



October 13, 2020

MEMORANDUM

FOR : RED ARLAN M. MANGELEN, DA-RFO XII

THRU : SAAD RPMSO FOCAL

FROM : DIRECTOR, SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM

SUBJECT : SAAD NPMO OBSERVATIONS AND RECOMMENDATIONS ON DA SAAD RFO XII SUBMISSION OF REQUIRED DOCUMENTS AND REPORTS FOR SAADVENTURES MAGAZINE

It has come to our attention that DA SAAD RFO XII did not meet the deadline for the submission of required documents and data for the SAADventures Magazine of the National Program Management Office (NPMO). These documents are critical for the publication and archiving of the program, and may be used by the Don Mariano Marcos Memorial State University for the conduct of the SAAD Midterm Assessment.

The delay in the submission of success stories and other requirements greatly affected the NPMO Public Relations (PR) and Communications' (Comms) content and layout of the publication, which will be released this October 2020.

Furthermore, the following are the observations and recommendations of the SAAD NPMO to DA SAAD CARFO:

Required Document	NPMO Deadline	Date of Submission*	NPMO Observation	Recommendations
SAADventures Document	October 6, 2020	October 12, 2020	The new SAAD RFO XII staff (information officer) is not yet familiar with the SAADventures publication and work as PR and Comms.	Coordination should be done with the previous focal/planning officer and other staff in writing the publication. Seek their assistance to fast track the submission since they are already familiar in the processing of the data requested.
			The staff did not follow the format or guidelines as stated in the SAADventures Policies and Guidelines dated March 16, 2020.	
			The assigned staff is not responsive, does not coordinate promptly, and does not submit requirements accordingly.	Consistent coordination of the staff with the assigned national personnel. Create a checklist of tasks and update the NPMO personnel regarding progress.

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			Newly-hired SAAD staff is not familiar with the old projects. Thus, the RPMSO only rely with the data coming from the province.	RPMSO must allocate time to sit down with the concerned province and request for implemented project briefing/orientation. Also, there should be proper turn-over of workloads to the newly-hired staff.
			Submitted reports of PPMSO to RPMSO are incomplete and inconsistent causing delay of submission because of multiple revisions.	Constant coordination of RPMSO and PPMSO (must immediately provide feedback if there will be any changes and prioritize the backlogs/incomplete data).
			Also, no data consistency with different datasets from the SAAD project inventory.	Harmonization of datasets to create a uniform data for the whole region.

***Date of submission refers to the final & approved version of the required document**

With this, may we request your office to provide justification letter addressing the cause of this delay and/or non-compliance based on the deadline and detailed narrative strategy to avoid such delays in the future.

For queries, please contact SAAD NPMO PR and Comms Officer assigned to Region 12, Ms. Jemiema Arro, or SAAD NPMO PR and Comms Unit Head Ms. Jhomai S. Canlas at (02) 929 7349 or at local 2833/2834.

For immediate and strict compliance.

Thank you.



MYER G. MULA, Ph.D.

Cc: **William D. Dar, DA Secretary**

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