



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 A. Francisco Gold Condominium II
 EDSA Cor. Mapagmahal St., Diliman, Quezon City



November 28, 2011

MEMORANDUM CIRCULAR

No. 2011-178

TO : PROVINCIAL GOVERNORS OF ROMBLON, CAMARINES SUR, MASBATE, SIKUIJOR, EASTERN SAMAR, NORTHERN SAMAR, SAMAR, ZAMBOANGA DEL NORTE, DAVAO ORIENTAL, COTABATO, SARANGANI, SULTAN KUDARAT, AGUSAN DEL SUR, SURIGAO DEL NORTE, SURIGAO DEL SUR, ABRA, APAYAO, IFUGAO, KALINGA AND MOUNTAIN PROVINCE; CONCERNED CITY/MUNICIPAL MAYORS AND PUNONG BARANGAYS; CONCERNED DILG REGIONAL/ PROVINCIAL/ CITY DIRECTORS AND CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS AND ALL OTHERS CONCERNED

SUBJECT : REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)

I. Prefatory Statement

In line with the commitment of His Excellency President Benigno S. Aquino III, as laid down in his Social Contract, for every poor family to rise above poverty as well as to address the problems brought about by environment-related incidents such as natural disasters, the national government, through the initiative of the Department of Budget and Management (DBM), and in cooperation with the Department of Agriculture (DA), Department of Agrarian Reform (DAR), National Statistics Office (NSO) and the Department of the Interior and Local Government (DILG), shall initially pilot-test the Registry System for Basic Sectors in Agriculture which include farmers, farm laborers/workers and fisherfolk starting October 2011.

II. Coverage

The RSBSA shall cover all barangays nationwide, but in the initial stage, it shall only cover the barangays of the following 20 provinces in 9 regions in the country which are identified as disaster-prone local government units (LGUs).

1.	XIII	Agusan del Sur	11.	VIII	Northern Samar
2.	V	Masbate	12.	XIII	Surigao del Sur
3.	CAR	Apayao	13.	CAR	Ifugao
4.	XII	Sarangani	14.	CAR	Kalinga
5.	IX	Zamboanga del Norte	15.	IV-B	Romblon
6.	CAR	Mountain Province	16.	VIII	Eastern Samar
7.	XI	Davao Oriental	17.	CAR	Abra
8.	XII	Sultan Kudarat	18.	VII	Siquijor
9.	XII	Cotabato (North Cotabato)	19.	XIII	Surigao del Norte
10.	VIII	Samar (Western)	20.	V	Camarines Sur

(by order of priority)

III. Mechanics of Implementation

A. Training

There shall be 3 level-training to be conducted before the registration activity proper, as follows:

1. First Level Training

Venue – Manila (to be provided by NSO)

Participants - NSO Central Office staff, NSO Regional Directors, NSO Provincial Statistics Officers, NSO Provincial Statisticians, DAR Central Office staff and Regional Directors, DA Central Office staff and Regional Directors, National Alleviation Poverty Commission (NAPC) staff, DILG Central Office staff and Regional Directors, Bureau of Agricultural Statistics (BAS) Staff, BAS – Regional Agricultural Statistics Officers (RASO), DSWD Central Office staff, and representatives from the Civil Society Organizations (CSOs)

2. Second Level Training (Provincial Level)

Venue - to be provided by the Provincial Government

Participants - NSO Provincial Office Staff/District Statistical Officers/Statistical Coordination Officers, PASO, C/M Planning and Development Coordinators (C/MPDC), C/M Agricultural Officers (C/MAO) and DILG P/C/M Staff

3. Third Level Training (City/Municipal Level)

Venue - to be provided by the City/Municipal Mayor

Participants - Punong Barangay, Barangay Secretaries and hired interviewers or enumerators

B. Registration Proper

1. Creation of Registration Team (RT)

The registration activity shall be administered by the RT composed of C/MPDC, DILG City/Municipal Local Government Operations Officer (C/MLGOO) and C/MAO. Its roles and responsibilities are as follows:

- a. Supervise the registration activity in all barangays within the city/municipality;
- b. Take charge in the retrieval of the GPS equipment used by the barangay and return the GPS to the NSO Provincial office; and,
- c. Consolidate the accomplished RSBSA Forms of the city/municipal government and submit the same to the NSO Provincial Office.

2. Methodology

A prescribed RSBSA Form shall be used in the administration of the **house to house visit** and **face to face interviews**.

