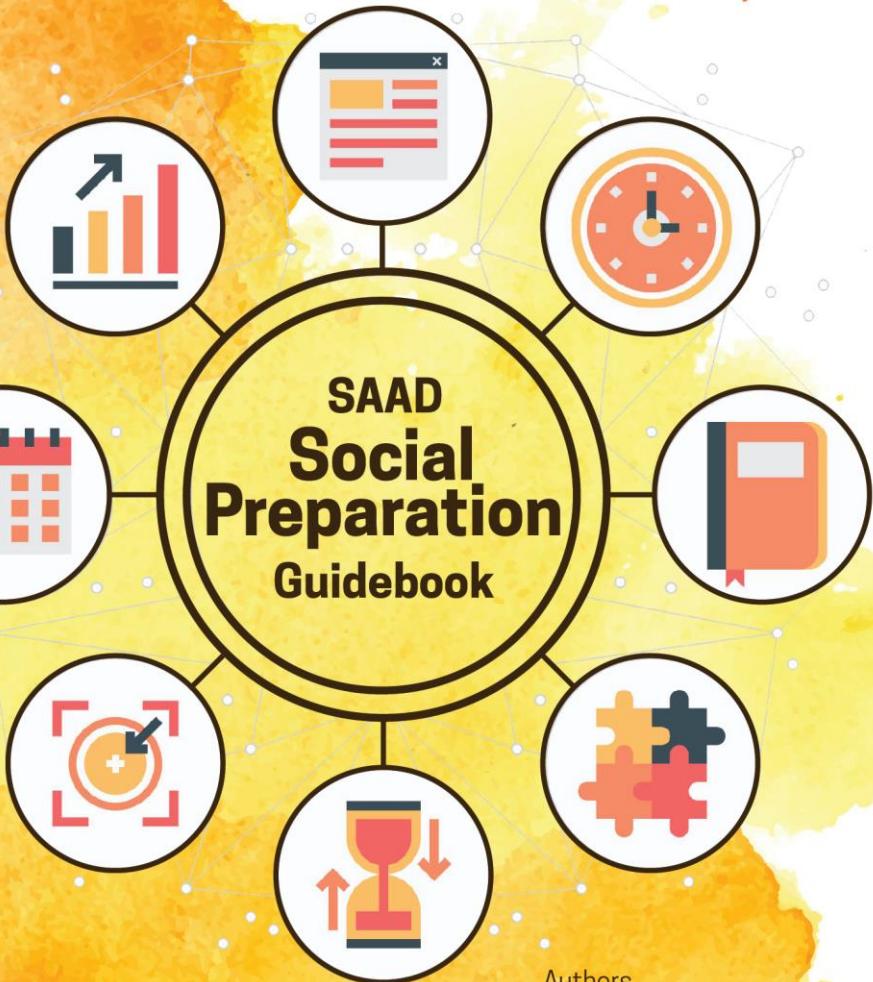




Department of Agriculture  
**Special Area for Agricultural  
Development (SAAD) Program**  
daan sa maunlad na kabuhayan

# SAAD Social Preparation Guidebook



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Citation: MG Mula, UJ Lustria, Jr., and IKM Sevilla. 2021. SAAD Social Preparation Guidebook. Special Area for Agricultural Development (SAAD) Program, Department of Agriculture. 175 pp. ISBN 978-971-704-056-1/978-971-704-057-8.

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ISBN 978-971-704-056-1 (Softbound)  
ISBN 978-971-704-057-8 (PDF)

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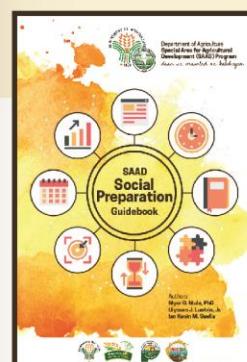
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## About the Cover

It symbolizes the fundamental guide of the SAAD regional and provincial offices for their social preparation activities, both for the agriculture and fishery sectors.

With respect to the varying cultures and social preparation procedures across SAAD regions and provinces, this guidebook has encapsulated the important steps in conducting social preparation.

It provides a dynamic set of instructions which gives regional offices the liberty to conduct their social preparation activities in a way that works for them, but also adhering to all the steps present in this guidebook.



## About this Guidebook

In accordance with the vision of the Department of Agriculture's (DA) towards a food-secured and resilient Philippines with prosperous farmers and fisherfolk, the Special Area for Agricultural Development (SAAD) Program is aimed at empowering farmers and fisherfolk from the country's poorest provinces by increasing their productivity and profitability. The program encourages its beneficiaries to organize into farmers/fisherfolk associations (FAs). To help in achieving this end, this comprehensive guidebook is developed to assist the individual and subsistence farmers and fishers get organized into market-driven entrepreneurs.

Assembling a harmonized set of social preparation procedures is a challenge because each location has its own unique social preparation approach. There are multiple variables that come into play such as geographic location, demographic profile, existing agriculture or fishery-related activities. In addition, it is important to consider the willingness of individuals to be associated in an organization and learn new concepts of innovation in agriculture and fisheries.

This guidebook was formulated based on the experiences of the DA-SAAD implementers from the regional and provincial offices, as well as outputs from the Social Preparation Workshop from November 17 to 19, 2020 at the Agricultural Training Institute (ATI) Central Office. Comments and suggestions were solicited in this workshop towards the development of the guidebook.

# Acknowledgement

This guidebook was conceptualized and written to document the lessons learned and practices of our practitioners, hence it is only fitting to thank the following who guided the practitioners in the production of the final output:

Dr. Myer G. Mula for initiating the standardization of the SAAD Program's social preparation practices.

Dr. Emmanuel M. Luna for facilitating the Social Preparation Workshop and helping out in editing the final output.

Dr. Rosana P. Mula, Ms. Editha S. Vinuya, and Ms. Theresa Aurora B. Cosico of the Career Development and Management Division (CDMD) of the Agricultural Training Institute (ATI) for helping out in conceptualizing the reporting template to obtain raw data from the regions.

Ms. Jhomai S. Canlas for doing the layout design of the book.

And to our esteemed practitioners from the SAAD regional and provincial offices for reaching out to our farmers in soliciting valuable information for this guidebook to come into fruition.



# **Acronyms**

<b>AC</b>	Area Coordinator
<b>BFAR</b>	Bureau of Fisheries and Aquatic Resources
<b>DA</b>	Department of Agriculture
<b>LGU</b>	Local Government Unit
<b>MAO</b>	Municipal Agricultural Officer
<b>MLGU</b>	Municipal Local Government Unit
<b>NPMO</b>	National Program Management Office
<b>NTF-ELCAC</b>	National Task Force to End Local Communist-Armed Conflict
<b>OMAG</b>	Office of the Municipal Agriculturist
<b>OPAG</b>	Office of the Provincial Agriculturist
<b>PC</b>	Provincial Coordinator
<b>PFO</b>	Provincial Fisheries Officer
<b>PLGU</b>	Provincial Local Government Unit
<b>PO</b>	Provincial Office
<b>PPMSO</b>	Provincial Program Management Support Office
<b>RO</b>	Regional Office
<b>RPMSO</b>	Regional Program Management Support Office
<b>SAAD</b>	Special Area for Agricultural Development
<b>SB</b>	Sangguniang Barangay
<b>SWOT</b>	Strengths, Weaknesses, Opportunities and Threats

## **Secretary's Message**



In the Visayan language, “saad” means “promise”. Aptly named, the DA-SAAD Program was created to fulfill the Duterte Administration’s vision to lift the remotest areas of the country above the poverty line.

Inclusive and sensitive: these are two words that best describe the Program, as it tediously studies the needs and wants of its clients and acts on them to perform exemplary service, especially for our indigenous brothers and sisters.

It is crucial for our clients to be formed into farmer and fisherfolk associations to simultaneously assist and empower multiple beneficiaries and to efficiently veer them away from subsistence farming and engage them toward entrepreneurship. As such, this Guidebook is a must to lead implementers and stakeholders to ensure the success of our farmer and fisherfolk groups through proper social preparation.

I applaud the SAAD Program for its ardent endeavors in improving its service to the poorest provinces in the country such as the creation of this guidebook.

As we move forward with the Program, we beseech our SAAD staff, from our National Program Management Office and Regional Field Offices to not waver in our efforts to help our marginalized sectors, and instead provide professional, yet compassionate service.

*Matuhay ang Pilipinong magsasaka at mangingisda!*

A handwritten signature in black ink, appearing to read "C. G. Dar".

**WILLIAM D. DAR, PhD**  
DA Secretary

# **Undersecretary's Message**



and fisherfolk.

As the overseer of the SAAD Program, we congratulate them for producing a wonderful publication that is the Social Preparation Guidebook. It is integral that in any project of the Department of Agriculture that social preparation should be incorporated. Standardizing these procedures ensures that our implementing regions make it a point to take them to heart, but also consider the nuances unique to their area to aid the specific needs of their constituent farmers

“SAAD”, the Visayan word for “promise”, is only appropriate for this program, as it gives new hope for our farmers and fisherfolk; lifting them from poverty, and into self-sustaining, successful enterprises. This guidebook is essential to fulfilling that promise.

Assembling a farmer or fisherfolk organization is no easy task: its members have to know each other’s strengths and weaknesses, and harness each other’s skills to achieve their much-wanted success. From legalizing their group, training its members, and maintaining the peace within the organization, this book covers the general procedures in setting up a farmer or fisherfolk group.

As the SAAD Program embarks a rebirth, we look forward the extensive use of this guidebook to share the successes of our existing areas to new ones, from non-covered municipalities in SAAD-covered regions, to entirely new territories from regions previously not handled by SAAD.

*Padayon, SAAD Program! Padayon, Pilipinong Magsasaka at Mangingisda!*

  
**ENGR. ARIEL T. CAYANAN**  
Undersecretary for Operations, DA

## Director's Message



This DA-SAAD Social Preparation Guidebook is published to aid the Program's National Program Management Office (NPMO) and regional, provincial, and municipal implementers in organizing its growing number of farmers and fisherfolk organizations.

While the program has performed social preparation activities since its establishment in 2017, hardly documentation was found, thus finding the necessity to systematize these procedures to be made accessible to all stakeholders.

Farmers and fishers empowerment is the SAAD promise: to lift farmers and fishers from the country's remotest and poorest areas from poverty, and transcend them from subsistence to successful entrepreneurs. To fulfill this, organizing farmers and fishers into associations/cooperatives is the first step.

This book will also serve as a guide in implementing best practices for future DA programs and projects, therefore documented and harmonized procedures for social preparation is of utmost importance to help regional, provincial, and municipal offices formally establish farmers and fishers groups.

We wish SAAD implementers from the national down to the municipal levels, to continue enhancing this guidebook - by finding ways in effectively improving social preparation to assimilate our program in the ever-changing political and agricultural environment for the benefit of our partner-farmers and fisherfolk.

A handwritten signature in black ink, appearing to read "MYER G. MULA, PhD".

**MYER G. MULA, PhD**  
Director, SAAD Program

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# About the DA-SAAD Program

The Special Area for Agricultural Development (SAAD) is a six-year (2017-2022) locally-funded program of the Department of Agriculture (DA) which aims to help alleviate poverty among the marginalized and poorest of the poor sectors of agriculture and fishery in the thirty (30) priority provinces identified by the Philippine Statistics Authority (PSA) based on 2012 and 2015 data and as well as areas covered by Executive Order No. 70, series of 2018.

The strategy of the program is to increase food production for household consumption and the establishment of community enterprises by providing the appropriate technology, marketing, and other support services for animals (livestock and poultry), crops (food and industrial), and fisheries (capture, aqua and pond culture) to individuals, families/households and organized farmers and fisherfolk including among others DSWDs 4Ps and Indigenous Peoples (IPs) who are not recipient of DAs regular program in the last two years upon implementation.

Its major components are: 1) **Program Management**, 2) **Social Preparation**, 3) **Production and Livelihood Interventions**, and 4) **Marketing Assistance and Enterprise Development**.



# Rationale

Social preparation is crucial in the success of a farmer or fisherfolk group, the livelihood project, and the SAAD Program as a whole. With a united and knowledgeable membership, the organization will have the opportunity to thrive and evolve from subsistence farmers to full-fledged entrepreneurs.

Albee and Boyd (1997) describes social preparation as “a process of supporting people to:

- Gather information about their circumstances and resources,
- Analyze their situation,
- Prioritize actions they wish to pursue,
- Join together into a group of organization, and
- Work out the means to implement these actions.”

Per the SAAD Field Implementation Manual (2019), social preparation refers to the activities conducted and funded by the Program to socially and technically prepare the target beneficiaries in implementing the projects (e.g. consultation meetings, project orientation, general and specialized training program, and farm exposures).

In other references, social preparation, also called community participation, is the process of involving community members and other stakeholders in the planning and implementation of a livelihood project (DA-CARFO, 2012).

According to Luna (2020), social preparation is important for the following reasons:

▪ **Socio-cultural** – The organization responds to the needs of each member, promotes collaboration and cohesion and builds confidence to each member;

▪ **Political** – Establishing an organization facilitates better decision-making, mutuality and governance;

▪ **Technical** – An organization, as far as the SAAD Program is concerned, is entitled to a wider range of inputs compared to those of individual farmer. With an entire group receiving such array of inputs, many hands will be at work, thus increasing the feasibility of the project.

o mga kababaham, Bata, Kabataan, May mpang Kapansanan at iba pang sector.  
Ipin-ipti at makipag-usugyan sa Iyong Barangay Human Rights Action Officer (BHRAO)

**Mga Givawin ng BHRAO**

1. Pagporeseaso ng mga mahino hanggati sa populasyon, Karapatanang Pantao / Resolving & Protecting of Earth's Rights
2. Paglubigay ng informasyon at edukasyon sa mga Karapatsang Pantao (Human Rights Education & Awareness)
3. Pakikipag-usugyan at pakikipagsangguni sa mga tanang pamahalaan at non-government organizations / Coordination and Referral).
4. Pagpapakilos ng iba-taoing sector sa barangay na gawing may kaugnayan sa karapatan Pantao (Mobilization of other sectors in the barangay to support the human rights)

**COMMISSION ON HUMAN RIGHTS**  
Constitutive Administrative Regulation  
3rd Flr., BBSB Bldg., Harrison Rd., Baguio City, 2600  
Tel. Nos.: 075 - 9088, 619 - 9088. Email address: cchr@doj.gov.ph

## Agenda

1. Brief Description of SAAD
2. Criterion for Selection of Beneficiaries
3. Barangay Profile
4. SWOT Analysis
5. Longlist
6. Shortlist
7. Presentation of Project Proposal
8. Profiling & Validation of Shortlisted
9. Others – Open Forum



SAAD CAR facilitates focus group discussions of prospective beneficiaries in Sagada, Mt. Province. Later on, the locals agreed to be grouped.

**Economic** – In a similar vein as the technical reason, a group mutually having a set of inputs saves resources both for the Program and the immediate natural resources of the community. Lifting multiple people from poverty at once brings the vision of the SAAD Program closer to reality.

**Legal** – An organization has its own by-laws and therefore it complies with a set of mandates and procedures. With rules established, the organization is more likely to run more cohesively.

While this guidebook has defined the phases of social preparation, it should be noted that the steps across phases and the officers performing each step may overlap and vary across SAAD provinces, but it is imperative that these procedures should still be observed during the social preparation activities.

Collectively, the procedures are meant to be dynamic in nature, meaning that steps may be backtracked if the situation arises or are iterative.

# Objectives

The guidebook aims to achieve the following objectives:

## General

- To harmonize social preparation procedures which will guide SAAD offices, from the national down to the provincial levels.

## Specific

- To summarize the procedures in social preparation and general related paper work consolidated from the SAAD regional offices, from program entry, profiling, needs and risk assessment, formation of the farmer group, and capacity enhancement;
- To identify the stakeholders who have to be aware and amenable to the program's activities;
- To identify the steps and strategies used to form the farmer or fisherfolk organization and their selection of livelihood inputs;
- To identify the issues and concerns in conducting social preparation and pre-emptive and contingency plans to be enacted;
- To identify the registries or databases the farmer and fisherfolk organizations are needed to be listed in; and
- To share sample cases from actual project implementation from selected SAAD regions for reference.



# Chapter 1:

## Program Entry

Program entry is the first step in the SAAD Program's social preparation activities in the community.

It includes securing permission in entering the community, introducing the SAAD Program to its locals, soliciting pertinent information of the area, and identifying prospective beneficiaries.

This chapter also defines the parties involved in the introduction of the SAAD Program, from the stakeholders, both elected leaders and other officials, and the locals themselves.

This phase is aimed to achieve the following:

- Orient elected leaders and officials about the SAAD Program and its available projects;
- Establish communication with elected leaders and officials;
- Identify the geographic, demographic, and agricultural details of the area; and
- Create a long list of prospective beneficiaries.



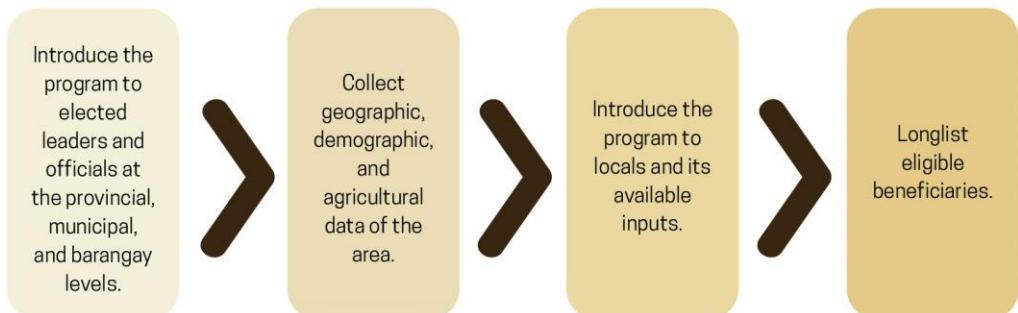


In introducing the SAAD Program, thru communication letters, its regional field and provincial offices set an appointment for a courtesy call or meeting with the elected officials such as the Governor, Vice-Governor, Senators, House representatives, Municipal/City Mayor, Vice Mayor, Councilors, and Barangay Chairmen.

Also to be briefed on the program are other local officials or their equivalents. These are, but not limited to, the following:

- Provincial and Municipal Agriculturists
- Provincial and Municipal Veterinarians
- Agricultural Technicians
- Municipal Agricultural Officers (MAO); and
- Leaders of Indigenous Peoples (IPs, if any)

**Figure 1.** Program Entry Process

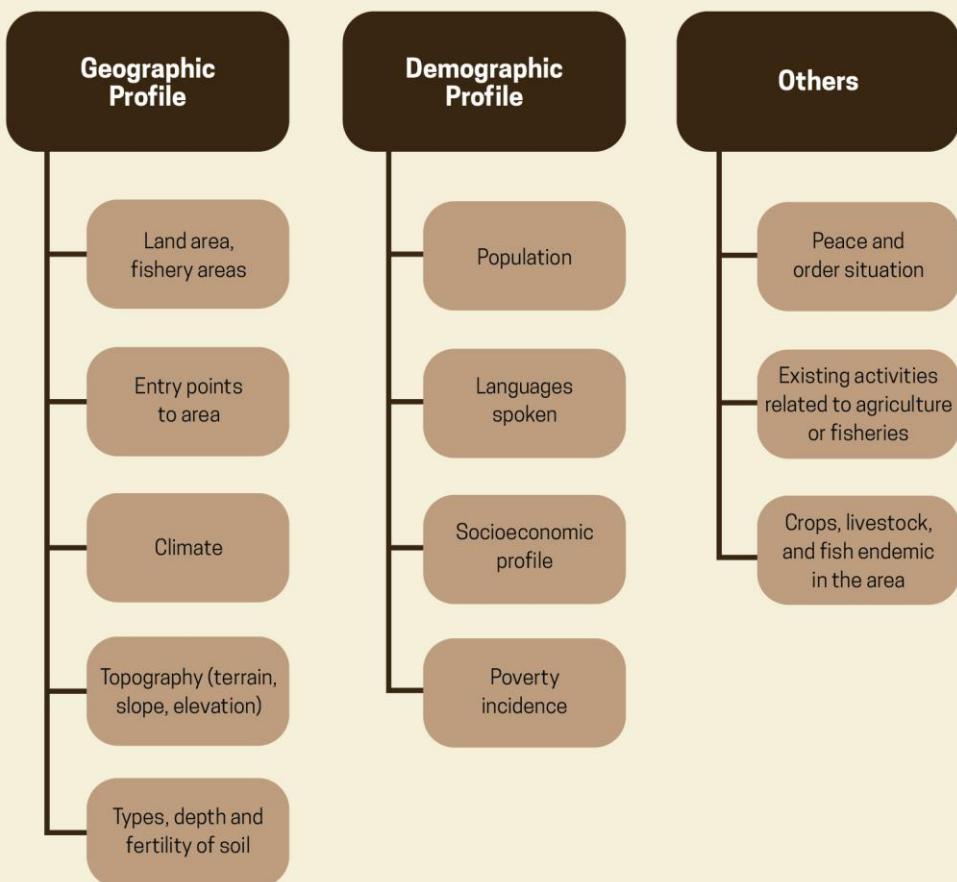


If any official is unavailable for a meeting, it is the responsibility of the SAAD regional and provincial staff to still inform them of the Program and its interest to enter their area.

For social preparation activities for Indigenous Peoples (IPs), consultation and coordination with the National Commission for Indigenous Peoples (NCIP) are done to practice cultural sensitivity. Tribal leaders are informed of the entry of the program and their consent is required for the entry to proceed.

