotments for which remains unobligated, and utilize the savings generated therefrom to augment the allocation for any item directly related to support operations and response measures, which are necessary or beneficial in order to address the COVID-19 emergency consistent with the declared NP.”* (Section 4(v)).

III. Project Description

A. Objectives

The project intends to provide immediate essential support services to men and women ARBs to mitigate the impact of community quarantine measures due to COVID-19 and to address the demands affecting the agriculture sector even after the complete lifting of the ECQ or upon the start of the “new normal”. Helping ARBs will ensure that their agricultural production, livelihood and income will continue during this public health crisis, which in turn should also ensure sustained supply of adequate, affordable, and safe food necessary for Filipino consumers even upon the new normal.

Specifically, the undertaking aims to:

1. Facilitate the flow of supply of food products produced by the ARBs being brought to buyers and consumers;
2. Provide support to ARBs to enable the continuous production of cash crops and vegetables to minimize or eliminate negative impact on their incomes;
3. Provide alternative livelihood opportunities to women ARBs for additional income sources;
4. Provide supplemental food for the sustenance of poor ARBs who are not served by social amelioration/food packs assistance programs of other agencies; and
5. Provide supplies to ARBs for personal hygiene and protection.

B. Target Beneficiaries

The target beneficiaries of this undertaking are the following:

1. ITEMA Levels 4 and 5 ARBOs to maximize their contribution in the food supply chain, including ARBOs in ITEMA Level 3 that have existing marketing contracts/agreements with buyers;

2. About 90,839 ARB members of ITEMA Levels 1, 2, and 3 ARBOs for Farm Productivity Assistance;
3. About 1,200 Women ARBs for Livelihood Undertakings; and,
4. Some 126,565 qualified ARBs, including uninstalled ARBs and Leaseholders, to be provided with Supplemental Food, Hygiene Kits, Vitamins and Medicines.

C. Components

The Project shall provide enabling mechanisms for the ARBs, individually and collectively, to continue performing their roles in ensuring food sufficiency in the country in the light of the COVID-19 pandemic. As such, ARBOs as frontliners in food supply will be assisted to allow the unhampered distribution of food, but particularly in areas under the enhanced community quarantine protocols. The ARBs shall be provided with farm inputs support to enable them to resume cultivation of staples and other cash crops for continuous food supply on their tables as well as for general consumption needs. Similarly, an emergency response shall be provided to ARBs severely affected by the COVID crisis, including women under special/difficult circumstances.

Parallel with the implementation of the undertaking is the issuance of ARB Identification Cards for purposes of this emergency and for future initiatives. Each EP/CLOA awardee will be issued an ID card per MC No. 04 series of 2020, re: Guidelines Governing the Issuance of IDs to All ARBs. However, in no instance shall the process of issuance of the ARB ID derail, impede or prevent an ARB from availing the services and benefits under this undertaking.

1. Support to ARBOs as Frontliners in the Food Supply Chain

1.1 Component Objectives

Under this component, the Project shall bolster the role of ARBOs as frontliners in the food supply chain by helping them overcome the obstacles in the consolidation, marketing, and delivery of their harvests to ensure continuous availability of basic commodities like rice, corn, vegetables, fruits, and even poultry products in the market. Specifically, its objectives are as follows:

- a. secure food supply from ARBs/ARBOs;
- b. facilitate matching and linking of ARBOs with buyers of food and food products;
- c. provide assistance to ARBOs in securing the required Quarantine Accreditation Pass/ Food Pass; and
- d. coordinate and arrange the transportation and delivery of such supply where needed.

1.2 Survey and Information Dissemination

- 1.2.1 From the master list of ARBOs with ITEMA Levels 3, 4 and 5 in the province, DARPO shall conduct a rapid survey of ARBOs to get information on their available products for sale, and/or ready for harvesting. DARPO will establish a data bank of the type and volume of food items and products, delivery schedule, including the profile of the ARBO, address, contact persons and contact number and other

relevant data. Periodic gathering and updating of said information will be done.