IV. Roles and Responsibilities

A. Local Government Units

All concerned Local Chief Executives (LCEs) are enjoined to extend support to this undertaking. Specifically, the

1. Provincial Government shall:

- a. Carry out over-all administrative supervision over personnel under its jurisdiction who are involved in the house-to-house registration;
- b. Conduct information dissemination on the registration activities in its area of jurisdiction.
- c. Provide a venue for the second level training;
- d. Provide transportation facilities in transporting RSBSA forms, Global Position System (GPS) and other registration materials to the cities/municipalities; and,

- e. Provide or allow the use of communication facilities for monitoring and reporting of registration activities.

2. City/Municipal Government shall:

- a. Carry out over-all administrative supervision over personnel under its jurisdiction who are involved in the house-to-house registration;
- b. Create the Registration Team which shall be responsible in supervising the registration process;
- c. Issue special orders or directives to:
 - City/Municipal Agricultural Officers (C/MAOs) and City/Municipal Planning and Development Coordinators (C/MPDCs) to attend the second level training;
 - C/MAOs and C/MPDCs to act as trainers/ resource speakers during the conduct of the third level training; and
 - C/MPDCs to consolidate the accomplished RSBSA Forms submitted by the barangay secretaries/hired interviewers and submit all the accomplished and unaccomplished forms to NSO Provincial Office.
- d. Conduct information dissemination on the registration activities;
- e. Provide a venue for the third level training;
- f. Provide transportation facilities in transporting RSBSA forms, Global Position System (GPS) and other registration materials to the barangays;
- g. Provide or allow the use of communication facilities for monitoring and reporting of registration activities; and,
- h. Provide NSO with available cadastral/parcellary maps for use in the field supervision.

3. Barangay Government shall:

- a. Carry out over-all administrative supervision over personnel under its jurisdiction who are involved in the registration;
- b. Attend the 3-day third level training on RSBSA with the participation of the Punong Barangay and Barangay Secretary along with the hired interviewers;
- c. Assist NSO in the recruitment of interviewer/enumerator. The NSO will provide the required number of interviewers/enumerators per barangay; and,
- d. Supervise the registration activity in the barangay to:
 - Ensure a complete listing of households and registry of all farmers, farm laborers/workers and fisherfolk in the barangay;
 - Check the completeness and accuracy of the entries in the accomplished forms and submit to the RT through C/MPDC; and,
 - Ensure the proper use and care of the GPS equipment used during the registration and prompt return of said equipment in good condition to NSO through the C/MPDC.

B. Department of the Interior and Local Government

1. Central Office (NBOO)

- a. Ensure the issuance of a Memorandum Circular enjoining all LCEs to provide support in the implementation of the RSBSA;
- b. Issue memoranda and other issuances related to this activity;

- c. Designate focal persons who shall attend the training and act as trainers/resource
- d. speakers in the second level training;
- e. Provide assistance to partner agencies and concerned DILG regional and field offices; and,
- f. Provide NSO with lists of Punong Barangays and Barangay Secretaries.

2. Regional Office

- a. Cause the dissemination of this Memorandum Circular to all concerned under its jurisdiction;
- b. Designate Focal Person who shall attend the first level training to be conducted by NSO and act as trainer/resource speaker during the second level training; and,
- c. Coordinate with Regional Offices of concerned agencies.

3. Provincial Office

- a. Cause the dissemination of this Memorandum Circular to the concerned LGUs and field officers;
- b. Designate Focal Person who shall attend the second level training to be conducted by NSO and act as trainer/resource speaker during the third level training; and,
- c. Coordinate with concerned provincial offices regarding the activity.

4. City/Municipal Office

- a. Cause the dissemination of this Memorandum Circular to the barangay;
- b. Be a member of RT and act as trainer/resource speaker during the third level training;
- c. Coordinate with concerned city/municipal government offices regarding the activity; and,
- d. Assist in the administration of RSBSA.

V. Other Provision

Failure of the concerned local government official/s to comply with the provisions of this Memorandum Circular shall be a ground for filing administrative and/or criminal cases against him/her pursuant to RA 7160 (Local Government Code of 1991), RA 3019 (Anti-Graft and Corrupt Practices Act) and other applicable laws, rules and regulations.

VI. Effectivity

This Memorandum Circular shall take effect immediately.


JESSE M. ROBREDO
Secretary

 Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG11-009297