The SAAD staff introduces the SAAD Program and its Implementing Guidelines (DA Memorandum Circular No. 15, Series of 2019) to the leaders and officials thru a briefer presentation and explains the objectives and the beneficiary requirements of the program. In cases of change in political climate following an election, the SAAD implementing office takes initiative in orienting the newly elected officials. Upon arriving in the barangay, a similar orientation is conducted for the locals or the community, while gathering the basic information (Figure 2).

**Figure 2.** Basic Information to Collect During Program Entry



In areas with persistent insurgent activities of any form, the SAAD staff seeks assistance from authorities such as the police or the military to ensure their safety.

Hiring of vehicles may also be an option.

By identifying the community's basic information and receiving the approval of the locals, the SAAD staff proceeds in entering the communities of its prospective beneficiaries and introduces the program and its available projects.



During or after briefing the community of the Program, the SAAD staff begins long-listing potential beneficiaries. To better encourage the prospects to enlist in the Program, beneficiaries are given the recognition as stakeholders of the project they wish to avail.

For better communication between the SAAD staff and the locals, using a common language or dialect is recommended. Further, a barangay-based monitoring team may be established to fast-track reporting to the SAAD provincial and regional offices.

# Case 1: Crops and Livestock

**Region:** CAR (Apayao, Mountain Province and Kalinga)

## **Processes Undergone:**

- The project team (APCO, PC, and AC) met the Governor for a courtesy call to briefly orient them on the Program, after which prospective project areas were identified.
- During the meeting, the role of the PLGU in the project implementation was clearly defined.
- Provincial meetings with the officials, mayors, MA/MAOs were held to orient them of the Program.
- A Provincial Project Management Team (PPMT) was established.
- Municipal meetings were held to identify priority barangays.
- Data were gathered such as a master list of farmers in prospective project areas, agricultural or barangay profile, existing organizations and other vital data needed for validation in the field.

## **Good Practices:**

- The SAAD team clarified to stakeholders regarding the scope of the program to avoid conflicts during implementation. With these set, the stakeholders committed full support to the project and helped in the mobilization of their constituents.
- The farmers were recognized as stakeholders themselves which gave them a sense of ownership of the project. They were also heavily involved in the planning of livelihood projects. These emphasized the values of cooperation and unity.
- The community consultations made the locals acknowledge and appreciate the DA reaching out to them.

## **Issues, Constraints, and Actions Taken:**

Due to the remoteness of priority areas, the SAAD staff either hired a transportation vehicle or walked to arrive at the location.

- A strict criterion was imposed to prioritize the poorest prospective beneficiaries to avoid conflict.
- The use of the mother tongue common to both participants and farmers addressed the language barrier.



## Case 2: Fisheries

**Region:** X (Lanao del Sur, Bukidnon, Misamis Occidental)

### **Processes Undergone:**

- The SAAD Program's Implementing Guidelines were presented to the Governor and Vice-Governor.
- An appointment was set to present the SAAD Program to the Sangguniang Panlalawigan.
- Provincial-wide orientations, consultations and meetings were conducted with the Mayor, SB Committee on Agriculture, Municipal Agricultural Officer and Agricultural Technician.
- Basic information on existing livelihood projects received from BFAR and NGAs were gathered.

### **Good Practices:**

- By coordinating with the elected leaders and officials, they were familiarized with the SAAD Program, its guidelines, Negative List and beneficiary requirements.
- The Local Government Units (LGUs) provided counterpart in the implementation by providing inputs in the SAAD Negative List.

### **Issues, Constraints, and Actions Taken:**

- Political Conflict of Interest: Change in leadership after election period. The SAAD staff earnestly oriented the newly-elected leaders about the SAAD Program to maintain the quality of service.

## Chapter 2: Profiling

Discussed in this chapter are general procedures in profiling beneficiaries. In the context of the SAAD Program, profiling is defined as the act of recording the data about the individual farmers or fisherfolk's personal information.

According to the Merriam-Webster Dictionary, a “profile” is described as “a set of data, often in graphic form portraying the significant features of something.”

As the heart of the SAAD Program, it is important for its staff to know their beneficiaries to serve them better.

This phase aims to:

- Determine the eligible beneficiaries;

- Identify basic personal information needed to be solicited from prospective beneficiaries;

- Explain how the final list of beneficiaries are shortlisted; and

- Identify the registries the beneficiaries are needed to be included in.

BFAR-SAAD IV-B staff profiles beneficiaries in Sta. Cruz, Laste, and Paluan, Occidental Mindoro.

The SAAD staff solicits farmer information either thru existing data from the barangay leaders or conducting a survey, the instrument of which may vary per implementing region and province. This data gathering is in accordance with Republic Act 10173 (also known as the Data Privacy Act of 2012), where any information gathered shall remain confidential and may not be made public without the consent of the farmer. Further, prior to filling up the profiling form, the farmer is made aware of the farmer's data privacy rights and where will the DA use the data.

Assuming the locals choose to avail the services of the SAAD Program, the particular information to be solicited from them (Figure 3).

**Figure 3.** Information Taken for Profiling

**Personal Information**  
(for new or undocumented individual farmers)

- Full name
- Age
- Gender
- Date of birth
- Address
- Religion
- Civil Status
- Contact details
- IP or non-IP
- Languages spoken
- Coordinates
- Income from agriculture and poverty status
- Years in farming
- Land size, tenureship
- Household size and members
- Vulnerability to weather
- Use of fertilizer
- Crop(s) farmed
- Agricultural equipment and facilities owned
- Confirmation of having not received any intervention from DA within the past two years

**Organizational Information**  
(for existing farmer groups)

- Name of organization
- Address
- Type of organization (cooperative or association)
- Date registered
- List of members
- Commodities farmed
- Enterprise engagement(s)
- Number of years in operation
- Facilities and equipment
- Good organizational practices
- Training program(s) underwent
- Organizational awareness, access to climate-smart technologies
- History of receipt of interventions from government/non-government agencies
- Confirmation of having not received any intervention from DA within the past two years

Receiving inputs from DA within the last two years automatically renders a person ineligible to avail SAAD livelihood projects and they may be referred to other DA programs.

From the collected data, the SAAD staff, with the assistance of the local leaders and officials, drafts a long list of potential beneficiaries the names from which are narrowed down to a shortlist of final beneficiaries. The final list of beneficiaries is determined by assessing which of the participants are the poorest of the poor.

In cases of eligible and willing prospects who did not make the shortlist, they may be referred to other DA programs.

Once the list of beneficiaries is finalized and validated, the SAAD staff, in coordination with the LGUs, convene the chosen beneficiaries for an awareness meeting to inform them of their successful entry in the SAAD Program. New beneficiaries are handed profiling forms for them to accomplish.

For undocumented beneficiaries, they are aided by the SAAD staff in getting registered for their convenience. These registries or databases are the following:

- DA Database
- SAAD Database
- Registry System for Basic Sectors in Agriculture (RSBSA, for farmers groups) or Fisherfolk Registration Program (FishR, for fisherfolk groups)
- National Commission on Indigenous Peoples Database (NCIP; for IP beneficiaries)

It is the responsibility of the regional SAAD IT team to regularly maintain its beneficiary database as new individual or organized farmers are added and sent to the NPMO for updating.

A total of 736 farmers underwent validation and profiling for the 2020 project implementation in Davao de Oro.



# Case 3: Crops and Livestock

**Region:** VIII (Northern Samar, Western Samar, Eastern Samar, Leyte, Southern Leyte)

## Processes Undergone:

- Prospective beneficiaries were convened and consulted thru interviews and noted the kind of crops and livestock that were sustainable in the locality.
- After consolidating the outputs from the consultation meetings, a caucus within the SAAD PPMSO was held to deliberate the final list of beneficiaries.
- The SAAD PPMSO staff performed site validation to authenticate the data gathered.
- The list of beneficiaries was finalized.

## Good Practices

- The SAAD RPMSO frequently coordinated with the PLGU, MLGU and concerned barangays to ensure the specific agricultural needs of the beneficiaries were deemed suitable to them. In this manner, the proposed projects given were properly used and sustained by the beneficiaries.

## Issues, Constraints and Actions Taken:

- It was a struggle to convene all the target beneficiaries in a single meeting as most of them were busy with their daily agricultural activities. With the help of the barangay officials, the farmers were followed-up on set meeting dates. Confirmation slips were handed to tally how many farmers will be able to attend.
- If a farmer is not available during a profiling meeting, a relative or any representative attended for them. This however led to cases of beneficiaries receiving insufficient information from their representative. In such cases, a special profiling meeting was set to cater them.
- In cases where most of the farmer groups were yet to be registered, the SAAD staff reassessed and re-evaluated their documents and assisted them in their registration.



# Case 4: Fisheries

**Region:** MIMAROPA (Occidental Mindoro)

## Processes Undergone:

- The BFAR-SAAD staff set a meeting with the Fishery Extension Officers and barangay officials to visit and assess the eligibility of each prospective household and organizations.
- After the assessment, the BFAR-SAAD staff discussed the possible projects to the beneficiaries.
- The beneficiaries for each project were identified after which they were oriented on beginning a fisherfolk organization from capability enhancement, organizational and leadership development.

## Good Practices:

- The regular coordination with the barangay officials made the extension officers well-informed. This helped narrow down the final list of beneficiaries. This healthy relationship also helped them assess which projects are best suited for the fisherfolk. Delivery activities were also conducted smoothly because of this.

## Issues, Constraints and Actions Taken:

- Due to change in political climate, the SAAD staff had to compromise if the new leadership insisted to replace the validated beneficiaries.
- The SAAD staff were prohibited to perform delivery activities without the presence of the LGU. Because of this, they adjusted their schedule based on the availability of the LGU.



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## **Chapter 3: Needs and Risk Assessment**

This chapter presents the general procedures in identifying the beneficiaries' agricultural and fishery-related needs, desired outcomes, and the positive and negative impact the chosen livelihood project could have in their immediate environment.

Because the SAAD Program envisions to evolve its beneficiaries from producers to entrepreneurs, it is crucial to know the specific needs of farmers and fisherfolk. As such, implementers need to employ data collection methods to solicit important information.

The implementers need to identify problem areas, from the beneficiaries' prior knowledge in agriculture, to the available resources in the area. By specifically targeting the root causes of the farmers and fisherfolk being hindered from achieving success, their development steadily moves forward.

This phase aims to:

- Identify the factors to be considered when choosing the bundle of inputs for a livelihood project; and
- Identify the methods and instruments used in needs and risk assessment.





A total of 736 farmers underwent validation and profiling for the 2020 project implementation in Davao de Oro.



A total of 736 farmers underwent validation and profiling for the 2020 project implementation in Davao de Oro.

The necessary paperwork and data collection instruments may differ across SAAD areas. SAAD implementers on the ground are expected to determine and close the gaps between the current state of the beneficiaries and their desired goals. They have to conduct risk assessment to ensure that the upcoming livelihood project would be able to overcome hazards during and after its implementation.

Thru consultation meetings, the SAAD staff provides the farmers a menu of inputs to choose from, ranging from the main commodities of rice, corn, high-value crops, poultry, livestock, or fisheries.

The list of inputs should be in line with the current agricultural or fishery-related activities in the area. Available resources in the area will also be identified by the SAAD staff for the beneficiaries to maximize their use of their environment. If possible however, beneficiaries may choose an entirely new undertaking, which must be subject to research and consultation.

Furthermore, the SAAD staff informs the beneficiaries of the Program's Negative List (DA Memorandum Circular 15, Series of 2019, Annex A) – a list of items the SAAD Program does not provide, per its limitations.



Concurrent with needs assessment, both the farmers and the staff also conduct risk assessment to determine the mitigation, contingency and recovery plans to be done in case of shocks such as disasters. By performing risk assessment, both implementers and farmers alike are able to identify and foresee the positive and negative socio-cultural, environmental, and economic impact the livelihood project might have (Figure 4).

**Figure 4.** Needs and Risk Assessment Contents



Data collection is done by using several the instruments or methods as listed below. After this, the beneficiaries and the staff will decide the final livelihood projects:

- Survey questionnaire;
- Interviews, whether in person or thru video conferencing;
- Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis;
- Focus group discussions; and
- Brainstorming.

# Case 5: Crops and Livestock

**Region:** V (Catanduanes, Masbate, Sorsogon)

## **Processes Undergone:**

- The PCs and ACs discussed the mission and objectives of the program with the shortlisted farmers.
- The beneficiaries were made aware of the Program's Negative List.
- The LGU and SAAD staff pre-selects projects for the beneficiaries under corn, organic agriculture and livestock. For high value crops and rice projects however, the farmers can freely make their choice as long as it meets the requirements and factors such as availability of resources, capabilities of the beneficiaries and definite set of goals.

## **Good Practices:**

- By conducting proper needs assessment, the needs and wants of the farmers were acknowledged and various factors in choosing the best suited package of interventions for them were considered.
- The staff explained to the farmers the reason why the desired projects were not suitable in their area.

## **Issues, Constraints and Actions Taken:**

- In the early years, needs assessment was done late when the implementation of the project had already started. The menu of items was already in place, therefore the other items the farmers suggested were not included.

As such, the staff had no choice but to follow the items delivered and match them with willing beneficiaries. Allowing to craft a yearly budget and planning ahead to resolve backlogs and mismatches encountered was helpful.

The conduct of workshops and meetings was crucial in solving said challenges. Forecasting the possible needs of the beneficiaries following the previous inputs given and performance were also done.

- Sometimes the previously identified needs and wants change the following year. Room for adjustment were given to farmers such as being allowed to shift packages. Additional inputs may be given to them from the RPMSO's savings.

# Case 6: Fisheries

**Region:** XII (Sarangani)

## **Processes Undergone:**

- Identification of livelihood projects was done thru SWOT analysis with assistance of the beneficiaries' Fishery Coordinator under the MAO.
- The results were presented to the SAAD team and the 2017 project proposal was done by the PLGU, while succeeding years by BFAR-PFO.

## **Good Practices:**

- Through SWOT analysis, needs were prioritized in the coastal community which could be addressed by SAAD for fisheries project.

## **Issues, Constraints and Actions Taken:**

- Because Sarangani is part of the Sarangani Bay Protected Seascape as stipulated in RA 11038 or the National Integrated Protected Areas System (NIPAS) Act of 1992, site selection was a challenge. As such, the SAAD RO made constant coordination with the LGU.



## **Chapter 4:**

# **Formation of Farmer or Fisherfolk Group**

Once farmers have enrolled to the SAAD Program and are added to the appropriate registries as individual farmers, the next step is to organize them into a farmer/fisherfolk group or cooperative, establish its leadership and by-laws, and provide it with proper documentation.

According to Nguyet (2002), the advantages of a farmer group are:

- Information spreads quickly among farmer group members;
- Farmer group members reap more economic benefits compared to an independent farmer;
- Having more than one person managing the farm simplifies work;
- Different skills of each individual member are harnessed, benefiting others with a different skill set;
- A farmer group has more power to bargain with input and credit suppliers, banks, and buyers of the farm's products; and
- Farmer group members can receive support from village and district-level organizations.

The United States Department of Agriculture Rural Business Cooperative Service (1990) stated that being in a group or cooperative will benefit its farmer members as they:

- Have democratic control over the group; having the freedom to determine their objectives, financing rules, craft their operating policies and methods of sharing the benefits;
- Benefit from economies of scale by increasing their production and become efficient with it;
- Reap from the savings made in handling, processing and selling operations;
- Could upgrade their quality of supplies or farm products handled; and
- Develop new markets for products.





DA-SAAD RFO XIII teaches the Ocao Farmers Association the ins and outs of a farmer group in Rosario, Agusan del Sur.

Ideally, forming multiple cooperatives introduces a level of competition that is healthy for the economy. Also, farmer groups have a better chance of expanding their products from their immediate market to a wider clientele, even transcending to successful enterprises by processing their fresh produce into marketable new products.

Risks are also reduced, lessening the damage caused by economic and environmental shocks such as inflation and natural disasters, respectively (Meatco, 2018).

By forming a farmer organization, its members are more likely to achieve goals they may not otherwise achieve individually, such as lowering transportation and storage costs. Further, farmer group members will be empowered economically and socially if they are fully involved in the organization's decision-making.

The SAAD Program, with the assistance of local officials, assists its farmer groups in their organization and the formulation of their by-laws which creates a leadership structure and adds a degree of accountability to its members.

While this chapter takes into account the formation of a newly-organized farmer group, the SAAD Program has assisted farmer groups with partial or complete documentation prior to their enrolment.

This phase aims to:

- List down the important activities in establishing a farmer or fisherfolk organization;
- Explain how elections of a farmer or fisherfolk organization are held;
- List down the activities and steps in drafting the by-laws of the organization; and
- Identify the government agencies the organization needs to secure accreditation from.

The SAAD staff may provide assistance in the election of the leaders of the farmer or fisherfolk group. Before the election, the organizational structure is introduced wherein the duties, responsibilities, and ideal qualities of the leaders are stated. The group may set elections with a pre-determined term as needed. The election is held formally; may it be a show of hands or casting ballots to decide the organization officers.

The election process, the duties and responsibilities of each officer are documented in preparation for the creation of the by-laws and for future reference. Once the leaders are officially sworn in, the by-laws of the organization are drafted.

The new officers and the rest of the organization, with the assistance of the SAAD staff, creates the by-laws, from the rules and regulations, prevailing and possible issues and concerns, and actions to be taken to mitigate or resolve them, and contingency plans. Conflict resolution processes are also determined to maintain diplomacy. The by-laws may be written or translated in the area's mother tongue to give the organization a sense of ownership.



BFAR RO XIII facilitates self-realization and values formation activities in Lanuza, Surigao del Sur

Centro Mandaon Farmers Association from Masbate



Self-realization and values formation exercises in Surigao del Sur



Lala Fishermen's Cooperative from Lanao del Sur

The SAAD Program and the organization may jointly sign a Memorandum of Understanding to further bind the two entities.

With officers elected and sworn in, the SAAD staff may invite a representative from the Department of Labor and Employment (DOLE) and/or the Securities and Exchange Commission (SEC) to assist farmer and fisherfolk groups to be accredited.

As SAAD areas are usually far-flung, communication gaps are expected to occur. As a mitigation practice, constant coordination, whether oral or written are done for the convenience of both parties. In holding meetings, such gatherings may be conducted in a venue where both the SAAD staff and the organization can meet halfway.

In cases of implementation delays, it is the SAAD staff's responsibility to inform the organization about the delay and the cause so as not to discourage the beneficiaries.

With the group established, its officials elected, and by-laws finalized, the organization is ready to receive the services of the SAAD Program.



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# Case 7: Crops and Livestock

**Region:** XIII (Agusan del Sur and Surigao del Sur)

## **Processes Undergone:**

- The SAAD staff assisted in the election of officers, helped in the setting of duties and responsibilities of officers and members and the drafting of the by-laws.
- The staff also helped in registering the farmer group to DOLE.

## **Good Practices:**

- By assisting the farmer group to be registered to DOLE, the SAAD staff improved the organization's capacity to handle its internal and external affairs and communication skills. This also enhanced the organization's ability to cope with their daily operations.

## **Issues, Constraints and Actions Taken:**

- Communication and accessibility were problematic due to the remoteness of the areas. To address this, the farmer group members were personally informed regarding upcoming meetings. Letters were sent to them, which were returned with the members' signatures, confirmed their receipt. Meetings were held in areas convenient to everyone.



# Case 8: Fisheries

**Region:** XIII (Agusan del Sur and Surigao del Sur)

## Processes Undergone:

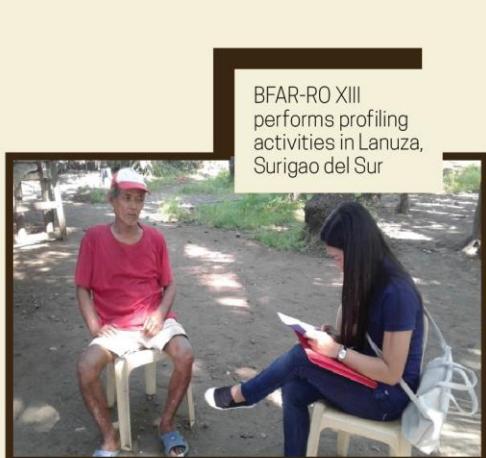
- The SAAD Regional Office assessed and validated the organization's legitimacy, completeness of officers and by-laws, and farmers' capabilities and prior training received.
- The individual members were assessed on their capabilities and contributions to the organization.
- Focus group discussions were conducted to identify problems, formulate action plans to mitigate or resolve them, and assessed if the action plans were effective.
- Livelihood training and other activities were planned ahead.

## Good Practices:

- By performing the region's current processes in organizational development, it became a way to increase productivity and efficiency of the organization. Because of this, the organization was able to adapt and respond positively.

## Issues, Constraints and Actions Taken:

- Because the organization had no clear direction, setting the correct goals and communicating with them clearly with the organization was crucial for the organization's sustainable growth.