- 1.2.2 The SSO, DARROs and DARPOs shall also conduct a rapid survey and scanning of buyers to gather data about their food requirements as to type, volume, quality, delivery schedule, location, terms and conditions of sale including the inventory of the buyers' profiles, contact persons and numbers as well as preferred food items. Buyers shall include the National Government Agencies such as DSWD, Hospitals, BJMP, LGUs, private sector, and other partners in the implementation of the expanded Partnership Against Hunger and Poverty.
- 1.2.3 The DARPO shall submit the profiles and data of ARBOs to the DARRO and to SSO and regularly feed information about the ARBOs looking for buyers of their produce.
- 1.2.4 DARPO will invite ARBOs and buyers to visit the Facebook page Food ARBOost and other platforms that SSO will create so that they will be apprised of possible arrangements in the procurement of farm produce.

1.3 Market Matching of ARBOs with Buyers

- 1.3.1 This involves searching which of the ARBOs can meet the food requirements and specifications of a buyer, coordinating with both parties and facilitating communication between the two parties to launch the transactions.
- 1.3.2 The DARPO, DARRO and SSO will conduct market matching to capture prospective buyers at all levels. Close coordination and constant communication among the said offices shall be established.

1.4 Consolidation of farm produce and commodities supply from ARBOs

- 1.4.1 In case one ARBO cannot supply the volume required by a single buyer, DARPO and DARRO shall scout for other ARBOs which can fill the gap to raise the required volume.
- 1.4.2 The DARPO will coordinate with the ARBOs in identifying the consolidation and drop-off points for efficient itinerary and cost-effective hauling and transportation of produce.
- 1.4.3 As an option, DARPO may also assist the ARBO organize a "bagsakan center" or store on wheels which will be placed in a location most accessible to the public to increase the sales of the ARBs while ensuring steady food supply at the municipal or provincial level.
- 1.4.4 When the ARBOs and buyers have come to an agreement on the sale of the produce, DARPO or DARRO shall facilitate the arrangements for the pickup of the supply following the quarantine arrangements and precautions to be worked out with the concerned local authorities.

1.5 Facilitation of Marketing Contracts and Purchase Order

- 1.5.1 DARPO and DARRO will provide technical assistance to the ARBOs, as necessary, in the review of the contract provisions, proper pricing, and delivery arrangements, among others.
- 1.5.2 DARPO will keep a record of every successful transaction it has facilitated using the prescribed monitoring form.

1.6 Coordination of Delivery and Transportation

- 1.6.1 DARPO and DARRO shall, as necessary, extend assistance to the ARBOs in need of transportation facilities to ensure smooth delivery of agricultural produce to buyers.
- 1.6.2 DARPO shall keep an inventory of the ARBOs which were provided with hauling trucks under its previous programs which will be mobilized for this purpose. DARPO will coordinate with the ARBO concerned the use of the trucks and schedule of delivery of commodities produced by the ARBs and other ARBOs in the province.
- 1.6.3 Transport costs (POL products, provision for maintenance, wages of driver and assistant) will be charged to the ARBO owner to be imputed in the pricing of the commodities/products.
- 1.6.4 The DAR, per authority granted by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), shall issue quarantine accreditation passes (QAP) to participating ARBOs in accordance to the DAR Memorandum Circular No. 05 Guidelines for the Issuance of the DAR Quarantine Accreditation Pass dated 07 April 2020.

1.7 Establishment of Marketing Services and Communications Hub

- 1.7.1 The SSO and the field offices will continue to operate and expand their network using initially, the Facebook page Food ARBoost. Further, it shall use other digital channels such as the DAR website, mobile communications, and email marketing aside from landline telephone to increase awareness of ARBO suppliers of grains, fresh vegetables and fruits and other commodities.
- 1.7.2 The Livelihood and Enterprise Development Division (LEDD) of BARBD, through the Marketing Unit, will implement this component thru the existing Command Center of the Food ARBoost. It will :
 - a) manage the day-to-day operations of the marketing services;
 - b) launch an online marketing strategy and aggressive campaign or advertising for agricultural commodities produced by the ARBOs to draw more producers and buyers;
 - c) manage the daily interactions between ARBOs and buyers;
 - d) organize and update the data bank and market information; and
 - e) design a tracking and monitoring tool and report templates.

