



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

December 18, 2020

**MEMORANDUM**

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

**THRU : SAAD RPMSO  
FOCAL**

**FROM : NATIONAL PROGRAM DIRECTOR, SAAD**

**SUBJECT : SUBMISSION OF ALL DATA REQUIREMENTS FROM SAAD IT RPMSO/PPMSO TO SAAD NPMO IT & DATABASE SUB-UNIT**

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In order to harmonize the flow of data sets submitted/uploaded to the SAAD database, the NPMO IT & Database sub-unit will only accept submissions from the Regional SAAD IT Officer. In addition, the following parameters shall be taken in consideration before uploading to the database:

1. The SAAD RPMSO shall assign a Regional IT Officer or Regional IT Officer designate (for RPMSOs w/ no Regional IT Officer) that will be the main focal person/coordinator of the SAAD NPMO IT & Database sub-unit.
2. The Regional SAAD IT officer shall consolidate all provincial data submissions related to database uploading. Hence, only the Regional IT Officer shall be given access to upload and edit data required by the NPMO.
3. Any data submitted from the Provincial IT Officer directly submitted to NPMO shall be voided and removed.

This shall ensure that all profile uploaded are checked and approved by the Regional IT officer for consistency and completeness of data. Also, this aims to minimize error in uploading and prevent re-uploading of data. With this, please submit the Complete Name and Contact Information (email, cellphone number, viber, etc.) to [da.saadprogramit@gmail.com](mailto:da.saadprogramit@gmail.com) not later than December 22, 2020.

For queries, please contact Mr. Randy C. Ocampo or Thoburn S. Gustilo at (02) 929 7349 or at local 2833/2834

We are requesting for full cooperation on this matter.

Thank you.

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

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