# Chapter 5:

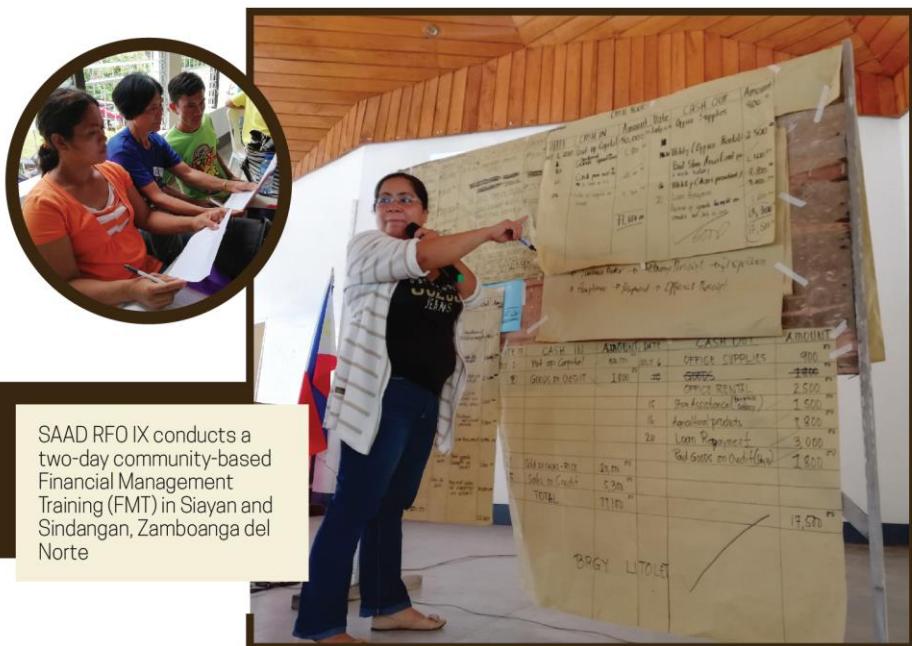
## Capability Enhancement Training

With the beneficiaries identified and organized, it is important for the beneficiaries to be ready before they receive livelihood inputs. As such, capability enhancement activities are held by the regional and provincial SAAD staff to strengthen the farmers and fisherfolk's knowledge in agriculture or fisheries, from the technical, financial, and administrative aspects, as well as ideal work ethic and values.

By improving these skills, the organization will be able to run the organization, the farm or fishing area and sustain them. The goal of capability enhancement is for the beneficiaries to maximize the livelihood inputs turned over to them.

This phase is aimed to:

- List down the preparations required to hold a training;
- Identify which government agencies to coordinate with to permit the training; and
- Identify the kinds of training the SAAD Program will offer.





BFAR-RO XI performs capability enhancement training in preparation for 150 beneficiaries of "Provision of Motorized Fishing Boat and Fishing Gear and Paraphernalia" from the coastal municipalities of Davao de Oro.



To begin capability enhancement training, the SAAD staff coordinates with the PLGU, MLGU, and the barangay officials to prepare the conduct of the training. Coordination must be done with outside agencies or persons involved. The conduct of the training is relayed to the beneficiaries in advance, as most farmers and fisherfolk would be occupied in their daily activities.

The following information has to be defined before the workshop. Proper documentation is also observed. The information is as follows:

- Date(s) and venue;
- Participating outside agencies and resource persons;
- Training cost;
- Rationale of the workshop;
- Objectives of the workshop (these would require the use of action verbs for a more specific output and to be able to assess if the training was successful; the use of Bloom's Taxonomy is preferable);
- Names of the trainers (whether from SAAD or an outsider);
- Participating beneficiaries;
- Training course and description (with methodology and course outline); and
- Expected output(s).

## **Crops**

- Planting
- Daily and seasonal production recording
  - Fertilization
  - Harvesting
  - Monitoring

Training may vary depending on what the farmer or fisherfolk group needs, but the general topics to be taught are the following:

## **Livestock**

- Raising
- Feeding guide
- Construction and maintenance of housing
- Monitoring

## **Capture Fisheries**

- Construction and maintenance of boats
  - Aquaculture
- Construction and maintenance of culture pens

## **Organizational Development**

- Policy formulation
- Leadership training
  - Team building
  - Bookkeeping
- Financial management
  - Basic accounting
  - Money handling
  - Monitoring

## **Entrepreneurship**

- Establishment of an enterprise
  - Values Formation
    - Operations
- Postharvest processing
  - Packaging
- Production record (daily or seasonal)
- Marketing strategies

If the farmers already have prior knowledge regarding agriculture or fishery, training would still be required to reinforce their current skills set and acquire new skills with refresher courses. Farmers may not be confident with their own skills because of inadequate educational background, thus it is the duty of the SAAD staff to aid them and give them the confidence to finish the training.

It should also be noted that farmers and fisherfolk may vary in age and capabilities. The trainers are expected to be patient, compassionate, and inclusive. Furthermore, the trainers should understand that the farmers and fisherfolk are mostly adults. Unlike children who were taught to know the “what”, “where”, and “when”, adults would want to know the “how” and the “why”. It is the trainers’ duty to impress to the trainees that the training is worthwhile.

In cases of conflict-stricken areas, especially in areas covered by the National Task Force to End Communist-Armed Conflict (NTF ELCAC; Executive Order 70, Series of 2018), proper communication and coordination is key to make the people believe the State recognizes their needs. The SAAD staff seeks the assistance of authorities (police or military) to help them enter conflict areas.

To fully immerse themselves with the farmers and fisherfolk, the SAAD staff are present and ready to assist them whenever needed.

Once a farmer group is capacitated, they are given technical assistance such as helping to draft the project proposal which is an important documentary requirement.

In a case-to-case basis, a Memorandum of Agreement (MOA) may be signed by the SAAD Regional Field Office and the farmer or fisherfolk group.



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# Case 9: Crops and Livestock

**Region:** IX (Zamboanga del Norte and Sulu)

## Processes Undergone:

- The new association was assisted to establish the organizational structure, election process, roles and responsibilities of each member, by-laws, mission-vision statements, goals, profile, and comprehensive plans for registration.
- The association was trained in the following: policy formation, organizational (dues and penalties) and financial policies, schedule of duty for communal projects, feeding guide for poultry and livestock, planting, fertilization, and harvesting of crops, marketing strategies, production record, monitoring, basic financial management, bookkeeping and maintenance of bank account.
- Guest speakers were invited to conduct technical training, which are conducted per commodity (rice, corn, high-value crops, livestock or poultry). They capacitated the beneficiaries in handling and managing projects given by SAAD.
- Actual activities are conducted to let the participants appreciate the importance of the training.

## Good Practices:

- Capability enhancement training is done continuously.
- Strong link with the PLGU, MLGU and BLGUs.
- Constantly conducting monitoring and evaluation.
- Community immersion of staff as a team building exercise.

## Issues, Constraints and Actions Taken:

- The farmer organizations were hesitant to participate at first because they were not used to feel the presence of the Government. These fears were later relieved due to the proper and constant communication despite unavailable mobile phone signal in the areas and monitoring activities.

SAAD RFO IX conducts a two-day community-based Financial Management Training (FMT) in Siayan and Sindangan, Zamboanga del Norte



# Case 10: Fisheries

**Region:** XI (Davao de Oro)

## **Processes Undergone:**

- Identification of training based on the livelihood interventions given.
- Preparation of the training program which contained the title of the training program, proponent, target date, venue, coordinating agencies, training cost, rationale, objectives, target participants, course description (methodology and course outline, expected outcomes).
- Coordination with the MLGU and PLGU for the conduct of the training, as well as arranged the venue, and availability of P/MLGU representative, trainer, and beneficiaries.
- Preparing and serving letters to M/PLGU about the final schedule of the training and informed the beneficiaries ahead of time.

## **Good Practices:**

- Training conducted was based on the livelihood interventions given.
- Proper identification of programs were based on the needs of the beneficiaries.
- Constant coordination with the LGUs for a more harmonious conduct of training.

## **Issues, Constraints and Actions Taken:**

- The beneficiaries had limited attendance due to their daily fishing activities.
- The beneficiaries lacked the confidence to accept the training due to their low educational background.
- The topics were discussed using the mother tongue for better communication.



BFAR-RO XI performs capability enhancement training in preparation for 150 beneficiaries of "Provision of Motorized Fishing Boat and Fishing Gear and Paraphernalia" from the coastal municipalities of Davao de Oro.



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## Conclusion

This Guidebook provides a comprehensive documentation and attempts to harmonize the SAAD's social preparation procedures.

It is emphasized, however, that variations in practices among the provinces are allowed due to location-specific differences (e.g. cultural, religious). For these variations, please see Annex 1. SAAD Social Preparation Procedure per Region and Annex 2. Summary of Duration and Coverage of Social Preparation Activities per Region and Commodity.

Furthermore, this guidebook is open for improvement to provide more inputs that can benefit of the SAAD Program.

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**Annex 1**

**SAAD Social Preparation**

**Procedures per Region**

**Cordillera Administrative Region**  
Kalinga, Mountain Province, and Apayao

## Part 1: Crops and Livestock

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy call with barangay officials.	The local leaders and officials are familiarized about the SAAD Program and projects.	Set an appointment with the Barangay Chairman.	PowerPoint Presentation of the SAAD Program briefer.	1 day, including travel time to barangay.	1 barangay.	AC or PC.
Gather basic data regarding the barangay profile from line agencies and key persons.	The SAAD staff are familiarized on the status of the community based from the collected secondary data.	Gather secondary data from line agencies and/or LGUs.	Office supplies (paper and pen).	1 day.	1 barangay.	AC/ AT/ LGU representatives.
Conduct of SAAD barangay orientation.	The community residents are familiarized on the program; The community residents understand the vision, mission, goals and objectives of the same;	Present to the community the SAAD briefer; and Perform consultation and group discussion with the community about their needs.	PowerPoint presentation of the SAAD Program; and Writing materials.	1 day.	1 barangay.	AC/ AT/ LGU representatives.

**(cont.) Cordillera Administrative Region**

<p>The SAAD staff have gathered some basic data and/or confirmation from the body on the status in the community; and The SAAD staff have identified the potentials of the community and the needs for intervention services.</p>	<p>Long listing of proposed beneficiaries to finalize shortlists.</p>	<p>The SAAD staff have listed down all residents below poverty line who are qualified to become beneficiaries.</p>	<p>Organization of the finalized/shortlisted beneficiaries.</p>

(cont.) **Cordillera Administrative Region**

<p>Conduct of organizational development training (VMGO, values formation, leadership training, simple bookkeeping, IP mentoring, entrepreneurial development.</p> <p>The organization officers and members are equipped with the knowledge and skills needed to be organization members; and The members of the organization are informed of their roles, functions and responsibilities.</p>	<p>Perform training and workshops, lectures, discussion, brainstorming, and consultation.</p>	<p>PowerPoint presentation; Manila papers, Markers; Chalk and board; Columnar pads; Notebooks; and Pens or pencils.</p>	<p>2 months per schedule of every training.</p>	<p>1 barangay.</p>	<p>AC/ AT/ LGU representatives/ RS.</p>
<p><b>Unique Practices</b></p> <p>Butchering of pig during barangay consultation/orientation. Whole community invitation.</p>					

**MIMAROPA (Region IV-B)**  
Occidental Mindoro

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy call to the Barangay Chairman and/or Tribal Leader for IP community.	The local leaders and officials are familiarized about the SAAD Program and its projects.	Schedule an appointment to the Barangay Chairman.	PowerPoint Presentation of the SAAD Program briefer.	1 hour.		Provincial or Area Coordinator.
Orientation to the community and identification of needs.	The community is familiarized with the SAAD Program and its projects.	Schedule for a meeting with the community at their convenient time.	Presentation of the SAAD Program briefer.	1 -2 hours.		Provincial or Area Coordinator.
Profiling.	Established community profile.	Community visitation/ clustering as to the project needs.		1 week.		Provincial or Area Coordinator.
Organizational Development.	Set of officers were elected.	Orientation of the community for their roles and responsibilities as officers and members.	PowerPoint Presentation of their roles and responsibilities. Board and markers.	½ day.		IDS/ Provincial Coordinator.

(cont.) **Region IV-B**

Creation of their By-Laws.	The community will have their by-laws as their guide on the management of their association.	Drafting/ Presentation and approval of their by-laws.	PowerPoint Presentation of the draft by-laws. Board and markers.	$\frac{1}{2}$ day.	Provincial Coordinator/ MLGU.
Capability building / project scheme / presentation / technical assistance.	Concerned program coordinator discussed the overview of the project and its scheme.	Presentation of project overview and its requirements.	PowerPoint Presentation; and Hands-on training.	1-2 days.	Concerned Program Coordinator (Rice, corn, HVCDP, livestock, Organic Agriculture).
Monitoring of projects and assessment.	Projects are monitored and documented.	Documentation/ Success stories.			Concerned Program Coordinator (Rice, corn, HVCDP, livestock, Organic Agriculture)/ PMED/ DS.

**Region V**  
Catanduanes

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy call to partner LGU's (Mayor, Municipal Agriculturist, Barangay Captain) about the program.	Positive response, support, assistance, and guidance.	Through proper communication and orientation.	Brochure or reading materials about the program (SAAD) to be given to partner agency (LGUs) for them to be familiarized with the program.	Two (2) weeks, it depends upon the number of covered areas and its distance.	Twenty (20) barangay, six (6) municipalities will be covered.	Municipal Mayor, Municipal Agriculturist and its Program Technologist/ Focal Person, Barangay Captain and the Council); and SAAD Staff.
Conduct meetings in the identified barangays for information dissemination of the program.	Full support from the barangay.	Send communication letter about the meeting to be conducted in the barangays.	Communication letter.	2 days.	Twenty (20) barangay, six (6) municipalities will be covered.	Barangay Captains and Council; and SAAD Staff.
Conduct of house to house interview in the barangay and profiling of farmers.	Duly accomplished profiling forms.	Discuss possible viable projects; Select Preferred project; and Identify other poor farmers willing and interested in the program.	Profiling forms.	1 month.	Twenty (20) barangay, six (6) municipalities will be covered.	Farmers and SAAD Staff.

**(cont.) Region V | Catanduanes**

Shortlisting of eligible farmers.	List of target farmers that will become the recipients of the program.	Reviewing of the farmers profiling form and validation based on their basic information and income data.	Profiling forms and laptop.	3 days.	Twenty (20) barangay, six (6) municipalities will be covered.	SAAD Staff/ Area Coordinators; Farmers.
Registration of Identified Farmer recipients.	List of identified farmers.	Encoding of farmer recipients and their data.	Profiling forms and laptop.	7 days.	Twenty (20) barangay, six (6) municipalities will be covered.	SAAD Staff/ Area Coordinators; Farmers.
Preparation for a conduct of training.	Successful training outcome.	Sending of communication letter about the training to be conducted in the barangays.	Communication letter of training to be conducted.	2 days.	Twenty (20) barangay, six (6) municipalities will be covered.	SAAD Staff/ Area Coordinators.
Conduct of training.	Learning of additional Information and new techniques on farming and its application.	Additional information and techniques in farming given by the speakers; and Expected topics of the farmers are well-presented by the speakers.	Brochure or reading materials about the livelihood projects and topics that are discussed in the training; Laptop; Projectors; and Geotagging device.	3 days per training.	Twenty (20) barangay, six (6) municipalities will be covered.	Municipal Technologist, Speakers, Farmers, SAAD Staff.

**(cont.) Region V | Catanduanes**

Distribution of Livelihood Inputs.	Delivery of livelihood inputs to farmer recipients.	Coordinate with partner LGUs (Municipal Mayor, Municipal Agriculturist and Barangay Captains) in the turnover of SAAD intervention.	Communication letter; Geotagging device; and Required gorms.	1 month.	Twenty (20) barangay, six (6) municipalities will be covered.	Municipal Mayor, Municipal Agriculturist and its Program Technologist/ Focal Person, Barangay Captain and the Council); SAAD Staffs; Farmers.
Monitoring Activities.	Data or record of distributed inputs for livestock, vegetable, and rice productions.	Field monitoring of the interventions given to farmers.	Required forms; Records; and Geotagging device.	monthly or twice a month depending on the distance of the area.	Twenty (20) barangay, six (6) municipalities will be covered.	SAAD Staff/ Area Coordinators.

**Region V**  
Masbate

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy call to the LGU and Barangay Chairman.	Familiarization of the local leaders with the SAAD Program and its projects.	Schedule an appointment with the officials.	PowerPoint presentation and briefer of the SAAD Program.	1 hour.	1 barangay.	PC/ AC.
Profiling of farmers.	Identification/verification of the personal information of farmers.	Courtesy call to the Mayor and brgy. officials; and personal interview with the farmers.	Profiling form; Pen; and Geotagging device.	1 hour.	1 beneficiary.	PC/ AC/ Barangay Officials/Farmer.
Making of communication letter for the upcoming activities of the program and request for support from MLGU in the training and seminars; and Delivery and distribution of interventions.	MLGU is supportive in the delivery and distribution of the intervention; and Provision of assistance in the facilitation of training, seminars and other official activities of the program.	Early dissemination of information for the upcoming activities; giving and sharing of plans for target interventions.	Printed communication letter regarding the upcoming activities.	1 day.	1 barangay.	PC/ AC/ MAO/ Barangay Officials.

**(cont.) Region V | Masbate**

Conduct of training.	Farmers will be more knowledgeable and well trained in agricultural activities.	Coordination with the Barangay Chairman and asking for assistance for the preparation of venue; and Dissemination of information to the concerned participants.	Training kits; Projector; PowerPoint presentation; Laptop; and Geotagging device.	2- 5 days.	1 municipality.	PC/ AC/ Technical Staff/ Resource Speaker; Farmers.
Planning conference for the systematic distribution of SAAD interventions.	Smooth and systematic distribution of SAAD interventions.	Coordination with the MAOs Office, Barangay Officials, and target beneficiaries regarding the release of interventions.	Government vehicle; List of beneficiaries; Interventions; and Geotagging device.	1-2 days.	1 barangay.	PC/ AC/ Representative from the MAOs office/ Barangay officials/ Farmers.
Distribution of SAAD interventions to farmer beneficiaries.	Successful distribution of interventions on the target date.	Release of interventions with proper documentation to the farmers.	Government vehicle; List of Beneficiaries; Interventions; and Geotagging device.	1 day.	1 barangay.	PC/ AC/ Representative from the MAOs office/ Barangay officials/ Farmers.

**Region V**  
Sorsogon

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Information dissemination at LGUs and Municipal Agri Office regarding SAAD program design and its interventions.	Well informed staff at the LGU and the MAO Technicians.	Orient and acquaint concerned staff from LGU and MAO's office regarding SAAD.	PowerPoint presentation on SAAD Program; and Pamphlets or brochures.	1 day.	1 LGU.	SAAD Provincial Coordinator.
LGU and MAO's office commits to participate in SAAD implementation and selects Technician as facilitator.	Selection and identification of technician as facilitator.	LGU and MAO to select technician as facilitator.		Within 1 day after orientation.	1 LGU.	LGU.
Information dissemination at barangay level with the help of the LGU and Municipal Agri Office regarding SAAD program design and its interventions.	Well-informed barangay and purok leaders.	Orient and acquaint all target leaders in the barangay or area covered about the SAAD Program.	PowerPoint presentation on SAAD Program; and Pamphlets or brochures.	2 days.	1 barangay.	SAAD Provincial Coordinator/ Area Coordinator.

(cont.) **Region VI Sorsogon**

Orientation of the Barangay Facilitator (BF) on community organization and facilitation skills development.	Capacitated BF in community organization.	Discuss and immerse the BF in community organization activities.	PowerPoint presentation on SAAD Program; and Pamphlets or brochures.	1 day.	1 barangay.	SAAD Provincial Coordinator/ Area Coordinator.
Identification of target households and commence community organization activities.	Identified and prioritized target households.	Visit and check the eligibility of each prospective target household.	Evaluation form; and Profile form.	15 days.	1 barangay.	AC/ BF.
Visitation and Validation of priority target household and proposed project.	Validation of target household and proposed project.	Deliberate shortlisted households and subprojects.	Profile Form.	2 days.	1 barangay.	AC/ BF and core group (CG); Farmers.
Setting up of meeting with target households.	Produced an agreement on projects to be implemented, list of participants, and core group members.	Discuss possible viable subprojects options given the agro-physical profile and projects' long-term prospects;	Menu of available subprojects; a Written document indicating the beneficiaries' preferred project; and Participation form for other poor households.	1 week.	1 barangay.	AC/ Technician/ BF/ CG.

**(cont.) Region V | Sorsogon**

		and Select preferred project.			
		Identify other poor households willing to participate.			
		Identify persons from those interested to form the core group of the proposed project.			
Organization of group/Association on the target household.	Creation of group/ association registered to DOLE.	Conduct of election for set of officers/ Submission of papers and documents required by DOLE.	Accomplished template form from DOLE.	1 week.	1 barangay. AC/BF; Core group; and Farmers.
Train and capacitate the group.	Capacitate the target household and group on the implementation of their agreed projects.	Capability training for food and livelihood production as well as enterprise development.	PowerPoint presentation on Food and Animal production; and Pamphlets or brochures.	1 week.	1 barangay AC/ Core group/ Support Institution/ Technical Staff/ Farmers.

**(cont.) Region V | Sorsogon**

Distribution of livelihood inputs.	Delivery of the inputs to the target beneficiaries of the program.	Coordination with the LGU particularly the MAOs office, barangay officials and other involved individual for the turnover of interventions to the beneficiaries.	Interventions; and Required forms.	1 week.	1 barangay.	AC/ Core group/ Support Institution/ Farmers.
Monitoring Activities.	Proper record of interventions received by beneficiaries and its current status/use.	Field monitoring and validation activities.	Required forms; and Geotagging devices.	monthly or twice a month depending on the distance of the area.	all areas covered by the AC.	AC/ BF.

**Region VI**  
Antique, Negros Occidental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct courtesy call and meeting with LGU regarding the SAAD project in their locality.	Informed the local chief executives and concerned department of the LGUs of the SAAD Program.	Orient the respective offices of the objectives, the role they played and the manner of implementation of the projects.	PowerPoint materials on SAAD briefer; Work and Financial Plan; and Pamphlets or brochures.	1 day.	1 per municipality.	RPMSO, PPMSO, Mayor's Office, PDO, MAO.
Spread information about SAAD to sitio/barangay leaders and Farmers Association/ Cooperatives as well as the residents of the barangay.	Informed the residents and all barangay leaders of the SAAD Project.	Orient sitio/barangay and purok leaders and Farmers Associations/ Cooperatives and residents with regards to the implementation of the project.	Brochures; Pamphlets; and SAAD briefer.	1 day.	1 barangay.	Area Coordinator.