1.7.3 The Undersecretary for Support Services shall assign an overall Coordinator and designate support staff to attend to the operations of the Command Center.

1.7.4 The DARRO and DARPO shall organize their own Command Center with similar functions to be manned by the Investment and Marketing Assistance focal persons of the PBDD/FOD. The regional and provincial command centers will link with the SSO Command Center and Regional Command Centers to connect ARBO suppliers from the provinces with interested buyers in the urban areas.

1.7.5 The DARPO thru the PBDD/FOD shall :

- a) provide technical and necessary support to ARBOs to ensure that agricultural products are marketed to appropriate buyers;
- b) facilitate securing permits, licenses, passes of the ARBOs from the authorities in their respective areas;
- c) guide ARBOs in negotiating with the buyers and in formalizing a marketing instrument either contract or/and purchase order; and
- d) keep a record of the transactions, monitor the effectiveness of the marketing arrangement entered by the ARBOs, and submit regularly the status/update reports to SSO.

1.7.6 The Municipal Agrarian Reform Office (MARPO) shall regularly coordinate with the ARBOs to check on the availability of supply. He/she will also assist the ARBOs in securing food pass/clearances from the local authorities.

1.7.7 The DARRO shall assist the DARPO Marketing Unit in coordinating with the Regional IATF/military/police authorities to enable all the transportation of agricultural products to be given the proper clearances/permits/passes, and ensure that the schedules are disseminated to all checkpoints along the routes involved.

1.7.8 To implement the said activities, adequate support shall be provided to ensure continuous and strong internet connection, wi-fi, cellphones and load, and telephone landlines to facilitate communication.

1.7.9 The DARCO-SSO and DARPOs will allocate an amount from their Supervision and Management and EDES budget allotment under ARBDSP CY 2020 Current and FY 2019 continuing funds for marketing-related activities including the protective supplies of the ARBOs to ensure the safety of people involved in transporting/delivery of agricultural products. An amount of PhP 8.27 Million budget from DARCO shall be made available to support the market-related efforts of the DARCO, 15 DARROs, and 79 provincial offices.

2. Farm Productivity Assistance to ARBs

2.1 The Project will provide production inputs to help ARBs generate income from surplus production and at the same time meet the nutritional requirements of

their households. It will cover 7,000 hectares to expectedly benefit 90,839 ARBs nationwide.

- 2.2 Starter kit for crop production will be provided to each ARB consisting of seeds, fertilizer, pesticides, and necessary farm tools and implements.
- 2.3 Production support shall be given for growing of cash crops and vegetables in 500 to 2,500 square meters per ARB taking into consideration their preferences, the scale of operation which is still economically viable, and taking into consideration market demand. Inputs to be provided shall include any or all the following or a combination thereof, depending on the urgent needs of the ARBs:
 - a) Certified seeds, Hybrid seeds, vegetable seeds
 - b) Fertilizers and pesticides
 - c) Farm tools and implement/equipment (e.g. Sprayer, reaper, grass cutter, water pumps, shovel)
- 2.4 Below are samples of crops which can be supported depending on the preference and capability of the ARB and market considerations.

