



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

October 6, 2020

**MEMORANDUM**

**FOR : DIRECTOR, BFAR  
REGIONAL EXECUTIVE DIRECTORS OF CAR, IVB, V, VI, VII, VIII,  
IX, X, XI, XII & XIII**

**THRU : SAAD RPMSO FOCALS  
BFAR-SAAD FOCAL**

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

**SUBJECT : ONLINE MEETING ON THE FY 2020 PHYSICAL AND FINANCIAL  
ACCOMPLISHMENT, FY 2021 BUDGET EXECUTION DOCUMENTS  
(BEDs) AND OTHER REPORTS OF SAAD PROGRAM**

This is to inform you that we will have an online meeting on November 3, 2020 at 10am via Zoom App. The following items are the main agenda for the said meeting:

- a. Budget obligation and utilization
- b. Status of projects
  - 2019 ongoing (# of projects, # of individuals, # of groups, project cost)
  - new projects 2020 (# of projects, # of individuals, # groups, project cost)
- c. Project implementation profile (2017, 2018, 2019) updates
- d. FY 2021 Proposals
- e. Press releases
- f. Others:
  - SAADventures
  - Brochures
  - Issues and concerns

In line with this, kindly submit accomplishment report on or before October 30 prior to our meeting.

For queries, please contact Mr. Darwin A. Pamatmat or Ms. Katherine Angeles at (02) 929 7349 or at local 2833/2834.

We are requesting for your full attendance on the said meeting.

Thank you.

**MYER G. MULA, Ph.D.**

*A food-secure Philippines*  
with prosperous farmers and fisherfolk