(cont.) **Region VI**

Profiling of potential beneficiaries.	Identified possible individual/groups beneficiaries for the project.	Interview and fill out profiling form.	Profiling form.	1 month.	1 municipality.	Area Coordinator.
Conduct of Orientation/Community Needs Assessment in the Barangay.	Identified needs/interventions for the barangay.	Assessments, interviews, and workshops.	PowerPoint presentation.	1 day.	1 barangay.	RPMSO, PPMSO, MAO.

**Region VII**  
Bohol

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy calls to office of the Provincial Agriculturist and Veterinarian (OPA and OPV).	Well-informed and orient partner implementers/stakeholders of the project.	PC will arrange schedule with OPA and OPV; and Discuss and present SAAD briefer, guidelines, provision of copy of project documents as reference, project activities and secure commitments and support from the office.	PowerPoint presentation about SAAD project.	2 hours.	2 offices.	PC/AC, OPA, OPV.
Courtesy call to Governor	Well-informed provincial chief executive of the project.	PC, Provincial Agriculturist and Veterinarian arrange schedule with Office of the Governor; and Discuss and present SAAD briefer, guidelines, provision on copy of project documents as reference, discuss project activities and secure commitments and support from the office.	PowerPoint presentation about SAAD project.	2 hours.	1 office.	PC, Prov. Vet, and Agriculturist.

**(cont.) Region VII | Bohol**

<b>Meetings with Municipal Agriculturists and Technicians.</b>	Introduced SAAD projects/ Guidelines and protocols; Strategized activities per Municipalities; and Orientation of the Role of MA and AEWs in the projects Informed.	Discuss and present SAAD briefer; Discuss project activities, identification of interventions based on suitability in their respective locality, proposal generation of project intervention, strengthening, Municipal federation and marketing; and Secure commitments/ support from them.	PowerPoint presentation about SAAD project.	1 day.	5 municipalities.	PC, AC, MA and AEWs.
						MA, PC, and AC.

(cont.) **Region VII | Bohol**

	<p>Discuss proposal generation for every project intervention; and Prepare for the SB resolution and possibilities of inter into MOA for the downloaded funds to their respective municipality.</p>		<p>AEW, PC, AC, and Barangay Captains.</p>
<p>Courtesy Call to Barangay Captains.</p>	<p>Well-informed and oriented Barangay Captains about the project.</p>	<p>Explains to the barangay captains on the guidelines.</p>	<p>PowerPoint presentation about SAAD project.</p>
<p>Set-in Barangay Council Meeting.</p>	<p>Well-informed community leaders.</p>	<p>Orient community leader about SAAD Project.</p>	<p>PowerPoint presentation about SAAD project.</p>
		<p>House-to-house interview and geotagging; Consolidation of profiling and geotagging data based on long list;</p>	<p>PC, AC, Barangay Captains, and Councils.</p>

**(cont.) Region VII | Bohol**

	<p>Follow shortlisting guidelines based on given criteria; and Inform MA, barangay council of the validated/ shortlisted beneficiaries.</p>	<p>Strategized scheduling of activities based on timeline.</p>	<p>Discuss, plan, and delegation of tasks of the upcoming activities.</p>	<p>PowerPoint presentation.</p>	<p>PPMSO.</p>	<p>PPMSO staff.</p>

**(cont.) Region VII | Bohol**

<p>Conduct capability Enhancement Training to SAAD Beneficiaries.</p> <p>Capacitated beneficiaries on (1) Values formation, Farm Planning and Record keeping, (2) Carabao production, and (3) vegetable production.</p>	<p>Discuss different 7 values needed on how to be strong organization, importance of record keeping, animal care and health management, cultural management of different pinakbet vegetables and pest management as well.</p>	<p>Learning module on values formation, farm planning and farm record keeping, vegetable production, and carabao production and management.</p>	<p>9 days per barangay 3 days per training module @ 3 days.</p>	<p>30 covered barangays.</p>	<p>PC, AC, and Partner speaker from OPA and OPV.</p>
<p>Conduct community organizing.</p>	<p>Established and capacitated PO.</p>	<p>Explain to beneficiaries per barangay on the advantage of organizing a PO, structure, functions and the process in forming PO.</p>	<p>Learning modules for new PO; and Checklist needed in forming PO.</p>	<p>5 months.</p>	<p>30 barangays.</p>
<p>Consultation Meetings.</p>	<p>Updated and well informed stakeholders of the SAAD project.</p>	<p>Discuss and present status of projects per municipality, strategizing issues and concerns.</p>	<p>Approved communication letter; and PowerPoint report per AC.</p>	<p>1 day.</p>	<p>7 SAAD stakeholders.</p>

**Region VII**  
Negros Oriental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Go to the LGU and courtesy call to the Municipal/ City Agriculturist.	Established rapport.	Give a letter of communication that indicates the schedules of visit for the briefing and orientation of the program.	PowerPoint presentation and hard copy of the SAAD Briefing.	2 hours.	1 municipality.	Provincial Coordinator and Area Coordinator.
Go to the LGU and courtesy call to the Mayor together with the Municipal/ City Agriculturist.	Established rapport; the Local Chief Executive will be familiarized about the program; and the full support from the LGU and LGU staff.	Schedule an appointment to the Local Chief Executive.	PowerPoint presentation and hard copy of the SAAD Briefing.	1 hour.	1 municipality.	Provincial Coordinator, Area Coordinator, Municipal/ City Agriculturist.
Courtesy call to the Barangay Captains and Officials.	Barangay Captains and Officials are familiarized about the Program and full support from the barangay.	Schedule an appointment to the Barangay Captain.	PowerPoint presentation and hard copy of the SAAD Briefing.	3-4 days after the courtesy call of mayor for (2-3 hours).	1 barangay.	Provincial Coordinator. Area Coordinator and LGU Staff.

**(cont.) Region VII | Negros Oriental**

Briefing and Orientation of the Farmers' Association beneficiaries.	Farmer beneficiaries will be briefed and oriented about the program.	Ask the Barangay Captain if there's an existing farmers association; and Attend the association's monthly meeting.	PowerPoint presentation and hard copy of the SAAD briefer.	2 days after the courtesy call to the barangay officials for 3-4 hours.	1 barangay.	Provincial Coordinator, Area Coordinator and LGU Staff.
Identification of SAAD Beneficiaries; Benchmarking and Reconnaissance.	Long list of beneficiaries and familiarization of the area.	Coordinate with the Barangay Captain/ Officials and Association Presidents.	Profiling form; GPS/ Mobile Phone for geotagging.	5-8 days.	2 barangays.	Area Coordinators.
6. Validation of target beneficiaries.	Shortlist of beneficiaries.	Coordinate with the Municipal/ City Agriculturist in the selection of beneficiaries.	Profiling and list of beneficiaries.	1 day.	1 municipality.	Area Coordinators.
Capability Training.	Trained and efficient farmer beneficiaries.	Create a training program that will help the farmers and also in the implementation of the program.	PowerPoint presentations; Notebooks; Pen; (materials depends if the training is a "hands-on" training); and Food.	2-4 days.	1 municipality.	Provincial Coordinator, Area Coordinator, Municipal/ City Agriculturist and resource speakers.

**(cont.) Region VII | Negros Oriental**

<p><b>Monitoring and Evaluation.</b></p> <p>Answer all beneficiaries' question regarding the project implemented; and Documented the beneficiaries' activities.</p>	<p>Ask questions to the beneficiaries using extensionist's approach.</p>	<p>Monitoring form and camera for documentation.</p>	<p>30mins - 2 hours per beneficiary.</p>	<p>1 barangay.</p>	<p>Provincial Coordinator, Area Coordinator and LGU Staff.</p>
<p><b>Quarterly meeting and Consultations.</b></p>	<p>Questions about the projects and updates of the program is presented.</p>	<p>Give a communication letter to the various LGUs to attend the quarterly activity.</p>	<p>PowerPoint presentations and food.</p>	<p>1 day.</p>	<p>1 province.</p>

**Region VII**  
Siquijor

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
<b>A. Orientation</b>						
Send out communication letters addressed to the Provincial Agriculturist, Provincial Veterinarian, Municipal Agriculturist/ Municipal Agricultural Officers about the SAAD Program Orientation.	Confirmed attendance to the activity.	Make and deliver the communication letter to the participants.	Bondpaper; Printer; and Vehicle.	1 day.	6 municipalities.	RPMSO, PPMSO.
Conduct of SAAD Program Orientation.	Well-informed oriented participants about the SAAD Program.	Presentation of the SAAD Implementing Guidelines.	SAAD Implementing Guidelines.	1 day.	6 municipalities.	RPMSO, PPMSO.
Courtesy call and brief orientation about the SAAD Program to Barangay Officials.	Well-informed barangay officials about the SAAD Program and gain their support for smooth implementation of the project.	Briefly present the SAAD Program Implementing guidelines and explain why their barangay was chosen.	SAAD Implementing Guidelines.	5 days.	20 barangays.	PPMSO, MLGU.

(cont.) **Region VII | Siquijor**

B. Profiling of Farmers					
Desk identification of target farmers.	List of identified target farmers to be prioritized in profiling.	Discussion with Barangay Officials and Agricultural Technician.	List of barangay residents.	10 days.	20 barangays. PPMSO, MLGU, BLGU.
Profiling of target farmer.	Profiled farmers.	Conduct interview and profiling of farmers.	SAAD Farmers Profile Form.	2 months.	20 barangays. PPMSO.
Shortlisting/Final selection of profiled farmers.	Final list of farmers.	Select farmers based on guidelines.	Filled-out SAAD Profile form and guidelines.	5 days.	20 barangays. PPMSO, MLGU.
Provision of the list of farmers to the Provincial and Municipal Agriculture Offices.	Received copy of the final list.	Provide the list of farmers to the Provincial and Municipal Agriculture Offices.	Bond paper; Printer; and Vehicle.	1 day.	6 municipalities. PPMSO.

(cont.) **Region VII Siquijor**

C. Conduct of Training and Organizational Development					
Send out communication letters to the SAAD farmers thru the Municipal Agriculture Office for the conduct of training and do other necessary preparations.	Received communication letter, and confirmed attendance.	Make and deliver the communication letter to the participants.	Bond paper; Printer; Vehicle; and Laptops.	2 days.	20 barangays.
Conduct Capability Enhancement Training.	Capacitated farmers.	Discuss and present capability building skills necessary for organization management, leadership skills management.	Modules about organization management; and leadership skills management.	3 days/ barangay.	20 barangays.
Organize Farmers Associations.	Organized and established a Farmers' Association.	Explain the importance of associations and the duties and responsibilities of officers and members.	Modules for associations.	2 days/ barangay.	PPMSO, OPA, PVO, OMA/ MAO.

(cont.) **Region VII | Siquijor**

D. Work and Financial Plan	Received communication letter, and confirmed attendance.	Make and deliver the communication letter to the participants.	Bond paper; Printer; Vehicle; and Laptops.	2 days.	6 municipalities.	RPMISO, PPMISO.
Send out communication letters addressed to the Provincial Agriculturist, Provincial Veterinarian, Municipal Agriculturist/ Municipal Agricultural Officers and farmer leaders of SAAD-assisted associations for the conduct of Work and Financial Planning.	Work and Financial Plan.	Discuss possible projects and possible location of the projects.	Positive and negative list of projects; and Suggested DA cost of supplies.	2 days.	1 province.	RPMISO, PPMISO.

**Region VIII**  
Eastern Samar

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct of Community Needs Assessment.	Identification of Project Intervention needed by the community.	Through barangay assembly.	Notebooks; Pens; Snacks; and Sound System.	4 hours.	1 barangay.	LCE, SAAD PPMSO Staff, Brgy. Officials, Municipal Agriculturist or Agricultural Technician.
Validation.	Assurance that our target beneficiaries are in accordance with SAAD criteria and qualifications.	House-to-house validation/Communal Area visitation and validation.	Pens; Validation forms; and Geotagging camera.	1 day.	1 barangay.	SAAD PPMSO Staff, Brgy. Officials, Municipal Agriculturist/ AT and Target Beneficiaries.
Profiling.	Gathered individual/ groups' information.	Interview with the target beneficiaries.	Profiling forms; Pens; and Name tags.	1 day.	1 barangay.	SAAD PPMSO Staff, Brgy. Officials, Municipal Agriculturist/ AT and Target Beneficiaries.

**(cont.) Region VIII | Eastern Samar**

Geo tagging.	Getting the coordinates and locations of our target beneficiaries.	Taking geo tagged pics of the target beneficiaries.	Name tag and geotagging camera.	1 day.	1 barangay.	SAAD PPMSO Staff, Brgy. Officials, Municipal Agriculturist/ AT and Target Beneficiaries.
Organizing.	Created a Group or FA to be assisted in their registration with any registering agencies.	Organized individual beneficiaries into group or association.	Bond paper; Pens; and Laptop.	1 month.	1 barangay.	SAAD PPMSO Staff, Brgy. Officials, Municipal Agriculturist/ AT and Target Beneficiaries.
Training.	Target beneficiaries acquired new knowledge/ Technology Transfer.	Conduct first values formation training, leadership training and production and management training.	Venue; Projector; Laptop; RPs; Training supplies; Sound system; and Foods including snacks and accommodation.	1-3 days.	1 site.	SAAD PPMSO Staff, LCE, Municipal Agriculturist/AT, RPs and Target beneficiaries.
Meetings.	Updates of status.	Gathering updates of implementation.	Bond paper; Pens; Projector; Laptop; and Sound system.	4 hours.	1 barangay.	SAAD PPMSO Staff, LCE, Municipal Agriculturist/ AT, RPs and Target beneficiaries.

**Region VIII**  
Leyte

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy Call and Consultative Meeting with the covered LGU.	Well-Informed LGU staff/ MA.	Orient municipal agriculturist and staff about SAAD; and Seek recommendation for their top 5 poorest of the poor barangays including target associations or households.	PowerPoint; Visual Aids; and SAAD guidelines.	1 day.	None.	PC/ AC/ MA and Staff/ Mayor.
Meeting with the identified target areas/ associations; conduct courtesy call with the Brgy. Captain and Officials.	Ocular Inspection and interview.	Discuss possible viable intervention; and identify other poor household willing to participate.	Geotag camera/ SAAD guidelines.	2 days.	1 municipality.	PC/ AC/ MA Staff.
Assess and Validate proposed/ target household or associations as to their willingness to contribute resources to implement the project.	Capability Assessment, Eligibility, and Site Validation per SAAD guidelines.	Conduct of Interview, review on eligibility requirements, and site or ocular inspection.	Validation report/Geotag camera.	1 day.	2 barangays.	PC/ AC.

(cont.) **Region VIII | Leyte**

Profiling of Association and Individual.	Accomplished Association and Individual Profile forms.	Interview with the president and members.	Profile form.	1 day.	1 barangay.	PC/ AC/ Target Beneficiary.
Conduct Capability Building.	Conducted Entrepreneurial mind-setting and capability building.	Capability building discussions.	PowerPoint/ Visual aids.	1 day.	1 barangay.	PC/ AC.

**Region VIII**  
Southern Leyte

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Set a meeting with Municipal Agriculturist (MA) and discuss SAAD projects to be implemented in the municipality.	Produced an agreement on what particular barangay where the projects will be implemented.	Discuss possible projects to be given to target farmer-beneficiaries. Select suitable project. Identify other poor households willing to participate.	Guidelines of SAAD Program.	2 days.	1 barangay per day.	Municipal Agriculturist/ Provincial Coordinator/ Area Coordinator.
Courtesy call to Barangay Captain and discuss possible projects for the community.	Discussed SAAD program and identified purok/ farmers.	Discuss possible projects to be given to target farmer-beneficiaries. Select suitable project. Identify other poor households willing to participate.	Guidelines of SAAD Program.	1 day.	2 barangays.	Area Coordinator/ Brgy Captain.
Identify target households and community organization activities.	Identified and prioritized target households.	Visit and check the eligibility of each prospective target household.	Evaluation form/ Validation form.	10 days.	1 barangay.	Area Coordinator/ Farmer-beneficiaries.

**(cont.) Region VIII | Southern Leyte**

Validate target priority households and proposed projects based on the SAAD project per area.	Validated target households and proposed; and produced written agreement of validated households.	Deliberate shortlisted households and projects.	Validation form.	2 days.	1 barangay.	Area Coordinator/ Farmer-beneficiaries.
Profiling of individual or group beneficiaries.	Profiled farmers; and collected household data.	Interview/ pre-geotagging.	Profiling form and geotag cam.	2 days.	1 barangay.	Area Coordinator/ Farmer-beneficiaries.
Conduct production training/ specialized training on projects to be implemented.	Empowered farmer-beneficiaries.	Coordinate with PAGSO and PVET to provide Resource Speakers for topics to be discussed.	Production modules; Projector; Sound System; and Visual aid materials.	2-3 days.	1 barangay.	PAGSO/ PVET/ Area Coordinators/ Provincial Coordinator.
Train farmers in capability building interventions.	Capacitated farmers on organization, leadership and membership skills, and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development, and hands-on training in project proposal preparation.	Learning module on organization, leadership, and membership skills; and Proposal preparation.	3 days.	1 barangay.	Resource Persons/ Area Coordinators/ Provincial Coordinator.

**Region VIII**  
Samar

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct Farmers Association consultation in the different barangays.	Noted the kind of crops/projects that would be sustainable and is existing in the locality.	Orient the association/s about the SAAD program.	PowerPoint presentation of the SAAD program and pamphlets or brochures.	1 day per barangay.	1 barangay/day.	Barangay Officials, OMA, SAAD RPMSO/PPMSO-PC/AC.
Consolidate the output of the forums/ interviews done on-field within the PPMSO level.	Consolidated the projects proposed by the associations in the barangay.	Conduct a caucus within the PPMSO level; and Identify the projects that would be possibly be given once the groups passed on the validation that would depend on the approval of the Central Office.	PowerPoint presentation.	1 day.	PPMSO Office.	PPMSO team with its Area Focal.
Conduct an orientation to target recipient municipalities including the OPA and PVO as representatives of the province for the SAAD program implementation.	Well-informed SAAD guidelines to the partner stakeholders of the program; Plan out the supposed projects that will be implemented in their locality that could possibly produce a market and make it sustainable in an identified association.	Re-orientation of the SAAD guidelines for FY 2020; and Present the different proposed projects that was taken during the consultation in their locality.	PowerPoint presentation of the SAAD program and pamphlets or brochures.	1 day.	1 day in one venue.	RPMSO, PPMSO, PLGU (OPA/ PVO), MLGU (MAS/ ATS).

**(cont.) Region VIII | Samar**

Conduct validation to the associations based on their proposed projects.	Be able to see the capacity of the association of the project they proposed; and A communal area must be presented by the group and the updated Registration details must be noted.	Conducted validation thru the use of geotagging of communal area and filling up of the validation sheet thru one-on-one forum to the members of the association.	Validation sheets/forms and Android phone with DA Geocam app.	1 day.	1 association/day.	PC/ AC, Association members, MA/AT staff.
Conduct Organization's Profile and Farmers Profile of the association once they passed the validation.	The data information of the association and its members must be gathered completely.	Filling out of the profile forms for the association.	Organization Profiles; Farmers Profile; and Android phone with DA Geocam.	1 day.	1 association/day.	PC/ AC, Association members, MA/AT staff.
Conduct Values Formation and Financial Literacy Training.	To provide in-depth understanding of the Financial Management among farmers on a personal level; To help the farmers make sound financial management decisions and discover new economic opportunities which will then, Strengthen the Farmer Organizations; and Make the farmers	Re-orientation of the SAAD guidelines for FY 2020, resource persons, and lectures.	PowerPoint presentation and training kits.	3 days.	3 days/ in one venue.	PPMSO team, Resource persons, Association representatives.

**(cont.) Region VIII | Samar**

	set objectives and priorities which later become their attainable goals.				
Leadership Training.	Played the leadership roles in farmers' groups and cooperatives; Explained the importance of group dynamics and contribute towards generating group cohesion; Participated in decision making process; Communicated effectively in their group; and analyzed the source of conflict and resolve it.	Discussion of the Tasks and responsibilities of the officers, Sharing of experiences within their associations.	PowerPoint presentation and training kits.	2 days.	2 days/ in one venue. PPMSO team, Resource persons, Association officers.
Technical Training (swine, poultry, goat, crops-related enterprise).	Technically, the training aims to equip the poor farmer beneficiaries with knowledge on the new updates on producing and managing rice and also to ensure proper implementation of the project; Describe rice production and management technologies and marketing; and identify and adopt appropriate rice production and management suitable in their area.	Lectures and written Exams (Pre- and post-test).	PowerPoint presentation and training kits.	3 days (livestock and poultry related); 2 days (crop related).	3 days/ in one venue (livestock/ poultry); 2 days/ in one venue (crop). PPMSO team, Resource persons, Association representatives.

(cont.) **Region VIII | Samar**

Monitoring of the progress of the associations.	On-site meetings on the update of the associations counterpart of the projects.	On-site meetings.	Notebook and Android phone with DA Geocam.	1 day.	1 day per group.	PC/AC, Association members, MA/AT staff.
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**Region VIII**  
Northern Samar

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct consultation with stakeholders (LGU and Barangay Officials, farmer leaders) to identify prospective projects and target beneficiaries.	Identify projects and target beneficiaries in the municipal and barangay levels.	Orient LGU, Barangay officials and farmer leaders on priority projects and the qualifications of target beneficiaries.	PowerPoint presentation on SAAD IRR; Priority projects; and SAAD publications.	2-5 days.	1 barangay.	PC, AC, Municipal Agriculturist, Municipal SAAD Project Coordinator, Farmer Leaders.
Validate proposed projects and initial list of target beneficiaries based on the long list endorsed by the Municipal Agriculturist, Barangay officials and farmer leaders.	Validated proposed projects and long list of target beneficiaries.	Visit and check the eligibility of proposed projects and prospective target beneficiaries.	Validation/ profiling form.	10 days.	1 barangay.	PC, AC.
Finalize proposed projects and shortlisted target beneficiaries.	Finalized proposed projects and shortlisted target beneficiaries.	Deliberate validated proposed projects and shortlisted target beneficiaries.	Validation/ evaluation form.	2-3 days.	1 barangay.	PC, AC, Municipal Agriculturist, Municipal SAAD Project Coordinator, Farmer Leaders.