Crop	Inputs, PhP/ha.*						For the P200M					Average per ARB, PhP
	Seeds/ Planting Materials	Fertilizer	Pesticides	Other Inputs	Mulching Materials	Total	Area to be Covered, ha.	Total Inputs Requirements, PhP	Area per ARB	Estimated No. of ARBs	Cost of Inputs/ARB, PhP	
							7,004.29	200,028,056.00		90,839		2,202.01
						232,121.00	4,039.29	157,776,576.00		84,369		1,653.11
Ampalaya	10,005.00	15,844.00	12,050.00			37,899.00	645.00	24,444,855.00	500 sqm	12,900	1,894.95	
Eggplant	2,345.00	21,627.00	10,142.00			34,114.00	520.00	17,739,280.00	500 sqm	10,400	1,705.70	
Stringbeans	6,267.00	10,977.00	15,564.00	340.00		33,148.00	495.00	16,408,260.00	500 sqm	9,900	1,657.40	
Tomato	6,198.00	19,754.00	17,551.00	435.00	208.00	44,146.00	875.00	38,627,750.00	500 sqm	17,500	2,207.30	
Ginger*	75,000.00	3,400.00				78,400.00	749.45	58,756,880.00	500 sqm	14,989	3,920.00	
Mango	1,000.00	46.00	616.00			1,662.00	254.84	423,551.00	294 sqm	8,680	48.80	
Peanuts	2,175.00	542.00	35.00			2,752.00	500.00	1,376,000.00	500 sqm	10,000	137.60	
Rootcrops and Bulbs							170.00	868,080.00		680		4,413.70
										Less Red onion		2,739.88
Cassava	364.00	3,393.00	270.00			4,027.00	50.00	201,350.00	2,500 sqm	200	1,006.75	
Sweet Potato	165.00	1,263.00	165.00			1,593.00	100.00	159,300.00	2,500 sqm	400	398.25	
Onion, Red	18,520.00	16,904.00	9,003.00		9.00	44,436.00	5.00	222,180.00	2,500 sqm	20	11,109.00	
Onion, Multiplier	2,539.00	11,736.00	4,807.00		304.00	19,386.00	5.00	96,930.00	2,500 sqm	20	4,846.50	
Garlic	6,289.00	8,531.00	3,871.00		141.00	18,832.00	10.00	188,320.00	2,500 sqm	40	4,708.00	
Commercial Crops							100.00	4,192,400.00		400		
Pineapple	25,056.00	14,402.00	1,516.00	950.00		41,924.00	100.00	4,192,400.00	2,500 sqm	400	10,481.00	
Corn, Yellow	4,200.00	8,000.00	1,600.00			13,800.00	2,695.00	37,191,000.00	5,000 sqm	5,390	6,900.00	

* Source: Philippine Statistics Authority except ginger which is from FAO's Ginger Value Chain Study in Nueva Vizcaya

- 2.5 Priority shall be given to qualified ARBs who are members of 2019 ITEMA Levels 2 and 3 ARBOs. Selection of ARBs will consider the following criteria:
 - a) Poor;
 - b) Still in possession of the awarded land (EP/CLOA);
 - c) Willing to cooperate in cluster farming and group marketing;
 - d) Willing to provide labor as equity;

- e) Willing to adopt improved technology; and
 - f) Graduates or participants of Farmer's Field School (FFS) or Farmer's Business School (FBS) and members of agro enterprise farmer clusters but did not receive farm inputs will be preferred.
- 2.6 The ARBs who are members of ARBOs 2019 ITEMA Levels 2 and 3 covered by LinksFarMM, VLFED, FBS, and PAHP are preferred to avail of the assistance under this Project. Other ARBs covered by other EDES-funded projects who are members in ARBOs 2019 ITEMA Levels 4 and 5 may be considered only when priority ARBs qualified under Item 2.5 are fully covered based on the established selection criteria.
 - 2.7 The package of production inputs shall be channeled to qualified ARBOs of ITEMA 2019 Levels 2 and 3 for cluster farming under the technical guidance of the DARPO through its Enterprise Facilitators and Farmer para-technicians. DARPO, through the MARO, will oversee, monitor and record the distribution of production inputs and management of cluster farming by the ARBO partner.
 - 2.8 Rice production will not be covered under this Project inasmuch as DA will already provide cash assistance to rice farmers with landholding of one (1) hectare and below.
 - 2.9 The DARPOs shall allocate funds for this purpose from the available allotment of EDES FYs 2019 Continuing and 2020 Current budget already released by the DBM to their respective offices.
 - 2.10 The EDES budget allotment shall be the source of funds for the procurement of production inputs under this component and starter kits for Component 3- Livelihood Support for Women ARBs in Crisis Situation.

