



Republika ng Pilipinas  
KAGAWARAN NG REPORMANG PANSAKAHAN  
(Department of Agrarian Reform)  
Tanggapan ng Kalihim  
Diliman, Lunsod ng Quezon  
D-505

DEPARTMENT MEMORANDUM CIRCULAR NO. 5  
Series of 1976

5/17/76

Subject: Amendments on the SOP on Engineering Projects

Roman No. II (How a Settler-Beneficiary Can Avail Himself of Farm Equipment and Irrigation Pumps) on p. 21.3 of the Department SOP, a portion of which has subsequently been amended per Dept. Memo Circular No. 11, s. 75 (p. 21.10), is hereby further amended to read as follows:

"II. HOW SETTLERS/BENEFICIARIES CAN AVAIL THEMSELVES OF FARM MACHINERIES

A. DEFINITION -

Farm Machineries - Agricultural equipment which require engine power for motivation (gasoline, kereosene, diesel or steam fed), like tractors and its accessories, irrigation pumps, and the like.

B. PROCEDURE -

(NOTE: This SOP does not apply to Irrigation Pumps acquired under Development and Special Project funds.)

1. Settlers/Beneficiaries shall file a petition with the Agrarian Reform Team which has jurisdiction on the Resettlement Project concerned for the procurement of farm machineries indicating, among other things, the kind or type of the unit and their promise to pay 5% of the cost as down payment upon delivery and the balance in nineteen (19) semi-annual equal installments.
2. The Agrarian Reform Team Leader shall:
  - a. Determine whether all the petitioners are registered settlers/beneficiaries;
  - b. Determine the petitioners' necessity of such machineries;
  - c. Determine the petitioners' capacity to pay;
  - d. Determine whether the petitioners have been religiously paying their respective previous accounts for loan assistance, if any, and the Team Leader shall certify to this effect; and

A

"Hindi na matatalikuran pa ang pagbabagong-ayos ng pananakahan. Higit kong pangarap na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binubungkal." - Pangulong MARCOS

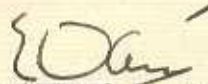
- e. Prepare a project study as to the feasibility of acquiring the farm machineries.
3. The Team Leader shall forward the petition together with his findings and recommendations to the Regional Director thru the District Officer.
4. The Regional Director shall review the petition and direct the Settlers' Affairs Officer/Senior Land Allocation Officer to verify the authenticity of the petitioners' signatures and their capacity to pay, and to make them aware of their obligation to pay the down payment and the semi-annual payments as they become due.
5. The Regional Director shall immediately disapprove applications of petitioners who are in arrears of their accounts under the direct assistance fund for at least four (4) successive semi-annual installments.
6. The Regional Director shall endorse the petition to the Chairman of the Management Committee created under Department Special Order No. 35, series of 1976, for review. The Committee Chairman may refer the petition to any office concerned for comments.
7. The Committee Chairman shall then forward the petition to the Financial & Management Service (FIMAS) for certification of availability of funds, and then to the Secretary for approval.
8. If the Secretary approves the petition, he shall direct the procurement of the farm machineries. (See SOP for procurement, General Services).
9. If farm machineries shall be procured locally, an allotment advice (ALAD) shall be sent to the Regional Director, copy furnished the Agrarian Reform Team except for the Special Pilot Settlement Project where the ALAD shall be sent direct to the Agrarian Reform Project Manager, copy furnished the Regional Office.
9. The Chairman, Management Committee, shall notify the Settlers-petitioners thru the Regional Director of the action taken on their petition.

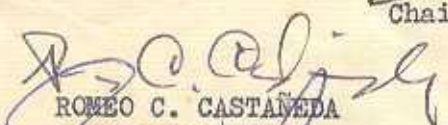


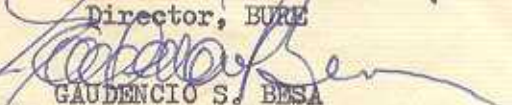
10. Once the said items have been procured, the Chairman, Management Committee, shall notify the Regional Director that the same are ready for distribution. The Chairman shall forward the corresponding contract forms and distribution lists to the Regional Office.
11. Regional Director shall direct the Team Leader to have the Legal Officer assist the settlers-petitioners in the preparation of the contract forms;
12. The Team Leader shall see to it that the contracts are duly signed by the settlers/beneficiaries and witnesses and duly notarized before they are forwarded to the Secretary for his signature.
13. The Team Leader shall also see to it that farm machineries are issued to the respective petitioners only upon payment of the 5% down payment, and upon signature of the contracts.

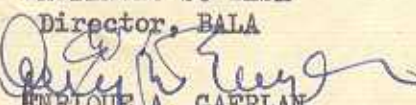
This SOP shall take effect upon approval.

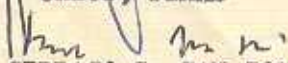
RECOMMENDING APPROVAL:


  
ERNESTO V. VALDES  
Undersecretary  
Chairman, Management Committee

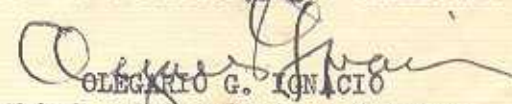
  
ROMEO C. CASTAÑEDA  
Director, BURE


  
GAUDENCIO S. BESA  
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ENRIQUE A. GAERLAN  
Chief, FIMAS


  
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Special Assistant  
Executive Officer, Mgt. Committee

  
OLEGARIO G. IGNACIO  
Chief, Administrative Service

  
FLAVIANO G. DUMAS  
Chief, Engineering Division

APPROVED:

  
CONRADO F. ESTRELLA  
Secretary

Diliman, Quezon City, May 10, 1976.