**(cont.) Region VIII | Northern Samar**

Profile shortlisted target project beneficiaries.	Produced written profiles of each target beneficiaries.	One-on one interviews with each beneficiaries using Standard SAAD Profiling Form.	Profiling form.	5 days.	1 barangay.	PC, AC.
Set meeting with target beneficiaries.	Produced an agreement on projects to implement, list of beneficiaries, and core group members.	<p>Discuss possible viable projects options given agro-physical profile and projects' long-term prospects.</p> <p>Select preferred project.</p> <p>Identify other poor households willing to participate.</p> <p>Identify persons from those interested to form the core group of the proposed project.</p>	<p>Menu of available projects;</p> <p>Written document indicating the beneficiaries' preferred project;</p> <p>and Participation form for other poor households.</p>	2 days.	1 barangay.	PC, AC, Municipal Agriculturist, Municipal SAAD Project Coordinator, Farmer Leaders.
Re-orient group beneficiaries for reinforcement.	Re-oriented the knowledge and skills required of a group beneficiaries.	Reiterate previously discussed module on organization, leadership, membership skills and proposal.	Reinforcement module for group beneficiaries.	1 day.	1 barangay.	PC, AC, Municipal Agriculturist, Municipal SAAD Project Coordinator, Farmer Leaders.

**(cont.) Region VIII | Northern Samar**

Train groups in capability building interventions.	Capacitated groups on organization, leadership and membership skills, and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development, and hands-on training in project proposal preparation.	Learning module on organization, leadership and membership skills, and proposal preparation.	3 days.	1 barangay.	PC, AC, Municipal Agriculturist, Municipal SAAD Project Coordinator, Farmer Leaders.
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**Region IX**  
Sulu

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Meeting with staff of Ministry of Agriculture, Fisheries and Agrarian Reform Sulu.	Partnership with MAFAR Sulu.	Conduct program orientation with the partners and clarify the program objectives and policies.	PowerPoint presentation and pamphlets or brochures.	1 day.	1 province.	SAAD PC and AC, MAO, and PAO.
Courtesy Call Meeting with the Provincial Governor.	Written commitment from the PLGU in support of program implementation in the province.	Conduct program orientation with the partners and clarify the program objectives and policies.	PowerPoint presentation and pamphlets or brochures.	1 day.	1 province.	SAAD PC and AC, MAO, and PAO.
Provincial wide consultation.	Finalized list of prospective municipalities for SAAD Sulu.  Written commitment from the MLGU in support of program implementation in their respective municipality.	Partnership with Sulu PLGU.  Conduct program orientation with the partners and clarify the program objectives and policies.	Introduction of Program and staff of SAAD assigned in the province of Sulu.  PowerPoint presentation and pamphlets or brochures.	1 day.	1 province.	SAAD PC and AC, MAO, and LGU.

**(cont.) Region IX | Sulu**

Courtesy call meeting with MLGU of selected municipality.	Local leaders oriented on program policies and intervention. Identified possible project site (barangay) based on the recommendation of MAO and MLGU. Established contact and schedule meeting with the BLGU including the farmers leaders thru MLGU. Secured secondary data of target barangay available in the municipal hall for evaluation purposes.	Conduct program orientation with the partners and clarify the program objectives and policies.	PowerPoint presentation and pamphlets or brochures.	1 day.	1 municipality.	SAAD PC and AC, MAO, and LGU.
Meeting with BLGU and farmer leaders of target barangay.	Oriented BLGU and farmer leaders. Decision to avail or not the program. Secure commitment to support the program implementation from the BLGU and farmer leaders.	Focus group discussion with farmer leaders and BLGU.	PowerPoint presentation and pamphlets or brochures.	1 day.	1 municipality.	SAAD PC and AC, MAO, and LGU.
Municipal Wide Consultation for the targeted barangays.	SWOT of farming in the municipality. List of farm related problem and possible viable subprojects/Solution.	Participatory situation analysis.	PowerPoint presentation and pamphlets or brochures.	1 day.	1 municipality.	SAAD PC and AC, MAO, farmer leaders and LGU.

**(cont.) Region IX | Sulu**

<p><b>Beneficiary Program Orientation in the barangay.</b></p> <p>Oriented potential beneficiaries and other stakeholders in the area on policy especially the criteria of beneficiary selection.</p>	<p>Lectures, open forum, and focus group discussion.</p>	<p>PowerPoint presentation and pamphlets or brochures.</p>	<p>1 day.</p>	<p>1 barangay.</p>	<p>SAAD PC and AC, MAO, farmer leaders and LGU.</p>
<p><b>Beneficiary Profiling/ Validation of farmers and project site.</b></p> <p>Profiled and geotagged beneficiaries and project site.</p>	<p>Visit and check the eligibility of each prospective target household and project site.</p>	<p>Beneficiary form; Camera or cellphone with app; White board; and Pen.</p>	<p>1 to 2 weeks.</p>	<p>1 municipality.</p>	<p>SAAD PC and AC, MAO, farmer leaders and LGU.</p>
<p><b>Core Group Formation.</b></p> <p>Identified potential leaders among the farmers.</p>	<p>Lectures, open forum, and focus group discussion.</p>	<p>Learning module for new POs.</p>	<p>1 day.</p>	<p>1 barangay.</p>	<p>SAAD PC and AC, MAO, farmer leaders and LGU.</p>

**(cont.) Region IX | Sulu**

Organizational management training/ leadership training and values formation.	Capacitated POs on organization, leadership and membership skills, and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development, and hands-on training in project proposal preparation.	Learning module for new POs.	2 days.	1 barangay.	SAAD PC and AC, MAO, farmer leaders and LGU.
Project management training.	Capacitated beneficiaries on project management of integrated projects provided by SAAD.	Technical training thru lectures, open forum, and focus group discussion.	Learning module for technical training.	2 days.	1 barangay.	SAAD PC and AC, MAO, farmer leaders and LGU.
Financial management training.	Capacitated beneficiaries on basic book keeping.	Technical training thru lectures, open forum, and focus group discussion.	Learning module for financial management.	2 days.	1 barangay.	SAAD PC and AC, MAO, farmer leaders and LGU.

**Region IX**  
Zamboanga del Norte

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Orientation/briefing on SAAD Program.	Municipal Agriculturist and staff briefed on SAAD Program, its purpose/objectives and target beneficiaries (farmer-partners).	Courtesy visit at the Office of the Municipal Agriculturist.	Briefer on SAAD Program; and Projector for PowerPoint presentation.	30 minutes to 1 hour.	Only Office of the Municipal Agriculturist.	Area Coordinator/ Provincial Coordinator.
Courtesy Call on Office of the Mayor.	Support from the Local Chief Executive; and Creation of Municipal Technical Working Group or designation of LGU SAAD focal person; clearance to visit prospective barangays for SAAD orientation/consultation.	Courtesy visit at the Office of the Mayor.	Briefer on SAAD Program; and Projector for PowerPoint presentation.	30 minutes to 1 hour.	Office of the Mayor.	Area Coordinator/ Provincial Coordinator.
Launching/Municipal-wide Consultation.	Identify qualified farmers and farmers' groups for SAAD implementation.	Orient barangay officials/farmers' groups about SAAD Program.	Projector for visual presentation and briefer flyers.	1 day.	Municipal-wide.	Area Coordinator/ Provincial Coordinator/ Municipal Agriculturist/ Mayor/ Barangay Chairpersons/ Farmer leaders.

**(cont.) Region IX | Zamboanga del Norte**

Conduct Social Investigation.	Identify prospective qualified farmers and farmers' groups for SAAD implementation.	Validate eligibility of individual farmer or farmers' group to be covered by SAAD Program.	Evaluation form; and Guidelines provided by NPMO.	5-10 days.	1-2 barangays.	Area Coordinator/ LGU SAAD Focal Person.
Conduct of Participatory Situational Analysis.	Identify issues, concerns, problems, main crops produced, prioritization of livelihood intervention based on result of PSA.	Workshop	Cartolina; Manila paper; Markers; Meta cards; and Projector.	1 day.	1 barangay.	Farmers' group, Barangay Officials, other stakeholders.
Validation of PSA Results.	Validated households/farmers' group and determine priority livelihood intervention; The list of beneficiaries and their commitment to fully cooperate and participate during the project implementation is secured. If deemed necessary the project site validation can also be conducted; and Set focus group discussion with people that might play an important role during the duration of project implementation.	Visit household/ farmers' group.	List of committed farmers' group.	1 day.	1 barangay.	Area Coordinator/ LGU SAAD Focal Person.

**(cont.) Region IX | Zamboanga del Norte**

Project development workshop.	Draft livelihood project proposal.	Brief the TWG of project proposal format and other guidelines. The TWG will be given ten (10) to fifteen (15) days to complete and submit the documents to Provincial Management Team.	Written SAAD guideline of eligible projects.	1 day.	1 barangay.	Area Coordinator.
Community/beneficiary consultation.	Identified the components of project and approval of the recipients. The success and failure factors of the proposed project will be discussed intensively with the beneficiaries to highlight role of active participation.	Meeting/ workshop	Draft project proposal.	1 day.	1 barangay.	Area Coordinator/ identified project beneficiaries/ barangay officials/LGU SAAD Focal Person.
Re-orientation of farmers' groups.	Strengthened Farmers' Association; and Identified key FA leaders and movers	Key informant interview and focus group discussion	List of FA officers/ members.	1 day.	1 barangay.	Area Coordinator/ FA members/ LGU SAAD focal person/ Barangay officials.

**(cont.) Region IX | Zamboanga del Norte**

Train FA on Organizational, Project Management and Policy Formulation.	Defined roles/function of each officers/ members of FA; Established leadership; and Oriented on sound project management and clear policies drafted.	Workshop.	Pens; Markers; Cartolina; Projector; Manila paper; and Meta cards	2 days for organization management training; 2 days for Project Management Training; 1 day for policy formulation workshop.	1 barangay.	Area Coordinator/ FA members/ LGU SAAD focal person/ Barangay officials/ Provincial Coordinator.
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**Region X**  
Bukidnon

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Introduce the program, its scope, limitations and guidelines to LGUs and Municipal Agriculture Office.	MAs will select the barangay that will be covered by the program and submit a consolidated list of possible beneficiaries subject for validation.	The MAs will be the one to inform and ask for the participation of BLGUs in the listings of beneficiaries.	PowerPoint presentation and hand-outs for the program implementation guidelines.	1 week.	6 barangays.	BLGUs, LGUs, and AC.
Meeting with target beneficiaries per barangay.	Well-oriented and informed beneficiaries.	The BLGUs will initiate the meeting for the briefing of the beneficiaries then the AC will present the program implementing guidelines.	PowerPoint presentation.	1 week.	6 barangays.	Farmer, BLGUs, LGUs and AC.
Profiling and geotagging of the target beneficiaries.	Collection of farmers data and geotagged individual photos.	The AC will conduct the survey interview and fill in the profiling form then take the individual photos of the farmers through geotagging camera.	Geotagging camera and profiling form.	1 week.	6 barangays.	Farmer, BLGUs, LGUs and AC.

**(cont.) Region X | Bukidnon**

Farm validations and tracking activities.	Farm photos and farm tracks.	The ACs will survey and visit the forms of the beneficiaries then take a geo-tagged photos for validation purposes and use a tracking app for the mapping of farms per barangay.	DA geotagging camera and tracking app.	1 month.	6 barangays.	Farmer, BLGUs, LGUs and AC.
Empower the farmer groups through several training.	Well-trained farmer beneficiaries.	AC, ATs and MA will conduct the training in the community regarding all commodities involve in the project intervention.	1 week.	1 week.	1 barangay.	AC, AT, Farmers, and MA.
Enhance the leadership skills of the beneficiaries.	Formed group of farmer beneficiaries.	The AC will facilitate the group of farmers to select their leaders/officers for the group to be more united and involved.	None.	1 day.	1 barangay.	AC, Farmers.

**(cont.) Region X | Bukidnon**

Set a meeting with the farmer groups to agree and determine the rules for the sustainability of the project.	Produced a written agreement between the farmers and the MAO for the sustainability plan and reflect it in the project proposal.	The AC and AT will lead the farmer groups to decide how to sustain the different projects.	PowerPoint presentation.	1 week.	6 barangays	AT, AC and Farmers.
Organize a FAs.	Established and capacitated FAs.	Explain to the farmer groups the significance of an organized FA and facilitate the establishment of their CBL and other documents for registration.	DOLE documents.	1 day.	1 barangay	AT, AC and Farmers.

**Region X**  
Lanao del Norte

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Disseminate in advance the information about the Project to the key personnel who are involve directly to the project.	Well-oriented and well prepared about the project.	Inform the key personnel through email, text or personal meeting.	Strong internet connection; Cellular smartphones; Load cards; and Vehicles.	1-2 days.	1 municipality.	Area Coordinator/ Municipal Agriculturist/ Municipal Administrator.
Conduct a Preliminary Meeting with Mayor, Municipal Admin, MAO, Barangay Captains, and Purok Leaders regarding the project to be implemented.	To gain idea open by the key personnel; To answer their question; and Clarify their concerns and make a clear forum.	Organize a preliminary meeting exclusive for Mayor, MAO, Municipal Admin, Barangay Captain and Purok leaders.	Meeting sites and visual aids for presentation.	2-3 days.	1 municipality.	Area Coordinator/ Municipal Agriculturist/ Municipal Administrator/ Municipal Mayor/ Brgy. Captain and Purok Leaders.
Organize a formal meeting with the key personnel including the final target beneficiaries.	To formalized the community event and gain feedback direct from the beneficiaries as well as the key personnel.	Organize a formal meeting with the key personnel including the final target beneficiaries given by the key personnel during the preliminary meeting.	Meeting sites and visual aids for presentation.	2-3 days.	1 municipality.	Area Coordinator/ Key personnel/ Final target beneficiaries.

**(cont.) Region X | Lanao del Norte**

Identify the individual target beneficiaries and start the community organization activities.	Identified and prioritized target beneficiaries.	Evaluate the eligibility of each prospect target beneficiaries.	Evaluation form.	3-4 days.	1 municipality.	Area Coordinator and Target Beneficiaries
Conduct a Farmers Profiling or Validation for the target beneficiaries.	Validation and Profiling for the target beneficiaries.	Validate the Service area of the farmers; and Profile the farmers based on their agricultural background.	Geo-camera phones; Recorder; and ODK (official data kit).	4-5 days.	1 municipality.	Area Coordinator, MAO and Target Beneficiaries
Set a meeting with the target beneficiaries only.	Agreement with the target beneficiaries for the sustainability of the project.	Provide an agreement with the target beneficiaries during the implementation and the creation of the core group members of the project	Meeting sites; and Visual aids for presentation.	2-3 days.	1 municipality.	Area Coordinator, MAO and Target Beneficiaries.
Training of the target beneficiaries through capability building/social relations.	Give technical knowhow, expertise and provide smooth relations during the project implementation.	Conduct a 3 days of training pertaining to hands-on knowledge on executing and troubleshooting training and social interaction with co-beneficiaries.	Training sites; and Visual aids for presentation.	3 days.	1 municipality.	Area Coordinator, MAO and Target Beneficiaries.

(cont.) **Region X | Lanao del Norte**

<p>Re-orient/ recap for any existing clarifications from the training and possible for reinforcement.</p>	<p>Give additional technical support and knowledge.</p> <p>Organize a re-orientation/ recap/ open forum for any existing suggestion; and Clarification or question during the project implementation and training.</p> <p>Meeting sites and visual aids for presentation.</p> <p>1 day.</p> <p>1 municipality.</p> <p>Area Coordinator, MAO and target beneficiaries.</p>
<p>Monitoring of the Implemented projects.</p>	<p>Gather problem exist from the project implemented such as subject for solution and assessment; and Gather data for success stories.</p> <p>Monitor the Project by individual or Groups; Ask beneficiaries for further problem encountered; and Ask them what they need for technical assistance.</p> <p>Monitoring form.</p> <p>3 days.</p> <p>1 municipality.</p> <p>Area Coordinator, MAO and target beneficiaries.</p>

**Region X**  
Misamis Occidental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Disseminate information/ briefing about the Special Area for Agricultural Development (SAAD) to the LGU.	Well-informed LGU about the project.	Orientation of SAAD through meeting with the presence of the Local chief Executive, Municipal Agriculture Officer, Municipal Planning and Development Officer, and other Department Heads.	PowerPoint presentation on SAAD and pamphlets or brochures.	2 days.	1 municipality.	Local Chief Executive, Municipal Agriculture Officer, and DA-RFO10.
LGU/ LCE commits to participate in SAAD implementation and selects a SAAD Focal Person.	Submitted Letter of Intent to DA-RFO 10 to avail SAAD project.	LGU to submit letter of intent with the assistance of LGU-MAO.	Computer for encoding purposes.	Within 2 days after orientation/briefing.	1 municipality.	SAAD Focal Person, Municipal Agriculture Officer.
Social Preparation	Well-informed LGU including the barangay officials about the project.	Orientation of SAAD with the presence of the barangay officials of the identified barangays to be covered.	PowerPoint presentation on SAAD and pamphlets or brochures.	2 days.	6 barangays.	SAAD Focal Person, Barangay Chairmen, LGU-MAO and LCE, DA-RFO10.

**(cont.) Region X | Misamis Occidental**

Validation and profiling of the identified beneficiaries and projects to be implemented in the municipality.	List of validated/ qualified beneficiaries based on the criteria.	Validation and profiling to be conducted by barangay.	Notebook and computer for encoding purposes.	3 days.	6 barangays.	SAAD Focal Person, Barangay Chairmen, LGU-MAO and LCE, DA-RFO10.
Presentation of short listed beneficiaries and projects identified.	Short listed beneficiaries and identified interventions.	Encoding of the short listed beneficiaries validated by Barangay Chairmen and LGU-MAO.	Computer for encoding purposes.	1 day.	6 barangays.	SAAD Focal Person, Barangay Chairmen, LGU-MAO and LCE, DA-RFO10
Submission of SB Resolution Authorizing Local Chief Executive to enter into Memorandum of Agreement.	Signed SB Resolution by the LGU.	The Sangguniang Bayan to include in its order of business during the conduct of its regular session the SB Resolution authorizing the LCE to enter into a MOA between DA-RFO10 for SAAD project.	Computer for encoding purposes.	1 day.	1 municipality.	LGU-Conception, DA-RFO10.
Preparation of Project Proposal.	Draft/final project proposal of the LGU.	LGU thru SAAD Focal Person and LGU-MAO to draft and submit a project proposal.	Computer for encoding purposes.	14 days.	1 municipality.	LGU-MAO.

**(cont.) Region X | Misamis Occidental**

Framing/ Signing of the Memorandum of Agreement.	Signed MOA by DA-RFO10 and LGU.	DA-RFO to provide the MOA to be signed by LGU.	MOA for signing	7 days.	1 municipality.	DA-RFO10 and LGU-Concepcion.
Profiling and geotagging of the identified beneficiaries.	List of profiled and geotagged farmer-beneficiaries.	DA-RFO10 with the assistance of LGU-MAO to conduct profiling and geotagging of the farmer-beneficiaries based on the validated list from the LGU.	Mobile phone with applications for geotagging and notebook.	20 days.	6 barangays.	Barangay Chairmen, LGU-MAO and LCE, DA-RFO10.
Conduct of training/ capability building for the enhancement of beneficiaries on the production of the identified interventions.	Knowledgeable farmer-beneficiaries on basic agricultural practices and other technical skills in production of their respective interventions.	DA-RFO10 with the assistance of LGU-MAO to conduct training/ capability training.	Computer; LCD; Training kits; and other supplies.	7 days.	6 barangays.	LGU-MAO, DA-RFO10, and SAAD beneficiaries.
Formation of Farmers group/ association per barangay.	Registered Farmer Associations at SEC/ DOLE.	DA-RFO10 with the assistance of LGU-MAO to facilitate the farmers in complying the requirements and processing for registration.	Computer for encoding purposes.	14 days.	6 barangays.	LGU-MAO, DA-RFO10, and SAAD beneficiaries.

(cont.) **Region X | Misamis Occidental**

Conduct regular monitoring on the implemented project.	Monitoring reports per beneficiary.	DA-RFO10 with the assistance of LGU-MAO to conduct monitoring thru farm visits, photo documentation and interview by filling-up the monitoring forms.	Mobile phone with applications for geotagging; Notebook; and Monitoring forms.	1 month.	6 barangays.	LGU-MAO, DA-RFO10, and SAAD beneficiaries.
Conduct assessment on how the project affects the lives of the farmers and its impact on poverty incidence in their respective barangays in the municipality.	Assessment report on poverty incidence of the barangay-beneficiaries in the municipality.	DA-RFO10 with the assistance of LGU-MAO to conduct monitoring and interview to SAAD beneficiaries about the effect of the project in their living.	Mobile phone with applications for geotagging; Notebook; and Monitoring forms.	1 month.	6 barangays.	LGU-MAO, DA-RFO10, and SAAD beneficiaries.