3. Livelihood Support for Women in Crisis Situation

- 3.1 The Project will bolster the role of women in mitigating the impact of the pandemic on the households. Support will be extended to 1,200 women ARBs nationwide to enable them to engage in livelihood activities especially food production such as egg and poultry production, hog fattening and similar activities based on their preferences and capabilities to ensure they have food on the table and products to sell.
- 3.2 Priority for assistance are women with special circumstances such as single parents, widows, senior citizens, head of households, group of indigenous peoples, persons with disabilities who undertake farming activities but lost their source of income in view of the community quarantine. Provided further, that these women ARBs have previous training or acquired experience or skill in their preferred livelihood undertaking.
- 3.3 CLAAP beneficiaries are not eligible under this component.
- 3.4 Support will be given at a maximum amount of PhP15,000.00 per livelihood undertaking per ARB-woman. The livelihood undertakings that can contribute to food production will be preferred for assistance and will be implemented using the clustering approach.

- 3.5 Every province shall cover at least 15 women ARBs who will be grouped by cluster with five (5) members per cluster per ARBO. The livelihood starter kits will be given in kind to the ARBO for its women ARB-members with special circumstances who are severely affected by the COVID-19 crisis. The ARBO which will supervise and manage the implementation of the livelihood undertaking will nominate women ARBs in need of assistance for approval by the DARPO.
- 3.6 The DARPO, on the other hand, will select among the nominations only five (5) deserving women ARBs per ARBO using the following selection criteria:
- Cultivating the awarded land but lost her income due to the implementation of the community quarantine protocols;
 - No other source of income either through remittances from the family/household members; stipend for voluntary community work, rentals, and other income generating initiatives;
 - Have not received social amelioration assistance from DSWD, DOLE, DA, and other agencies; and,
 - Belonging to the top 10 poorest members of the ARBOs she is currently affiliated.
- 3.7 During implementation, DARPO shall assign the Agro-Enterprise Development Facilitators of DAR in partnership with the Municipal Agriculture Officer and ARBOs to provide technical assistance, when necessary.
- 3.8 Total budget for livelihood assistance per province will be charged to the remaining unobligated budget for EDES. The DARCO will allocate the amount of PhP11.025 Million for release to provinces based on the list to be provided by the Office of the Undersecretary for Support Services.

4. Package of Supplemental Food and Non-Food Items

- 4.1 The package of supplemental food, hygiene kits, and vitamins will be distributed at the cost of PhP500.00 per package per ARB household.
- 4.2 Implementation of this component shall observe the policy of “No Duplication” of beneficiary, hence, only ARBs who have not received food packs from DSWD are eligible for this assistance. The DARPO, through the MARO, must verify with the ARBO or with the Municipal Social Work and Development Office the ARBs who have and have not received assistance from the DSWD and other agencies.

The package of food and non-food items will include the following recommended items:

Item	Indicative Quantity	Unit
a) Rice	4	Kilo
b) Sardines	3	Pc
c) Noodles	4	Pc
d) Bath Soap	2	Pc

Item	Indicative Quantity	Unit
e) Face Mask	10	Pc
f) Vitamin C (ascorbic acid)	1	Bottle (50pcs)

- 4.3 The DARPOs shall charge the procurement of the items listed above from their unobligated allotment under SIB FYs 2019 continuing and FY 2020 current budget.

IV. Available ARBDSP Budget Subject to Realignment/Modification

A. Amount and Sources of Funds

- 1) An estimated Php300.8 Million unobligated budget of the Agrarian Reform Beneficiaries Development and Sustainability Program (ARBDSP) will be reprogrammed or modified for this ARBold Move undertaking.
- 2) Specifically, funds will come from the entire FY 2019 continuing and FY 2020 Social Infrastructure Building (SIB) and Enterprise Development and Economic Support (EDES) of the field offices and of the different DARCO offices under the Support Services Sector for FYs 2019-2020 including those unobligated allotments for Supervision and Management and Climate Resilient Farm Productivity Support Program (CRFPS).
- 3) The DARROs and DARPOs shall work within the unobligated allotment already released to them by DBM. They shall modify their Work and Financial Plans (WFP) for FYs 2019 continuing and 2020 current budget to align with the components and targets of the ARBold Move.
- 4) At the Central Level, the SSO units shall also modify their respective WFPs and PPMPs to meet the requirements of the ARBold Move undertaking and to increase the budget for subsidy for downloading to the provincial offices to be determined by SSO.

