

An outline of functions for certain units  
of the Directorate of Agrarian Reform

I. Organization and Methods Bureau

- A. Constantly review the organization of the Directorate to insure that there is no overlapping of responsibility and authority and that responsibility for every necessary function has been assigned to an appropriate service or bureau.
- B. Prepare organization charts
- C. Constantly review all operations of the Directorate to insure that responsibility for every activity has been delegated to the lowest possible echelon of organization.
- D. Prepare statements of delegations of authority for the Director's approval.
- E. In cooperation with operating services and bureau, prepare forms to be used for all operations
- F. In cooperation with operating services and bureaus, prepare and issue standard operating procedures
- G. Develop and install filing and record-keeping systems
- H. Make work-simplification studies to eliminate all unnecessary operations.

II. Program Planning Service

General responsibility for supervising the measuring of progress of program, developing new or revised programs as required, preparing necessary legislation and regulations and defending the Directorate in legal actions.

III. Reports and Statistics Bureau

- A. Develop reports to be submitted by field offices necessary to keep Director aware of progress in field.

- B. Insure that these reports are submitted promptly and with the information desired.
- C. Analyse the reports as received and call the Director's attention to operations that need his attention.
- D. Recommend new or revised programs to meet changing conditions

#### IV. Law and Regulations Section

- A. Prepare new legislation or regulations required by changes in program
- B. Act as legal advisor to the Director
- C. Defend the Directorate in Court actions

#### V. Land Acquisition Service

- A. Develop policies, standards and procedures programs, dealing with land acquisition
- B. Give final approval to contracts for the purchase or other acquisition of land.
- C. Issue "mandats" to treasury to pay cash or bonds to seller of land.

#### VI. Land sales Policy Service

- A. Develop policies, programs, standards and procedures dealing with land sales.
- B. Arrange for channelling of names of prospective <sup>ive</sup> land buyers to village in which they are interested.

#### VII. Rent Contracts Service

Supervise activities of Agrarian Reform agents in connection with tenant-landlord contracts program.

#### VIII. Enforcement Service

- A. Insure honest and ethical dealings between employees of the Directorate and sellers and buyers of land.

- B. Audits accounts at provincial, district and village levels

IX. Field Supervision and Inspection Service

- A. Give general supervision to all field offices
- B. Insure that operations are being carried on in accordance with standard operating procedures
- C. Act as liaison between operating offices and field offices

X. Provincial Offices 1) 2)

General responsibility for execution of the agrarian reform program within the province or area assigned.

XI. Appeals Board ( Province )

Hold hearing on appeals by tenants, landlords, or buyers of land on matters which cannot be settled by administrative action.

XII. Land sales Accounting Bureau-Province 3)

- A. Maintain the accounts of land buyers
- B. Receive periodic payments directly or through villages or districts
- C. Attempt to collect from delinquent buyers
- D. Refer cases to chief of Provincial Service where collection of delinquent payments cannot be made.

1.) May serve one or more provinces

2.) No administrative staff has been proposed for the provincial offices on the premise that these services would be supplied by the Chief of Province.

3.) It may be determined that this function will be performed by the lending agency.

XIII. Rental Contracts Bureau - Province

Performs all land rental contract activities in the province

XIV. Training and Inspection Bureau-Province

- A. - Instructs communal committees and their administrative secretaries in the performance of their functions. Acquaints them with established policies, programs and procedures.
- B. Reviews operations at provincial and village offices to insure that they are being carried on in accordance with current policies and procedures.

XV. Land Acquisition Bureau - (Province)

- A. Make final determination of land to be taken
- B. Prepare contracts for purchase of land from landlords based on recommendations of village committees
- C. Review and approves values fixed for permanent improvements on land taken.

XVI. Land Distribution Bureau (Province)

- A. Maintain provincial inventory of land available for sale
- B. Arrange with Cadastral Service *for* necessary surveying
- C. Arrange with Land Conservation Service for registration of land
- D. Transmit to villages names and status of buyers who wish to acquire land in village
- E. Upon completion of payments, issue certificate of ownership to buyer.

XVII. District Office 1

- A. Exercise general administrative supervision over village operations.



- B. Receive installment payments to be transmitted to provincial office

XVIII. Communal Committee

- A. Recommend land to be taken
- B. Recommend land to be reserved for ancestor workshop
- C. Assign land to buyers
- D. Prepare and signs contracts of sale with buyers
- E. Recommend amount to be paid to owners for permanent improvement on lands taken
- F. Receive installment payments from buyers for transmitted to provincial office

1. It is recommended that the District Chief not have any operational, review or approval responsibilities in connection with this program