**Region XI**  
Davao de Oro (formerly Compostela Valley)

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct Consultative meeting with PLGU and MLGUs.	Identified Barangay Beneficiaries. Identified proposed interventions.	Small Group Discussion. Workshop. Presentation of proposed interventions.	Pen and Paper. Laptop. LCD projector.	2 days.	1 province – Davao de Oro/ 11 municipalities.	RPMSO, SAAD Provincial Coordinator, Technical staff from PAGRO, PVO, MAGRO/ PA, Provincial Vet and 11 MASs.
Conduct Courtesy call to Provincial Governor and Municipal Mayors and Barangay Officials.	Meeting w/ the 11 municipal Mayor individually.	Requested appointment meeting with Municipal Mayor.	Laptop.	1 month.	1 province, 11 municipalities, 56 barangay.	Provincial Coordinator, Area Coordinators, MAS and staff.
Gather List of proposed Household recipients for SAAD projects.	56 Barangays visited and barangay officials coordinated.	Attended Brgy Council Meeting/ Session.	SAAD brochures.			Provincial Coordinator, Area Coordinators, Brgy. Officials and BAEWs.

(cont.) **Region XI | Davao de Oro**

<p>Conduct of HH validation/ profiling/ geotagging.</p> <p>Validated/ profiled/ geotagged 2,385 HH from 56 barangays. Prepared and forwarded list of HH who initially passed the criteria to be SAAD recipients for BLGU final listing.</p>	<p>Conduct interview to HH head or member.</p>	<p>Validation/ profiling form; Bond papers; Pen; Meals; and Snacks.</p>	<p>2 brgys/day. 30 working days.</p>	<p>1 province, 11 municipalities, 56 barangay.</p>	<p>Area Coordinators, RPMSO staff/ LGU Technicians and BAEWs.</p>
<p>Farmers Capability Training.</p>	<p>Conducted 1-day training/ seminar for crop production and 1-day training for livestock production to wit: Banana Production, OPV White Corn Production, Upland Rice Production, Vegetable Production, Native Chicken Production, and Upgraded Goat Production.</p>	<p>Coordinate w/ PAGRO/PVO/ MAGRO /BLGU on the scheduling of the training and availability of resource persons; Request food allocation for training; and Conduct lecture and hands-on training.</p>	<p>Meals and snacks; Projector; Laptops; Sound system; Pens; Notebooks; Certificates of participation; Bond papers; and Attendance sheets.</p>	<p>1 province, 11 municipalities, 56 barangays.</p>	<p>RPMSO, LGU Technicians/ BAEW and other Resource Persons from PAGRO and ProVet.</p>

**(cont.) Region XI | Davao de Oro**

Farmers Empowerment.	Organized and registered farmer associations.	Organizing individual farmers into becoming a farmer association, organizational meeting and capability building.	Meals and snacks; Projector; Laptops; Sound system; Pens; Notebooks; Certificates of participation; Bond papers; and Attendance sheets.	1 month.	8 Native Chicken Production group projects and 8 Upgraded Goat Production group projects.	RPMSO, Provincial Cooperative Officer, MAGRO Coop Officer, AEWs, MAs, and BAEWs.
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**Region XII**  
Cotabato

Key Step	Expected Output	Procedure	Materials Needed	Coverage	Duration	Key People Responsible
Benchmarking.	Identified prospects barangays per municipality as per data gathered (based on poverty incidence).	Data Gathering; and Cross-checking with the inline agencies (DSWD, MAO, Municipal Planning Council and PSA).	Communication letter.	7 days.	1 day/agency.	PDO, TL, Head of agencies.
Courtesy Call.	Informed the Office of Provincial Agriculturist, MLGU and BLGU; and Acquired Longlist.	Set meeting in line offices (OPAG, MA, LGU, BLGU).	Communications (letter); PowerPoint Presentation; and List of interventions.	1 day.	5 barangays/ municipality in 17 municipalities and 1 city.	PDO, TL, OPAG, OMAG, BLGU.
Validation of farmer beneficiaries based on the longlist.	Identified shortlist of farmer beneficiaries.	Coordination with OMAG and BLGU to visit the area for validation.	Validation form; Gadget for geotagging; and Longlist of beneficiaries.	14 days.	10 individuals/ barangay per day.	IT, PDO and AT.

**(cont.) Region XII | Cotabato**

Orientation.	Presented and explained about the program and the project most important the counterpart of the farmer partner.	Gather the farmer partners; and Set the venue, place and date.	SAAD PowerPoint Presentation; Projector; Attendance sheet ; Notebook and pen (for taking notes); and Mobile phone (documentation purposes).	1-2 weeks.	1 orientation/ project per day.	PDO, AT/MA, PCIC.
Profiling and Geotagging of farmer beneficiaries based on the masterlist.	Captured geotag pictures of beneficiaries of the project; and Acquired necessary data and personal information of the farmer partner using SAAD profiling form.	Coordination with OMAG and BLGU to visit the area of farmers and conduct profiling and geotagging.	Gadgets for profiling and geotagging; Profiling form (manual); and Shortlist.	24 days.	10 individual/ barangay per day.	IT, PDO and AT.

**(cont.) Region XII | Cotabato**

Specialized training per intervention.	Trained and equipped the farmer partner on the proper management of the project.	Set the venue setting, date, resource person and facility for the activity.	<ul style="list-style-type: none"> <li>- Projector</li> <li>- PowerPoint Presentation</li> <li>- Sound System</li> <li>- Mobile Phone for documentation</li> <li>- Attendance Sheet</li> <li>- Training Kit</li> <li>- Token</li> <li>- Program</li> <li>- Feedback Form</li> </ul>	2 days.	2 days/ project per municipality.	AT, BLGU, MA, PDO, TL, IT and ATI.
Distribution.	Farmer received all the interventions allocated per beneficiary.	Prepare Notice to Deliver (NTD), Notice to Release (NTR), Acknowledgement Receipt, Attendance Sheet and Feedback form; and Coordination with OPAG, OMAG, LGU, BLGU.	<ul style="list-style-type: none"> <li>- NTD</li> <li>- NTR</li> <li>- Master list of beneficiaries</li> <li>- Acknowledgement Receipt</li> <li>- Attendance Sheet</li> <li>- Feedback Form</li> <li>- Invitation</li> <li>- Certificate of Turnover and Acceptance</li> </ul>	1-2 months.	1 day/project per municipality.	OPAG, MLGU, BLGU, OMAG, APCO, PCIC and PDO.

**Region XII**  
Sultan Kudarat

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Meeting with Provincial Agriculturist, Provincial Administrator and Board member committee on agriculture.	<p>To discuss and draft schedule for the project orientation and courtesy call.</p> <p>Gather Pertinent documents such as Provincial Development plan and secondary data of OPAG.</p>	<p>Coordinate with Provincial Agriculturist and Focal person for the appointment to Head officer of PLGU.</p>	Pen and notebook.	1-2 hours.		Provincial Coordinator and all AC.
Actual Project orientation and courtesy call.	<p>To present the SAAD staff and SAAD guidelines and protocols.</p> <p>To discuss and level-off on the possible counterpart of PLGU, MLGU and Farmers.</p>	<p>Close coordination with PA, PPMSO focal person and provincial monitoring team.</p>	<p>Laptop; Projector; PowerPoint presentation; Attendance; Recorder; and Food and snacks.</p>	2-3 hours.		Provincial Coordinator and all AC.
Meeting with Municipal Agriculturist officer.	To discuss and draft schedule for the project orientation and courtesy call.	Coordinate with Municipal Agriculturist officer for the appointment to Municipal Mayor.	Pen and notebook.	1 hour.		AC staff.

**(cont.) Region XII | Sultan Kudarat**

Meeting and courtesy call with Municipal mayor.	To finalized the schedule of project orient. To initially discussed the project guidelines and protocols. To level-off on the participants during project orientation. Initially identified barangay.	Close coordinate with Municipal Agric ulturist officer and Municipal Mayor's secretary.	Pen and notebook.	1 hour.	AC staff.
Distribute	of invitation letter for project orientation MSWO, SB committee in Agriculture, MPDC, Municipal Administrator, PNP, AT, Barangay Captain.	To inform the head department on the schedule of the project orientation and secure secondary data (ELA, List of poor housed hold).	Invitation letter; Pen; Notebook; and Flash drive.	1-3 hours.	AC staff.

**Region XII**  
Sarangani

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy Call to the Provincial Agriculturist and the Governor.	Provincial Agriculturist and Governor was well informed regarding on the SAAD Project and on what are the vision and mission of the project and on how the project will be implemented in their province.	Sending a communication letter to Office of the Governor and furnished the Office of the Provincial Agriculturist.	Printed information about the SAAD Project and its mission and vision written at the local language.	2-3 hours.		Team Leader.
Courtesy Call to the Municipal Agriculturist and to the Mayor.	Municipal Agriculturist and Mayor was well informed regarding on the SAAD Project and on what are the vision and mission of the project and on how the project will be implemented in their municipality.	Sending a communication letter to Office of the Mayor and furnished the Office of the Municipal Agriculturist office.	Printed information about the SAAD Project and its mission and vision and implementing rules and guideline.	2-3 hours.		Team Leader and assigned Project Development officer.
	The Mayor and Municipal Agriculturist identify the possible target barangay to implement the SAAD Project.	Consultation meeting with the Mayor and Municipal Agriculturist.	Printed information about the SAAD Project and its mission and vision and implementing rules and guideline.	2 hours.		Team Leader and assigned Project Development officer.

(cont.) **Region XII | Sarangani**

Courtesy Call to the Barangay Chairman and Barangay Council.	The Barangay Chairman and Council are well informed on the SAAD Project and on how the project will be implemented in their Barangay specially who are the target beneficiaries of the SAAD Project.	Schedule an appointment to the Brgy. Chairman and council through sending a communication letter to the barangay.	Printed information about the SAAD Project and its mission and vision written at the local language.	2-3 hours depends on how many questions are asked during the Social Preparation.	SAAD Provincial Team Leader/Area Coordinator assigned in the area.
Gathering of Long List Subject for Profiling.	The farmers that are listed on the beneficiaries of SAAD Project will be sending a communication letter informing on the date of the profiling and geotagging.	the BLGU will make a letter informing the beneficiaries to come on the date when the profiling and geo tagging will happen.	Communication letter and printed list of beneficiaries.	7 days specially on the remote areas involved.	Project Development Officer assigned in the municipality.
Profiling and Geotagging.	The beneficiaries personal data and family background was collected specially on Agricultural information.	personal interview with the beneficiaries and write all the data needed and encode for data banking.	Printed profiling form; Pen; Stamp pad for farmers unable to sign; and Cellphone for geotagging.	10-14 days depends on the area to visit for the interview of the beneficiaries.	Project Development Officer assigned in the municipality.

**Region XIII**  
Agusan del Sur and Surigao del Sur

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Ground-working/ coordination with MLGUs.	Well-coordinated LGUs.	Meeting with MLGUs and DA SAAD - Regional Office.	PowerPoint presentation on SAAD.	1 day.	1 municipality.	MLGU personnel.
Program orientation and levelling off with MLGU.	Well-informed MLGU.	Orientation and levelling off about SAAD.	PowerPoint presentation on SAAD and pamphlets or brochures.	1 day.	1 municipality.	Area Coordinator, Barangay Council, Purok Leaders.
Longlisting of beneficiaries.	Long list of potential beneficiaries.	Collection of list of all potential beneficiaries.	CBMS Data; RSBSA; MAO database; and 4Ps data.	4 days.	1 municipality.	M/BLGUs, DSWD, AC.
Shortlisting of beneficiaries.	Shortlisted beneficiaries.	Review and consolidation of long list of beneficiaries.	CBMS Data; RSBSA; MAO database; and 4Ps data.	1 day.	1 municipality.	M/BLGUs, DSWD, AC.
		Crosschecking of beneficiaries from DA banner programs.	MAO database.	1 day.	1 municipality.	MLGU, AC.
		Collection of list of potential beneficiaries from barangay.	CBMS Data; RSBSA; and 4Ps data.	1 day.	1 municipality.	BLGUs, DSWD, AC.
		Table validation.	CBMS Data; RSBSA; MAO database; and 4Ps data.	2 days.	1 municipality.	M/BLGUs, DSWD, AC.

**(cont.) Region XIII | Agusan del Sur and Surigao del Sur**

Validation and profiling of shortlisted beneficiaries.	Final list of beneficiaries duly profiled.	Coordination with BLGU.	PowerPoint presentation on SAAD and pamphlets or brochures.	Half day.	1 barangay.	M/BLGUs, AC.
	Orientation, pre-evaluation, validation, and profiling.	Profile form and geotagging device.	3 days.	1 group (50 members).	M/BLGUs, AC, Beneficiaries.	
	Consolidation, review, and analysis of data for final beneficiaries.	Masterlist.	1 day.	1 municipality.	MLGU, AC.	
Organization and registration of new PO.	Duly registered PO in either SEC/DOLE/CDA.	Explain to group the advantages of organizing a PO, the structure, the functions, and the registration processes in forming a PO.	Registration forms and other requirements.	4 days.	1 group.	M/BLGUs, AC, Beneficiaries.
Re-orientation of existing PO.	Re-oriented PO.	Reiterate previously discussed module on organization, leadership, membership skills.	Reinforcement module for POs.	1 day.	1 group.	M/BLGUs, AC, Beneficiaries.

**(cont.) Region XIII | Agusan del Sur and Surigao del Sur**

PO Capability Building.	Capacitated PO.	Discuss capability building skills, specifically on organization management and leadership skills development.	Learning module on organization, leadership and membership skills.	2 days.	1 group.	M/BLGUs, AC, Beneficiaries.
SWOT Analysis and Action Plan.	SWOT Analysis and Action Plan.	Discussion and workshop on SWOT Analysis and Action Plan duly assisted by AC and M/PLGU.	Manila paper; Meta cards; Markers; Pens; and Masking tape.	1 day.	1 group.	M/PLGUs, AC, Beneficiaries.

## Part 2: Fisheries

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Consultation meeting with the stakeholders (LGU, FARMC, Fisherfolk Representative NCP, PCIC, PSA and others).	Well-informed stakeholders/partners in the implementation of the SAAD Program; created schedule of SAAD orientation per municipality; prepared list of targeted number of participants during the orientation.	Orientation about the program, planning for the next activities to be conducted and identification of target beneficiaries using FishR system as reference.	Data from the FishR System and Fisherfolk Profiles; and Presentation about the SAAD Program including the targets for the year.	1 day.	All municipalities per province.	SAAD RPMO and PPMO.
Partnership with the LGU on the conduct of orientation and needs assessment in the covered municipalities.	Oriented target fisherfolk beneficiaries about the SAAD Program; livelihood projects identified.	Coordination with the LGU and Purok Leaders re: invitation of target beneficiaries based on the FishR System to attend SAAD Program orientation and needs assessment activities; and Scheduling of the conduct of capacity building activities 3. Identification of livelihood projects by the fisherfolk.	Communication letters; FishR data; SAAD Program presentation; Brochures; and Training kits.	Province-wide (to be conducted per municipality).	LGU, Purok Leaders, SAAD RPMO/PPMO.	

**(cont.) Cordillera Administrative Region | Kalinga, Mountain Province, and Apayao**

Conduct of capacity building activities (aquaculture, capture or postharvest training).	Capacitate fisherfolk beneficiaries.	Conduct of classroom type lectures and discussions, hands-on training activities.	Learning modules, PowerPoint, and the like; and materials for hands-on training (i.e. for capture - materials for net making, postharvest - materials for fish processing).	2 days/ training.	Province-wide (to be conducted per municipality).	LGU, SAAD RPMO and PPMO, Resource Speakers.
Fisherfolk Organizing (level 1).	Organized fisherfolk groups.	Conduct of fisherfolk orientation on organizing, election of officers, preparation of documentary requirements for registration to DOLE or SEC.	Presentation materials on fisherfolk organizing; and Other documentary requirements for registration of the organization and other parliamentary procedures.	2 days (fisherfolk organizations will process documents needed).	Municipal-wide or clustered per barangay.	LGU, SAAD RPMO and PPMO, Resource Speakers.
Site validation and technical advisories.	Validated sites prior to provision of livelihood projects; set targeted date of livelihood input deliveries.	Conduct of site validation and provision of technical advisories.	Validation forms and geotagging devices.	1 month (depending on the number of targeted beneficiaries).	Province-wide (to be conducted per municipality/ barangay/ beneficiary).	LGU, Fisherfolk Leaders, Purok Leaders, SAAD PPMO.

**Region IV-B**  
Occidental Mindoro

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct orientation of Fisheries Extension Officers and Barangay Officials of SAAD municipalities re: SAAD Program.	Equipped and well-informed extension officers and barangay officials.	Meet and discussion with Fisheries Extension Officers and Barangay Officials.	PowerPoint presentation of SAAD briefer.	1 day.	1 barangay.	Regional SAAD Team.
Identify target household beneficiaries.	Identified and prioritized target households.	Visit and check the eligibility of each prospective target household.	FISHR and Listahanan.	5 days.	1 barangay.	Regional SAAD Team, Fisheries Extension Officers and Barangay Officials.
Visit the identified beneficiaries and discuss participation in the Program.	Final list of beneficiaries who are willing to contribute to the proposed projects.	Visit target households or viable People's Organization (PO).	List of beneficiaries identified in previous step.	3 days.	1 barangay.	Regional SAAD Team, Fisheries Extension Officers and Barangay Officials.

**(cont.) Region IV-B | Occidental Mindoro**

Meet with the final list of beneficiaries and discuss proposed projects.	Agreement on projects to be implemented and the beneficiaries for such.	Discuss possible projects according to the menu for SAAD Program; Select preferred project; and Identify beneficiaries for each project.	Menu for BFAR SAAD Program.	2 days.	1 barangay.	Regional SAAD Team, Fisheries Extension Officers and Barangay Officials.
Train beneficiaries in capability building interventions.	Capacitated beneficiaries on organization, leadership and membership skills.	Discuss capability building skills, specifically on organization management, leadership skills development.	Learning module on organization, leadership, and membership skills.	2 days.	1 barangay.	Regional SAAD Team.

**Region V**  
Catanduanes

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Validate target priority households and proposed projects in each Municipality.	Finalized priority household and proposed projects.	Conduct interviews and site validation for each prospect beneficiaries.	Profile Form and list of target beneficiaries with proposed interventions.	1 day.	2 barangay.	MF, PLGU, Beneficiaries, SB member, Coordinator.
Conduct Community Organizing with the target households.	Community organized.	Mobilize the community to address common issues and concerns; framing strategies for action.	Hand outs on creating a community action plan.	2 days.	1 municipality.	MF, PLGU, Beneficiaries, SB member, Coordinator.
Capacity Building (Organizational Development, Leadership).	Partner beneficiaries are capacitated.	Discuss capability building training (leadership, Organizational and development skills).	PowerPoint presentations and learning modules on Leadership, Values, SWOT, and organizational skills.	2 days.	3 barangay.	MF, PLGU, Beneficiaries, Project Coordinator, Resource Persons (Training Division).
Train the community on marketing and enterprise development (basic accounting).	Applied and maintained business records.	Discuss the Basic concept of Accounting includes Simple Bookkeeping.	Modules on Basic Accounting Training Kits and Materials for workshop.	3 days.	2 barangay.	Beneficiaries; Resource Persons; Facilitators.

**(cont.) Region V | Catanduanes**

Avail Crop Insurance from PCIC.	Insurance protected against losses from the occurrence of natural calamities.	Discuss the role of Agricultural/Fisheries Insurance to Farmers and Fisherfolk.	Application form.	1 day.	3 barangay.	MF, PCIC, PLGU, Beneficiaries.
Organize PO.	Organized/ Established PO.	Re-orientation of the programs and community organizing; Explain the advantages of organizing PO, functions and process of forming a PO; and Election of Officers, organization of committees and setting the agenda of meetings.	Materials for workshop. List of beneficiaries to be form in PO.	1 day.	3 barangay.	Beneficiaries; Municipal Facilitator; Barangay Council; Coordinator.
Consultation workshops and meetings.	Continuous consultation with beneficiaries/PO.	Gather inputs and suggestions from LGUs, SBs and partner beneficiaries; and identify main needs and constraints.	Minutes for the meeting.	2 days.	3 barangay.	MF, SB council, Beneficiaries.

**Region V**  
Masbate

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Identify/ Evaluate beneficiaries.	Identified beneficiaries.	Visit target household/ beneficiaries.	Evaluation Form.	2 days.	1 barangay.	SAAD Coordinator and AT- Fisheries.
Validate target beneficiaries.	Validated target beneficiaries.	Interview and house visit.	Validation Form.	4 days.	1 barangay.	SAAD Coordinator and AT- Fisheries.
Conduct meeting with target beneficiaries.	Conducted meeting with target beneficiaries.	Discuss the project; Select proposed; livelihood; and Identify and select active/willing beneficiaries.	List of available projects and list of the target beneficiaries.	1 day.	1 barangay.	SAAD Coordinator.
Organize Peoples Organization.	Established Peoples Organization.	Explain to the beneficiaries the advantages of organizing a PO, the structure, the functions, and the processes in forming a PO.	Manual/Module for organizing new PO.	2 day.	1 barangay.	SAAD Coordinator.

**(cont.) Region V | Masbate**

Re-organize Peoples Organization.	Re-oriented the PO's about their organization.	Reiterate the structure and functions of each member in an organization.	Reinforcement module.	1 day.	1 barangay.	SAAD Coordinator.
Capability Building Training.	Self-reliant organization, Efficient Leader and unified members.	Discuss capability building skills, specifically in managing and cooperating in an organization, leadership and problem management.	PowerPoint Presentation.	2 days.	1 barangay.	SAAD Coordinator and Speakers.