B. Mechanics of Realignment/Modification

To ensure proper use of allotment and charging of expenditures, the following guidelines shall be observed:

- 1) The available allotment as of 31 March 2020 will be reprogrammed into the following:
 - FY Continuing Fund - 100% of all PAPs (SM, SIB, EDES, & CRFPS) will be utilized for the undertaking;
 - FY 2020 Current Budget – 70% of SIB and EDES to fund the undertaking and 30% for operating costs. Expenses to be incurred not covered by the undertaking shall be charged against the operating costs of the respective regions/provinces.

- 2) The budget allotment of PhP300.8 Million shall be utilized for the procurement of packages of assistance and other expenses incidental to project implementation such as, but not limited to, validation of ARBs; coordination with partners; distribution of goods and services; mobilization of DAR personnel; and project supervision and monitoring.
- 3) The modification/realignment of the aforesaid allotments shall be in accordance with the DBM issued National Budget Circular No. 578 (dated 06 January 2020). Specifically, in Section 3.10 Modification of Allotments Issued, it states that: "In exceptional circumstances, agencies may modify the allotment issued within an activity or undertaking (Section 70, GP of the FY2020 GAA), upon timely submission of reports by all offices concerned. The existence of an allotment class or object of expenditure in the recipient PAP is not necessary for purposes of modification." The process and required documentary requirements to effect modification of allotment are likewise cited in this section.
- 4) Each undertaking to be crafted using the modified/realigned allotment shall be charged only to a single PAP, i.e., SIB, EDES, CRFPS, Supervision and Management. In no case should an undertaking be funded using two (2) PAPs' fund allocations, e.g., from SIB and EDES or EDES and CRFPS, so as not to violate the conditions in modification of Object of Expenditures, e.g., training and scholarship, supplies and materials, representation expense, among others, within a particular PAP in the same allotment class (e.g., MOOE) per the relevant sections of NBC No. 578 series of 2020.
- 5) In Section 5.2 Modification in the Allotments Issued, the authorized approving authority for the required modification in allotments are enumerated. Specifically, Section 5.2.3.1 of NBC No. 578 provides that the Heads of Agencies are the approving authority for modification that includes: 1) change in the details of an activity of undertaking without changing its nature and within the same operating unit; 2) change in the object of expenditure within an allotment class (i.e., PS, MOOE and Capital Outlays); and 3) Use of MOOE for the payment of CNA incentive, during the validity of appropriations (Section 71 (d), GP of the FY 2020 GAA).

V. Implementation Process and Mechanisms

A. Identification and Validation of ARBs and their Expressed Needs

1. The MARO shall conduct rapid validation and coordination on the ground to determine the ARBs who deserve to be assisted. The DARPO through the MARO will prepare the following master lists as basis for identification of the beneficiaries:
 - a) Master list of ARBs from 2016-2019
 - b) Master list of Uninstalled ARBs
 - c) Master list of installed ARBs 2015
 - d) Master list of ARBOs per level of development based on the results of the ITEMA 2019 and list of gender-disaggregated ARB members
 - e) Masterlist of Leaseholders