**Region V**  
Sorsogon

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct meeting with PLGU, LGU/ Target areas of the project regarding the project.	Well-informed PLGU/ LGUs/ areas.	Discuss possible projects in the area; and Identify coastal barangays less received intervention from the government.	PowerPoint presentation of SAAD Guidelines.	1 day.	6 municipalities.	PFO/ Regional Focal.
Identifying, validating of project beneficiaries and validating of proposed livelihood requested by beneficiaries.	Identified project beneficiaries (household/ group/ individual); Identified livelihood projects; and List of beneficiaries prepared by LGU OMAG and recommended by MFARMC.	Visit and check the eligibility of each prospective target household/individual/ group beneficiaries.	Fisherfolk profile form.	10 days.	23 barangays.	LGU-OMAG/ MFARMC/ PFO/ Regional Focal/ SAAD Coordinators.
Orient Project beneficiaries, LGUs/areas regarding the SAAD Project.	Well-informed project beneficiaries and LGUs/project areas.	Orient the project beneficiaries regarding the Guidelines of the SAAD Program.	PowerPoint presentation of SAAD Guidelines.	6 days.	6 municipalities.	Regional Focal/ PFO/ SAAD Coordinators.

**(cont.) Region V | Sorsogon**

Train project beneficiaries on Capacity Building.	Capacitated POs and Project beneficiaries.	Discuss capability building skills, specifically on organization management and leadership skills development.	Training Kits and materials; and Learning module on organization, leadership and membership skills, and proposal preparation.	3 days.	6 municipalities, SAAD Coordinators.	RFTFCD/ PFO/ RFTFCD/ PFO/ SAAD Coordinators.
Formation of Organization (if not yet organized).	Established and capacitated a PO.	Explain to the CG on the advantages of organizing a PO, the structure, the functions, and the processes in forming a PO; Election of officials.	Learning module for new POs.	1 day.	18 barangays.	LGU-OMAG/ SAAD Coordinators.

**Region VI**  
Antique

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible	
Contact Building.	Establish good relation with the beneficiaries and members of the LGU; and Establish personal contact with the stakeholders in order to build rapport for proper and accessible implementation of projects and conduct of activities.	Officers were determined through election; Contact details of the leader and the assigned point person were gathered; and Proper communication with the beneficiaries to build trust and determine the level of commitment the members have towards their respective roles in the association.	Contact number; Cellphone; Profiling sheet; and Validation sheet.	1 month.	5 identified SAAD municipalities.	stakeholders (SAAD beneficiaries); members of the LGU; BFAR/ SAAD staff.	
Coordination with the LGU.			Provide necessary data and information re the implementation of projects and conduct of activities; Maintain proper communication with the members of LGU re inquiry on the conduct and implementation of activities; and Provide LGU with the list of agenda prior to the conduct of regular/ emergency meetings.	Contact number; Data sheets; and Cellphone.	3 years.	5 identified SAAD municipalities.	Municipal Agriculturist; AT-Fisheries; members of the MA office; BFAR/ SAAD staff.

(cont.) **Region VI | Antique**

<p><b>Coordination with the identified SAAD beneficiaries.</b></p> <p>Well-informed beneficiaries re schedule of training, turn-over activities and meetings; Beneficiaries will be capable in managing themselves and their group/ association; and Beneficiaries will learn to coordinate with the BFAR staff re queries and concerns.</p>	<p>Provide them with contact details of assigned personnel; Conduct regular/ emergency meetings; and Provide them with details about project implementation.</p>	<p>3 years.</p>	<p>5 identified SAAD municipalities.</p>	<p>35 identified SAAD beneficiaries; BFAR/ SAAD staff.</p>
<p><b>Socio-economic profiling.</b></p> <p>Determine socio-economic details of the beneficiaries; Gather data re socio-economic status of the beneficiaries; and Identify appropriate projects and activities suitable for the beneficiaries.</p>	<p>Conduct socio-economic survey/ profiling.</p>	<p>1 month.</p>	<p>5 identified SAAD municipalities.</p>	<p>MAO; AT-Fisheries; Brgy. Captain; 35 identified SAAD beneficiaries; BFAR/ SAAD staff.</p>

(cont.) **Region VI | Antique**

Formation of Savings Club.	Develop financial management skills; Provide an outlet for financial needs within the association; and Practice transparency within their group.	Conduct orientation; Conduct weekly meetings for sharing of contribution; Formulation of Constitution and By-Laws; and Provision of box and other necessary materials.	Money box; Logbook; Keys; Passbooks; Stamp pads; and Stamp.	3 years.	5 identified SAAD municipalities.	LGU; 35 identified SAAD beneficiaries; BFAR/ SAAD staff.
DOLE registration.	To be a recognized association; and Be able to benefit from the projects and other privileges of a registered association.	Conduct meetings; Submit necessary documents; and Coordinate with DOLE.	Minutes of meetings; Constitution and By-Laws; Attendance; and Financial report.	2 months.	5 identified SAAD municipalities.	DOLE; SAAD beneficiaries; BFAR/ SAAD staff.

**Region VI**  
Negros Occidental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Present the Department of Agriculture's new program: Special Area for Agricultural Development (SAAD) to target LGUs.	Mutual agreement for commitment and support from the LGU.	Conduct of orientation to all LGUs' Fishery Technicians and Agriculturist.	Laptop; Projector; Sounds; Venue; and Food.	1 day.	25 LGUs in Negros Occidental.	BFAR 6 and PFO SAAD Focal.
Conduct table validation in the identification of 5 possible SAAD areas in the province.	5 identified SAAD areas.	Collection of all available data i.e. poverty incidence, list of poorest of the poor fisherfolks, FishR, list of projects; Analysis of data; and Identification of areas that will suit with the requirements of the program.	Laptop and conference table.	1 day.		BFAR PFO and staff.
Identify target households through field validation, geotagging and community profiling.	Identified and prioritized target households beneficiaries.	Visit and check the eligibility of each prospective target household beneficiary.	Evaluation form.	1 month.	5 municipalities.	BFAR (SAAD staff), LGU.

(cont.) **Region VI | Negros Occidental**

Finalize list of beneficiaries based on the requirements set in SAAD Program.	Final list of beneficiaries per barangay.	Encoding of data in the data sheet; Closed-door meeting and analysis of data; and Deliberate shortlisted households beneficiaries.	Laptop and projector.	1 day.	
Present the Department of Agriculture's new program: Special Area for Agricultural Development (SAAD) and the list of identified beneficiaries to target LGUs.	Mutual agreement for commitment and support from the LGU.	Introduction of the program and content of the MOA to the LGU for deliberation and amendment if necessary during session; and Discussion of their roles and responsibilities in the implementation of the program.	MOA and project Proposal.	1 day.	1 municipality (1-2 barangays).
Conduct of workshop on community profiling with regards to the identified SAAD areas.	Fishery profile and possible target projects per area.	Conduct of workshop with beneficiaries and LGUs; and Encoding and analysis of data gathered.	Laptop; Projector; Sounds; Manila paper; Metacards; Tape; Marker; Venue; and Food.	1 day.	5 municipalities.

(cont.) **Region VI | Negros Occidental**

<p>Conduct orientation with regards to Special Area for Agricultural Development (SAAD) project implementation to beneficiaries.</p> <p>Conduct of Values re-orientation to the beneficiaries.</p>	<p>Introduction of the program; Presentation of final beneficiaries; and Concerns, questions and clarifications of people involved will be addressed properly.</p> <p>Change in behavior of beneficiaries towards the implementation of the projects; Beneficiaries will be able to examine their values and align it with the organizational values presented for project implementation;</p>	<p>Set a schedule for orientation of different municipalities/ cities in coordination with the LGU. Prepare programs and logistics. Conduct of orientation.</p>	<p>Projector; Laptop; and Writing Materials.</p>	<p>1 day.</p>	<p>1 municipality (1-2 barangays).</p>	<p>BFAR (SAAD staff), LGU.</p>
			<p>Conduct values re-orientation training; Give proper guidance and assistance during the project implementation; and Provide IEC materials.</p>	<p>Laptop; Projector; Sounds; Manila paper; Metacards; Tape; Marker; Venue; and Food.</p>	<p>2 weeks.</p>	<p>5 municipalities.</p>

**(cont.) Region VI | Negros Occidental**

Conduct of Leadership training.	Develop leadership potential in handling community projects; Develop skills in handling group conflicts; Be able to define the true meaning of servant leadership; and Develop skills necessary in team building and organizational structure.	Conduct leadership training; Provide IEC materials; and Practice roles and responsibilities as leaders of the group.	IEC materials; and Lectures.	2 days.	5 identified SAAD municipalities.	LGU; 5 identified SAAD leaders; BFAR/ SAAD staff.
Processing of DOLE registration for beneficiaries without organization.	To be a recognized association; and Be able to benefit from the projects and other privileges of a registered association.	Conduct meetings; Submit necessary documents; and Coordinate with DOLE.	Minutes of meetings; Constitution and By-Laws; Attendance; and Financial report.	2 months.	5 identified SAAD municipalities.	DOLE; SAAD beneficiaries; BFAR/ SAAD staff.
Conduct of monthly meeting.	Beneficiaries able to deliver their issues, concerns and status in the implementation of the program.	Attendance to monthly meeting of the beneficiaries.	Notebook; Pen; and Camera.	1 day/ municipality.	5 identified SAAD municipalities.	LGU, BFAR SAAD staff and PO.

**Region VII**  
Bohol

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Coordinate and inform LGU regarding SAAD Project and its beneficiary.	Well-coordinated.	Courtesy call to Mayor/ MAO/ Fishtech.	Vehicle for transportation.	4-5 days.	23 municipalities.	SAAD staff, LGU.
Set a meeting with target households and POs.	Produced an agreement on subprojects to implement, list of participants, and core group members.	<p>Discuss possible viable subprojects options given agro-physical profile and projects' long-term prospects.</p> <p>Select preferred project.</p> <p>Identify other poor households willing to participate.</p> <p>Identify persons from those interested to form the core group of the proposed project.</p>	<p>Menu of available subprojects;</p> <p>Written document indicating the beneficiaries' preferred project; and</p> <p>Participation form for other poor households.</p>	2 days.	1 barangay.	MF, BF, CG.
Organize a PO (if barangay has none).	Established and capacitated a PO.	Explain to the CG on the advantages of organizing a PO, the structure, the functions, and the processes in forming a PO.	Learning module for new POs.	2 days.	1 barangay.	MF, BF, MPMU.

**(cont.) Region VII | Bohol**

Re-orient POs for reinforcement (if there is an existing PO).	Re-oriented the knowledge and skills required of a PO.	Reiterate previously discussed module on organization, leadership, membership skills and proposal.	Reinforcement module for POs.	1 day.	1 barangay.	MF, BF, Support Institution (SI).
Validate target priority households and proposed projects.	Validated target households and proposed projects.	Deliberate shortlisted households and subprojects.	Validation form.	2 days.	1 barangay.	MF, BF, Core Group (CG).
Visit households and/or viable PO to determine and assess their willingness to contribute resources to implement their priority projects.	List of households and PO who committed contribution to proposed subproject finalized.	Visit target households or viable People's Organization (PO).	List of committed households and viable PO.	3 days.	1 barangay.	MF, BF, CG.
Train POs/beneficiaries in capability building interventions and project management/technology.	Capacitated POs on organization, leadership and membership skills, and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development, and hands-on training in project proposal preparation.	Learning module on organization, leadership and membership skills, and proposal preparation.	3 days.	1 barangay.	MF, BF, SI.

**Region VII**  
Negros Oriental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Orientation with PO from diff municipalities and cities and coordination with local government units and partner agencies.	LGUs Fisheries Technician and other Partner Agencies will have a full understanding about the Program.	Conduct series of coordination meetings, consultations and orientation.	IEC Materials; Program implementing guidelines; and FOO.	1.5 months.	15 municipalities.	BFAR-SAAD focal, LCEs, SB members, LGU-MAO.
Information dissemination about the program to municipal/ barangay development council (BDC).	Create a strong partnership and cooperation within the municipal and barangay government.	Conduct public information within and around the barangays, municipalities and cities for the rules and regulations.	Power point presentation (if applicable); IEC Materials; and Implementing Guidelines.	2 months.	15 municipalities.	MDC/BDC members; Fisherfolk.
Community entry and integration.	Adaptation community culture, traditions and practices.	Legwork and ground working activities.	Manpower.	Continuing.	300 barangays.	Fisherfolk target beneficiaries; Barangay officials.

**(cont.) Region VII | Negros Oriental**

Community immersion.	Create good working conditions within the community to gain cooperation, participation and support services of the Program.	Individual Validation and Information Gathering.	IEC Materials.	Continuing.	300 barangays.	Fisherfolk target beneficiaries; Barangay officials.
Community profiling.	Identified and Validate current situation in the community especially to the individuals in terms of socio-economic, cultural, political issues and concerns.	Identify present community situation in terms of socio-economic, political, and cultural.	Survey forms and barangay and municipal profiles.	2 months.	300 barangays.	Municipal and Barangay officials and employees.
Social investigation and validation	Gather community individual profile for identification purposes	Field Group Discussions (FGDs)	Survey forms and IEC Materials.	2 months.	300 barangays.	Municipal and Barangay officials and fisherfolks
Identification of program/ project beneficiaries.	Masterlist of beneficiaries for validation and endorsement.	Identify target beneficiaries for the project (household base); and Prioritize target beneficiaries based on RSBSA data.	FishR registration data and RSBSA data.	2 months.	300 barangays.	Fisherfolk target beneficiaries; Barangay officials.

(cont.) **Region VII | Negros Oriental**

Community needs assessment.	Identified and select possible interventions and provision of the Program in the community after the assessment and data gathering.	Field Group Discussions (FGDs); and Community Resource Assessment (CRA).	Training kit; Templates; CRA profile; and IEC materials.	3 weeks.	15 municipalities.	Fisherfolk target beneficiaries; Barangay officials.
Community organizing and strengthening.	Barangay/Municipal Fisherfolk organized and strengthened.	Core group formation; and Conduct of organizational meetings and election.	Program brochures; Training kit; CBL template; and Organization structure.	2 months.	15 municipalities.	Fisherfolk target beneficiaries; Barangay officials, MAO.

**Region VII**  
Siquijor

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Orientation and coordination with local government units and partner agencies.	LGUs and Partner Agencies will have a full understanding about the Program.	Conduct series of coordination meetings and consultations.	Brochures; Program implementing guidelines; and FOO.	1 month.	6 municipalities.	BFAR-SAAD focal, LCEs, SB members, LGU-MAO.
Information dissemination about the program to municipal/ barangay development council (BDC).	Established partnership and cooperation with the municipal and barangay government.	Attend/conduct of municipal and barangay council sessions, assemblies and meetings to discuss respective roles and responsibilities in the implementation of the Program.	PowerPoint presentations about the Program; Brochures; and Program implementing guidelines.	2 months.	6 municipalities; 134 barangays.	MDC/BDC members; Fisherfolks.
Community entry and integration.	Familiarized the community culture, traditions and practices.	Legwork and ground working activities.	None.	Continuing.	134 barangays.	Fisherfolk target beneficiaries; Barangay officials.

(cont.) **Region VII | Siquijor**

Community immersion.	Established good working conditions with the community to gain acceptance and support of the Program.	House-to-house visits, FGDs and information gathering.	None.	Continuing.	134 barangays.	Fisherfolk target beneficiaries; Barangay officials.
Community profiling.	Identified current situation in the community in terms of socio-economic, cultural, political issues and concerns.	Identify present community situation in terms of socio-economic, political, and cultural.	Survey forms; Barangay and municipal profiles.	1 month.	134 barangays.	Municipal and Barangay officials and employees.
Social investigation and validation.	Gathered initial findings to determine activities to be done for sound planning.	Field Group Discussions (FGDs). SWOT Analysis.	Survey forms. Training kit and templates.	1 month.	134 barangays.	Municipal and Barangay officials and fisherfolk.
Identification of program/ project beneficiaries.	List of beneficiaries shortlisted for validation and endorsement.	Identify target beneficiaries (household base). Prioritize target beneficiaries based on RBSA data.	FishR registration data and RBSA data.	2 months.	134 barangays.	Fisherfolk target beneficiaries; Barangay officials.

**(cont.) Region VII | Siquijor**

<p>Community needs assessment.</p> <p>Identified possible interventions of the Program in the community after the assessment and investigation.</p>	<p>Field Group Discussions (FGDs).</p> <p>Community Resource Assessment (CRA).</p>	<p>Training kit; Templates; and CRA profile.</p>	<p>2 weeks.</p>	<p>6 municipalities.</p>	<p>Fisherfolk target beneficiaries; Barangay officials.</p>
<p>Community organizing and strengthening.</p> <p>Barangay/ Municipal Fisherfolk organized and strengthened.</p>	<p>Core group formation.</p>	<p>Program brochures; Training kit; CBL template; and Organization structure.</p>	<p>1 month.</p>	<p>6 municipalities.</p>	<p>Fisherfolk target beneficiaries; Barangay officials, MAO.</p>

**Region VIII**

Eastern Samar, Leyte, Southern Leyte, Samar, and Northern Samar

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct meeting with Municipal Mayor, Municipal Agriculturist and AT-Fisheries.	Informed Municipal Mayor and MAO.	Orient the Municipal Mayor and Municipal Agriculture personnel about the program and its guidelines of implementation.	PowerPoint presentation; Posters; Pamphlets; and Brochures.	1 day.	1 municipality.	BFAR staff, Mayor's Office and Staff from the Office of the Municipal Agriculturist.
Information campaign/project IEC/Orientation and Consultative meeting with players and partner LGU and BLGU.	Well-Informed Municipal and Barangay Leaders.	Orient the Municipal Agriculture personnel and Barangay Leaders about the objectives of the Program.	PowerPoint presentation Posters; Pamphlets; and Brochures.	1 day.	1 barangay.	Concerned agency, Barangay Development Council and Municipal Agriculture personnel.
Coordinate with the concern agency on the partial listing of the validated/ qualified target fisherfolk beneficiaries/PO.	Identified the qualified target fisherfolk beneficiaries.	Deliberate the list of qualified target fisherfolk beneficiaries to MAO and Barangay personnel.	Validation forms.	2 days.	1 municipality.	Concerned agency, Barangay Development Council and Municipal Agriculture personnel.

**(cont.) Region VIII**

Data Gathering/ Field validation/ area profiling and assessment.	Gathered data/ information available at Barangay Level. Finalized list of qualified fisherfolk target beneficiaries.	Area profiling with the MAO and Barangay personnel/ House-to- house validation. Discuss with Municipal Mayor, MAO and Barangay Officials the final list of target beneficiaries who qualified during the actual field validation.	Socio Economic Profile forms/Evaluation forms.	Presentation of the data gathered during field validation/profiling.	5 days. 1 municipality.	BFAR staff, Office of the Municipal Agriculturist and Barangay Officials.
Conduct FGD/ set a meeting with the qualified target fisherfolk beneficiaries/POs.	Produced an agreement on the programs/ project to be implemented.	Discuss the objectives of the program and viable project options that are feasible in their area (resource-based); Select preferred project; and Form core group of the proposed project.	Presentation of the available and feasible subproject.	1 day. 1 barangay.	Concerned agency, Barangay Development Council and Municipal Agriculture personnel.	
Organize the qualified fisherfolks beneficiaries.	Established/ strengthened Fisherfolk Association/ PO.	Organization/Formations strengthening of the qualified fisherfolk.	Learning module for new organized PO.	2 days. 1 municipality.	Concern agency, Barangay Development Council and Municipal Agriculture personnel.	

**(cont.) Region VIII**

Re-orient the PO for reinforcement.	Re-oriented the knowledge and skills required of a PO.	Reiterate previously discussed on organization, leadership and skills.	Reinforcement module for PO.	2 days.	1 municipality.	Concern agency, Barangay Development Council and Municipal Agriculture personnel.
Train POs in Capability Building Intervention.	Capacitated POs on organization, leadership, skills and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development and hands on training in project proposal preparation.	Learning module on organization.	3 days.	1 municipality.	Concern agency, Barangay Development Council and Municipal Agriculture personnel.
	Capacitated PO in project implementation.	Discuss the project design, operation and management plan; and Hands-on training on the construction, installation and operation of the projects.	PowerPoint presentation; Posters; Pamphlets; Brochures and any available materials needed for the construction.	3 days.	1 municipality.	BFAR Staff, MAO Staff and PO members.

**Region IX**  
Sulu and Zamboanga del Norte

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Evaluation of Previous Projects.	Presentation of the Region's previous SAAD projects.	Through presenting previous SAAD projects of Region with respective representatives.	PPT Presentation.	10 minutes per presentation.		Representative per region.
Planning.	Organized strategies/steps in the implementation of project.	Listening to the speaker and sharing of ideas or experiences from participants.	Hand outs/ Laptop.	3 to 4 hours.		Participants and Resource Person.
Selection of Area.	List of areas Sitios/Barangays for project implementation.	Choosing primary and suitable target areas from the region.	Laptop/ Writing Tools.	2 hours.		Participants.
Group discussions.	Gather ideas such as risk management, effective and efficient projects, etc.	Division of Participants.	Writing tools.	1 hour.		Participants.
Raising concerns/ Recommendation.	Prepare for solutions to the possible problems that might arise during implementation.	Through the interaction of participants.	Laptop/ Writing Tools.	1 hour.		Participants and Organizers.

**Region X**  
Bukidnon, Lanao del Norte, and Misamis Occidental

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct Information Education Campaign (IEC) to prospect project proponents.	Concerned LGUs down to purok level are well-informed on the locally funded project: SAAD Program.	Proper coordination with the Local Chief Executives, Brgy Captains and Purok Leaders; and Conduct Orientation and Focus Group Discussion.	PowerPoint presentations; Projector; Sound system; Brochures; and Educational Video presentations.	2 days.	1 city/ municipality with 3-6 barangays.	BFAR 10 Staff/ LGUs/ Brgy Captains.
Validation and profiling of prospective beneficiaries.	Finalized list of beneficiaries as cross-matched with DSWD poorest among the poor database.	Conduct house to house validation and profiling of beneficiaries in coordination with the concerned LGUs/MAOs, Brgy. Captains and Purok Leaders.	Validation forms; FishR Forms; and Camera.	15 days.	2 cities/ municipalities with 3-6 barangays.	BFAR 10 Staff/ MSWD/ LGUs/ Brgy Captains.
Finalization of project beneficiaries and corresponding livelihood interventions.	Matrix of beneficiaries with complete necessary details.	Consolidation of validated beneficiaries; and Coordinate with DSWD re cross-matched database on poorest among the poor list of fisherfolk.	Computer; Bond paper; and Printer.	3 days.	2 cities/ municipalities with 3-6 barangays.	BFAR 10 Staff.