2. The MARO shall seek the assistance of the BARC and selected ARBO leaders in the validation process. He/she may also request information on the list of individuals/barangays already provided with food packs, cash and other form of assistance regardless of source from the Municipal Social Welfare and Development (MSWD) office and the Municipal Agriculture Office (MAO).
3. Since the policy of no duplication of beneficiaries shall be strictly observed, the DARPO, through the CARPO for PBDD/FOD and MAROs shall coordinate with and submit to DSWD, DA, and DOLE the following:
 - a) List of names of ARBs to be covered by DAR;
 - b) List of names of ARBs to be referred to DSWD, DA, and DOLE for inclusion in their respective social amelioration programs; and
 - c) List of ARBs engaged in palay production with landholding of one (1) hectare and below for DA's assistance.
4. DARRO and DARPOs shall closely coordinate with the DSWD, DA, DILG, DOLE, and DTI to explore complementarity of assistance and avoid duplication of services.
5. Specifically, DAR will endorse the list of the ARBs who cannot be covered by this Project for inclusion in the provision of food packs and financial assistance by DSWD, DILG, DOLE, and DTI. For production inputs, DAR will also endorse to DA for cash assistance those ARBs engaged in rice production with landholding of one hectare and below.
6. The provinces with targets under EDES on the Provision of Support Facilities and Equipment to ARBOs (e.g. LinkSFarMM, PAHP) shall refocus the procurement from the original design to farm tools/equipment that will be used in food production and marketing logistics support. In same manner, the procurement of construction materials for the improvement of processing/manufacturing centers shall not be pursued. The budget allocated for this purpose will be re-aligned/modified to the procurement of Production Inputs.
7. The results of the validation shall be reported to DARCO-SSO using the Form 1: Inventory of ARBs. ARBs listed in Form 1 who have not availed assistance from DSWD, DOLE, DA, and other agencies shall be DAR's priority for assistance. Form 2 for ARBOs as Food Suppliers shall be filled-out and be considered for assistance under the Project.

B. Procurement of Packages of Assistance

1. Upon approval of the WFPs and PPMs of the Operating Units (DARCO, DARROs, and DARPOs), the respective BAC Chairpersons shall proceed with the procurement process following the Government Procurement Policy Board (GPPB) Circular 01-2020 dated 6 April 2020 to All Procuring Entities pertaining to the Guidelines for Emergency Procurement under Republic Act No. 11469 or the Bayanihan to Heal as One Act.

C. Delivery, Repacking, and Distribution

1. Upon issuance of Notice to Proceed (NTP), the respective DARPOs shall ensure that the Service Providers will deliver the food and non-food packs,

production inputs, and starter kits for livelihood based on the schedule and items delivered are in accordance to technical specifications described in the bidding document.

2. The premises of DARROs or DARPOs, whichever is practicable, will be used as drop-off points of the procured goods for proper inspection and acceptance of the items. DARROs and DARPOs shall ensure that the items are complete and in good condition.
3. Prior to actual distribution, the DARPOs shall do the following activities:
 - 3.1 Firm up master list of ARBs as the basis in the distribution of production inputs, starter kits for livelihood, and food packs.
 - 3.2 Issue an ARB ID to all ARB recipients;
 - 3.3 Prepare the schedule of repacking and distribution of goods/social amelioration assistance; and
 - 3.4 Coordinate with the BARC and ARBO partners.
4. During the actual distribution, DARPO shall ensure compliance to the guidelines on social distancing and precautionary measures including the wearing of masks and observance of proper hygiene by the DAR staff and ARB recipients during the entire process. Memorandum No. 140 dated 14 April 2020 re: "Urgent Reminders on Health Protocols", was issued for proper guidance.
5. Record and document receipt of all assistance provided, including photo and video documentation.
6. Submit a copy of Delivery Receipt signed by the ARBs as well as photo and video documentation of actual distribution to the DARRO, copy furnished DARCO-SSO.

D. Payment of Food Packs and Production Inputs

1. The PCAO shall ensure that complete documentation and processing of vouchers and payment of goods will be made within 15 days after receipt of billing statement from service providers, provided that the delivered goods have been inspected in accordance with required specifications and as accepted by end user.
2. Recording and Booking of expenditures/disbursements under this project should be properly done following the Government Accounting and Auditing rules and procedures.

E. Project Implementing Units

1. A National Task Force (NTF) will be formally organized to oversee, coordinate and facilitate the implementation of the Project. The NTF will be composed of the following:
 - a) Chairperson : DAR Secretary
 - b) Vice Chairperson : Undersecretary for Support Services (SSO)
 - c) Overall Coordinator : Assistant Secretary for Support Services

d) Members : BARBD Director, Assistant Director and
Division Chiefs
PMS Director and Division Chiefs

2. All concerned RDs/PARPOs shall immediately organize/constitute their respective Regional/Provincial Task Force. The Task Force shall be headed by the RD/PARPO II and the ARD/PARPO I shall be the vice chairperson with the following members: CARPO for PBD, CARPO of Field Operations Division, Chief Administrative Officer (CAO) and the Chairperson of the Bids and Awards Committee (BAC). The RDs/PARPOs may also assign additional members of the Task Force as needed. A Special Order creating the RTF/PTF shall be signed by the respective RDs/PARPOs and shall be issued Quarantine Accreditation Pass.
3. The Regional Task Force (RTF) shall have the following functions:
 - 3.1 Coordination, monitoring and provision of assistance to the Provincial Task Force under its jurisdiction to: a) expedite the identification of beneficiary ARBs and possible sources of food items and agricultural inputs in commercial quantities; b) help address operational concerns; c) coordinate with regional offices of DSWD, DA, DTI, DOLE and DILG to explore complementarity of assistance and endorse to them the list of ARBs who may not be accommodated in the ARBold Move Project for provision of food packs and other financial assistance; and d) ensure successful completion of the project;
 - 3.2 Endorsement to Regional Field Units/Offices of DA for cash assistance of ARBs engaged in rice production with landholding of one hectare and below.
 - 3.3 Assistance to the Provincial Task Force by providing and ensuring the availability of funds for the project from their unobligated allotment under the FY2019 continuing appropriations and FY2020 current budget, particularly under the Social Infrastructure Building (SIB), and Enterprise Development and Economic Support (EDES); and,
 - 3.4 Approval by the Regional Director of the project proposals and amended WFPs prepared by the respective DARPOs;
4. The Provincial Task Force (PTF) shall be responsible for the following:
 - 4.1 Identification, prioritization, and validation of the target ARBs and their needs on the ground. The PTF shall ensure that there will be no duplication of services/assistance with that of DSWD, DA, DOLE, and their respective beneficiaries. It will also be responsible for the issuance of ID to ARBs;
 - 4.2 Procurement of food packs and agricultural inputs following the Government Procurement Policy Board (GPPB) Circular 01-2020 dated 6 April 2020 re "Guidelines for Emergency Procurement under Republic Act No.11469 or the *Bayanihan* to Heal as One Act";
 - 4.3 Ensuring that fund utilization for this project shall be in accordance with existing accounting and auditing rules and regulations;

- 4.4 Creation of the Municipal Task Force (MTF) with the MARO as Head and with the following as members: 2 representatives from DARPO (to do the inspection and acceptance of goods delivered), 2 BARC representatives, 2 selected leaders of partner ARBOs.
- 4.5 The MTF shall ensure the issuance of ID, repacking and delivery of supplemental food packs and production support to poor ARBs, as well as the complete documentation, monitoring, and reporting.

VI. Monitoring and Reporting

A. Monitoring

1. The Task Forces at all levels shall regularly monitor the progress of implementation of the Project.
2. The MTF shall record the type of assistance received by each ARB recipient shall be recorded indicating the date of receipt.
3. For proper monitoring and recording, the monitoring report form to be issued by the SSO shall be used.

B. Reporting

1. The reports of all MTFs shall be submitted on a weekly basis, consolidated by the PTF for onward submission to the RTF. The RTF will consolidate all provincial reports and submit same to NTF, through the Project Management Service- Project Monitoring and Evaluation Division (PMS-PMED) with copy to the Planning Service (PS).
2. Monitoring reports shall include all the documentary requirements including photo documentation to support the liquidation of expenses.
3. The required financial reports and liquidation documents shall be submitted through channels to the FMAO.
4. Aside from the weekly accomplishment reports, a project completion report (PCR) shall be prepared by each of the PARO, for consolidation by the DARRO and for onward submission to the Office of the Undersecretary for Support Services, through the PMS-PMED. The latter will then submit a comprehensive report to the Office of the Secretary, copy furnished the Office of the Undersecretary for Finance, Management and Administration Office (UFMAO) and Planning Service.

This Memorandum Circular shall take effect immediately.

APRIL 28, 2020, Diliman, Quezon City.


ATTY. JOHN N. CASTRICIONES
Secretary

DEPARTMENT OF AGRARIAN REFORM
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