**(cont.) Region X**

Conduct meeting and project orientation to the beneficiaries.	Beneficiaries well-informed on the project; and Consolidated list of appropriate livelihood project.	Convene with LGUs, Brgy. Captains and the beneficiaries re conduct of Focus Group Discussion on SAAD program.	PowerPoint presentations; Projector; Sound system; Brochures; and Educational video presentations.	2 day.	1 city/ municipality with 3-6 barangays.	BFAR 10 Staff/ LGUs/ Brgy Captains.
Capacity building.	Enhanced knowledge and skills of the beneficiaries thru conduct of training/works hops.	Conduct lecture/ workshop on the topics such as Values formation, Technology, Coop Organizing, marketing/ trading/ entrepreneurship/ processing and other related business activities.	Training kits; Sound system; Projector; PowerPoint presentations; Video presentations; Tarpaulin; and Certificates.	2 days.	2 cities/ municipalities with 3-6 barangays.	BFAR 10 Staff/ LGUs/ Brgy Captains.
PO Organizing.	Established and capacitated POs.	Give lecture on Organizing PO specifying its advantages, structure, functions, and the processes involved.	Training kits; Sound system; projector; PowerPoint presentations; Video presentations; Tarpaulin; and Certificates.	2 days.	1 city/ municipality with 3-6 barangays.	BFAR 10 Staff/ LGUs/ Brgy Captains.

(cont.) **Region X**

Project Implementation.	Successful project; implementation Satisfied beneficiaries; and Income generation.	Distribution of necessary supplies and materials for the implementation of the project; and Monitor construction of infra projects.	Various project supplies and materials such as hardware supplies, fishing supplies and agricultural supplies.	2 days.	1 city/municipality with 3-6 barangays.	BFAR10 Staff/LGUs/Brig Captains.
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**Region XI**  
Davao de Oro

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Spread the information about SAAD Program through Provincial Fisheries Technicians Meeting.	Well-informed Provincial & Municipal Fishery Technicians.	Orient the P/MLGU Fisheries Technicians on SAAD Program.	PowerPoint presentation.	2 hours.	11 municipalities.	P/MLGU Fisheries Technicians.
Spread the information about SAAD Program through meetings with the Local Chief Executives together with Municipal Agriculturist.	Well-informed Local Chief Executives & Municipal Agriculturist.	Orient the Local Chief Executives & Municipal Agriculturist.	PowerPoint presentation.	4 hours.	3 coastal municipalities.	Local Chief Executives & Municipal Agriculturist.
MLGU Local Chief Executives require to submit list of MFARMC endorse beneficiaries prioritizing the TARGET beneficiaries cross match with the DSWD.	Identify and prioritize target households.	Check the eligibility of each prospective target household (FishR and BoatR).	Evaluation form.	10 days.	All coastal barangays.	BFAR-FLDT; Provincial & Municipal Fishery Technicians; MFARMC Chairperson.

(cont.) **Region XI**

Validate target priority households through visitation.	Validated target household.	Deliberate shortlisted household.	Validation form.	1 month.	All coastal barangays.	BFAR-FLDT; Provincial & Municipal Fishery Technicians; MFARMC Chairperson.
Set an Orientation Seminar on SAAD Program with the beneficiaries, Barangay Captains, P/MLGU Fishery Technicians and Local Chief Executives.	Well-informed the target beneficiaries and Brgy. Captain; and Finalized list of beneficiaries & livelihood interventions.	Discuss the SAAD Program: Rationale; Objectives; program framework, scope & coverage, mechanics of implementation, role of stakeholders; Discuss the proposed livelihood interventions and training; Gather baseline data of the finalized beneficiaries; and Identify Fisherfolk Leader per Barangay.	PowerPoint presentation; Bond paper, and Pen.	1 day.	1 municipality.	BFAR; Provincial & Municipal Fishery Technicians; MFARMC Chairperson; Barangay Captain; Local Chief Executives.

**Region XII**  
Sarangani

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Information dissemination and orientation of the SAAD Project Concept to the PLGU and MLGU.	Well-informed Provincial and Municipal Government partners.	Orient the Municipal and Provincial Government partners on SAAD Project Concept.	PowerPoint presentation on SAAD Project Concept.	1 day.	6 municipalities (Provincial-Wide).	BFAR, OPAG, OMAG.
Conduct a consultation workshop with the Office of Provincial Government and the Office of the Municipal Agriculturist.		Conceptualized a project.	PowerPoint presentation and meta cards.	1 day.	6 municipalities (Provincial-Wide).	BFAR, OPAG, OMAG
Identify target households or People's Organization.		Identified and prioritized target households and viable POs.	Evaluation form.	1 day.	1 municipality.	BFAR, OMAG.

**(cont.) Region XII | Sarangani**

Validate potential beneficiaries or POs.	Validated potential beneficiaries or POs (FishR and Profile).	Visit, validate, consolidate and deliberate shortlisted households.	Validation Form (FishR and Profile Form).	2 days.	1 barangay.	BFAR-FLDT.
Train POs through a series of Capacity Building Training-Workshop.	Capacitated POs on enterprise development, organizational development, strategic planning, and basic financial management and simple bookkeeping.	Discuss capacity building skills.	PowerPoint presentations and learning module.	3 days.	6 municipalities (Provincial-Wide).	BFAR, DTI and other government program and support services.

**Region XII**  
Sultan Kudarat

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Conduct consultation/ meeting/ dialogue between Provincial and Municipal Agriculture on SAAD Fishery Project.	Inform LGU's on SAAD fishery project; enable to identify appropriate project in each municipality.	Orient LGU's on guide concept of SAAD.	PowerPoint presentation .	1 day.	Provincial-wide.	Provincial Agriculture; Mas; Municipal Fishery Coordinators PFO/ Municipal Fishery Coordinator/s.
Identify and validate project target beneficiaries.	Develop organize fisherfolk assoc., group and cooperative.	Actual validation and profiling.	Forms used validation/ Fisherfolk profile/ FishR.	5 days.	Municipal-wide.	Barangay Officials/ Public Employment Service office (PESO).
Capacitate beneficiaries on the project.	Enable to attain knowledge and equipped beneficiaries.	Training/ orientation/ seminar/ practicum.	PowerPoint presentation/ Visual aid/ Reading materials/ Video clips.	3 days.	Municipal-wide.	BFAR PFO technical staff/ Municipal Fishery Coordinator/s.

**(cont.) Region XII | Sultan Kudarat**

<b>Provision of support technical, postharvest and marketing assistance</b>	Enable to attained/ achieve target output develop and capacitated beneficiaries on leadership, skills develop and proposal.	On-site.	Water measuring devices/ Equipment (grammer and ruler).	1 day.	Individual/ group.	BFAR/ DTI/ DOLE/ LGU-PESO.
<b>Capacity building.</b>		Seminar Workshop.	PowerPoint presentation/ Visual aid/ Practicum.	3 days.	Individual/ group.	

**Region XII**  
Cotabato

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Courtesy call to Local chief executive regarding the SAAD Program in the Municipality.	Well-informed Local Chief Executives.	Orient LCEs about SAAD.	PowerPoint presentation on SAAD, pamphlets or brochures.	1 day.	1 municipality.	Mayor, SP on Agriculture, Municipal Agriculture Officers.
Conduct information campaign about the SAAD Program to barangay residents and purok leaders.	Well-informed barangay officials, purok leaders, and sitio residents.	Orient barangay officials, purok leaders, and residents about SAAD.	Powerpoint presentation on SAAD, pamphlets or brochures.	2 days.	1 barangay.	Barangay Officials, Purok leaders.
Barangay Officials commit to participate in the SAAD Program in the Municipality.		MOU.	Memorandum of Understanding.	7 days.	1 barangay.	Barangay Officials.
Identify target households and/or people's organization	Identified and prioritized target households.	Visit and check the eligibility of each prospective target household.	Evaluation form.	5 days.	1 barangay.	LGU, Barangay Officials.

**(cont.) Region XII | Cotabato**

Validate target priority households/ PO's and proposed projects based on the SAAD programs.	Validated target households; produced written agreement of validated households.	Deliberate shortlisted households beneficiaries.	Validation form.	2 days.	1 barangay.	LGU, Barangay Officials.
Organize a PO (if barangay has none).	Established and capacitated a PO.	Explain to the group on the advantages of organizing a PO, the structure, the functions, and the processes in forming a PO.	Learning module for new POs.	2 days.	1 barangay.	LGU, Barangay Officials.
Re-orient POs for reinforcement (if there is an existing PO).	Re-oriented the knowledge and skills required of a PO.	Reiterate previously discussed module on organization, leadership, membership skills and proposal.	Reinforcement module for POs.	2 days.	1 barangay.	LGU, Barangay Officials.
Train POs in capability building interventions.	Capacitated PO's on organization, leadership and membership skills, and proposal preparation.	Discuss capability building skills, specifically on organization management, leadership skills development, and hands-on training in project proposal preparation.	Learning module on organization, leadership and membership skills, and proposal preparation.	3 days.	1 barangay.	LGU, Barangay Officials.

**Region XIII**  
Surigao del Sur

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Meeting/ Orientation of SAAD program with PLGU, Provincial Agriculture office and Provincial Fisheries and Aquatic Resources Office (PFARO) of Surigao del Sur.	A Coordinated program/ projects for the province of Surigao del Sur; and Project oriented PLGU, PAO and PFARO of Surigao del Sur.	Conduct Meeting/Orientation of SAAD program with PLGU, Provincial Agriculture office and Provincial Fisheries and Aquatic Resources Office (PFARO) of Surigao del Sur.	PowerPoint presentation on SAAD Programs and its guidelines.	2 days.	1 province.	BFAR C.O., PMEU, Regional SAAD Focal person, Provincial Fishery Officer, Provincial SAAD focal persons.
Selection of target municipalities based on poverty incidence (PSA) data.	A list of municipalities as beneficiary of SAAD program based on Philippine Statistics Authority (PSA) data.	Visit the Provincial Office of PSA and discuss the highest poverty incidence municipalities in the province.	Letter of intent and request for poverty incidence data in the province.	1 day.	1 province.	Provincial Fishery Officer, Provincial SAAD focal person.
Conduct of Community Participatory Rural Appraisal (CPRA) and Community Needs Analysis Workshop for target municipalities.	Available resources and community needs identified by PAO, MAO, municipal fisheries technician, MFARMC and fisherfolk representatives.	Conduct the workshop using logical framework and problem tree analysis, participated by PAO, MAO, AT-fisheries, MFARMC and fisherfolk representatives.	Powerpoint presentation; PSA data; Meta cards; Pens; and Manila papers.	5 days.	1 province.	BFAR C.O., PMEU, Regional SAAD Focal person, Provincial Fishery Officer, Provincial SAAD focal persons.

**(cont.) Region XIII | Surigao del Sur**

Identification of projects/ livelihood interventions and budget allocation per project based on Needs Analysis.	Identified and prioritized projects or livelihood interventions.	Conduct meeting and workshop with PAO, PFARO and MAO, AT- Fisheries, MFARMC, fisherfolk representative of target municipalities.	Powerpoint presentations; Municipal fisheries data; Meta cards; Pens; Manila papers; and Notebook.	5 days.	5 municipalities.	PMEU, Regional SAAD Focal, Provincial Fishery Officer, Provincial SAAD focal person.
Identify target beneficiaries per project from target municipalities based on SAAD guidelines (registered fisherfolk - FishR).	Identified and prioritized target beneficiaries.	check the eligibility (Fish-R) of each prospective target beneficiaries.	SAAD RPMO - Evaluation form.	3 days.	1 municipality.	Provincial Fishery Officer, Provincial SAAD focal person.
Validate target beneficiaries based on SAAD guidelines.	Identified and prioritized target beneficiaries.	Visit the household and verify the annual/ monthly income of each prospective target beneficiaries.	SAAD RPMO - Validation form.	3 days.	1 municipality.	PMEU, Provincial Fishery Officer, Provincial SAAD focal person.
Validate proposed sites for the project.	Validated and feasible sites for the project.	Conduct on-site validation/visitation for the proposed site of the project.	SAAD RPMO - Validation form.	Within 3 days after beneficiary validation.	1 municipality.	PMEU, Provincial Fishery Officer, Provincial SAAD focal person and technical staff.

**(cont.) Region XIII | Surigao del Sur**

Finalization of project beneficiaries and proposed sites.	Final list of beneficiaries and sites of the project.	Deliberate shortlisted beneficiaries and sites.	SAAD RPMO - form.	1 day.	1 province.	PMEU, Regional SAAD Focal, Provincial Fishery Officer, Provincial SAAD focal person and technical staff.
Meeting and Program orientation (SAAD) of the beneficiaries.	A well-oriented beneficiaries about SAAD program and produced agreements in implementation of the project.	Discuss the purpose and objective of the program; Discuss the long term prospects of the program; and Identify other beneficiary of the project based on SAAD guidelines.	PowerPoint presentation on SAAD Programs and its guidelines.	1 day.	1 municipality.	Provincial SAAD focal person and technical staff.
PO formation.	Established and capacitated PO.	Discuss and explain to the beneficiaries the advantages of organizing a PO, the structure, the functions, and the process in forming a PO.	Learning module for new POs.	1 day.	1 municipality.	PMEU, Provincial SAAD focal person and Technical Staff.

**(cont.) Region XIII | Surigao del Sur**

Organizational Revitalization Training.	Empowered and capacitated PO.	Discuss and explain the self-realization (module 1) and values formation (module 2).	Training modules (organizational revitalization) for POs.	2 days.	1 municipality.	Provincial SAAD focal person and technical staff.
Technical and hands-on training on identified projects.	Empowered and capacitated PO, PO gained knowledge and skills in different aquaculture practices.	Conduct of technical and hands-on training (on-site) on beneficiaries.	Training modules (i.e. milkfish culture in pen, pond, polyculture in cage, aquasilviculture, tilapia culture in pond, lobster culture, oyster culture etc.) for POs.	3 days.	1 municipality.	Provincial SAAD focal person and Technical Staff.
Benchmarking of PO.	Visited different aquaculture facilities and farms within the region.	Conduct of benchmarking of POs to different aquaculture facilities and farms within the Region.	Camera; Notebooks; and Pens.	2 days.	1 municipality.	SAAD focal.
Distribution of materials and inputs.	Materials and inputs of the project were turned-over to the beneficiary (PO) and delivered on site.	transport the materials and inputs of the project to the beneficiary and project site.	Materials and inputs of the project; and Acknowledgement receipt.	1 day.	1 municipality.	Provincial SAAD focal person and Technical Staff, general services.

**Region XIII**  
Agusan del Sur

Key Step	Expected Output	Procedure	Materials Needed	Duration	Coverage	Key People Responsible
Set meeting and orientation with PAO.	Plans and activities will be formulated 2. Produced collaborative agreement regarding on the projects to be implemented and preferred projects.	Send communication letters.	Printer and bond paper.	1 day.	Provincial Agriculture Officer and assigned Provincial Fishery Coordinator.	Regional SAAD Focal Person and SAAD staff, Provincial Fishery Officer and staff.
Selection of target Mun. based on poverty incidence (PSA data).	Identified prioritized or target municipalities (based on the data).	Visit the prioritized target municipalities based on the poverty incidence data.	PSA data.	2-3 days.	7 municipalities.	PFO- Staff, FLDT, Provincial Fishery tech. and AT-fishery coordinator.
Community Needs Analysis Workshop for target municipalities using logical framework and problem tree analysis (participated by PAO, MAO, municipalities Fisheries Technician, MFARMC and fisherfolk representatives).	Problems and needs of target municipalities identified; Gathered data and status of target municipalities; and Formulate possible solutions and Recommendation will be raised.	Gathered fund and preferable venue.	PowerPoint presentation; Training kit; and Training module.	3-4 days.	7 municipalities.	BFAR-Training staff, SAAD region and PFO.

(cont.) **Region XIII | Agusan del Sur**

Identification of projects and budget allocations per project based on needs analysis.	Finalization of budget allocation; and Identified projects needed by every selected municipality.	Short-listed of projects per municipality; and Get partial budget allocation per municipality.	1 day.	7 municipalities.	PAO, MAO, PFO.
Pre-masterlist of beneficiaries per project from target municipalities (based on FishR).	Identified target beneficiaries per projects	Get shortlisted from AT-Fishery Tech.	Validation form. 2-3 days.	7 municipalities.	PFO staff, FLDT and AT-Fishery Technician.
Validation of beneficiaries and proposed sites using SAAD -RPMIO form.	Potential sites validated; and Final recommended beneficiaries validated	Home visit and site validation of beneficiaries	Validation form. 4 days every municipalities depending on number of target beneficiaries.	7 municipalities.	PFO staff, FLDT and AT-Fishery Technician.

(cont.) **Region XIII | Agusan del Sur**

Finalization of project beneficiaries and proposed sites.	Exact number of beneficiaries and amount budget allocation; and Potential sites identified.	Review the validation form as basis on selecting final beneficiaries.	1 day.	7 municipalities.	Regional SAAD, PFO.
Program orientation of targeted beneficiaries.	Well-oriented and knowledgeable beneficiaries.	Individual/ group meeting or orientation.	Preferred venue; PowerPoint; Project module; Attendance sheet; and CSF.	All beneficiaries per municipality.	Regional SAAD, PFO, PAO, MAO and AT-fishery coordinator.
PO Orientation.	1 or more PO formulated.	Conduct meeting/gathering.	Venue; Attendance sheet; and CSF.	All beneficiaries per municipality.	PFO- staff, FLDT and AT-Fishery Technician.

(cont.) **Region XIII | Agusan del Sur**

Organizational Revitalization Training (Module 1: self-realization and Module 2: values formation).	Well organized, self-reliant, humble and obedient beneficiaries.	Conduct workshop/s.	Venue; Modules; and Training kit.	2 days.	All beneficiaries per municipality.	BFAR Training staff, regional SAAD staff, PFO, FLDT, PAO, MAO and AT-fishery coordinator.
Technical and hands-on Training and distribution of materials and projects.	More knowledgeable beneficiaries; and More responsible beneficiaries.	Conduct gathering or turnover activities.	Venue; Modules; and Training kit.	1 day per municipality.	All beneficiaries per municipality.	BFAR Training staff, regional SAAD staff, PFO, FLDT, PAO, MAO and AT-fishery coordinator.

**Annex 2**

**Summary of Duration and  
Coverage of Social  
Preparation Activities  
per Region and Commodity**

## Part I: Crops and Livestock

Phase	Duration and Coverage per Region										XIII
	CAR	IV-B	V	VI	VII	VIII	IX	X	XI	XII	
Program Entry	1 day/ brgy	1hr	<b>Catanduanes:</b> 2wk/20 brgy	<b>Masbate:</b> 1hr/brgy	<b>Sorsogon:</b> 1 day/LGU	<b>Bohol:</b> 2 days/ mun offices	<b>E. Samar:</b> 4hr/brgy	<b>Sulu:</b> 3 days	<b>Bukidnon:</b> 2wk/6 brgy	<b>Cotabato:</b> 8 days/ 5 brgy	2 days/ mun
						<b>Negros Oriental:</b> 5 days/mun	<b>Leyte:</b> 3 days/mun	<b>LDN:</b> 2hr/office	<b>S.K.:</b> 10 days/mun	<b>S.K.:</b> 8hr	
						<b>Siquijor:</b> 7 days/6 municipalities	<b>S. Leyte:</b> 3 days/brgy		<b>Misamis Occ.:</b> 4 days/mun	<b>Sarangani:</b> 11hr	
							<b>W. Samar:</b> 3 days/brgy				
							<b>N. Samar:</b> 2-5 days/brgy				
Profiling	1wk	1wk	<b>Catanduanes:</b> 7 days/20 brgy	<b>Masbate:</b> 1hr/brgy	<b>Sorsogon:</b> 24 days	<b>Bohol:</b> 1mo/ mun	<b>E. Samar:</b> 3 days/brgy	<b>Sulu:</b> 2wk/mun	<b>Bukidnon:</b> 1 mo, 1 wk/6 brgy.	<b>Cotabato:</b> 24 days/ brgy	13.5 days/ mun
						<b>Negros Oriental:</b> 5-8 days/mun	<b>Leyte:</b> 4 days/mun	<b>LDN:</b> 10 days/ mun	<b>S.K.:</b> 12 days/ mun	<b>S.K.:</b> 21hr	
						<b>Siquijor:</b> 2.5mo/20 brgy	<b>S. Leyte:</b> 2wk		<b>Misamis Occ.:</b> association		
							<b>W. Samar:</b> 2 days/ brgy		<b>6 brgy</b>		
							<b>N. Samar:</b> 12 days/brgy				
Needs and Risk Assessment	1 day/ brgy	1-2hr	-			<b>Bohol:</b> 1 day/ brgy	-	<b>Sulu:</b> 1 day/ mun	<b>Bukidnon:</b> - LDN: - Misamis Occ.:-	-	1 day/ group

**(cont.) Part I: Crops and Livestock**

<b>Formation of Farmer/ Fisherfolk Group</b>	1mo/ brgy	$\frac{1}{2}$ day	<b>Catanduanes:</b> 1wk/20 brgy. <b>Masbate:</b> - <b>Sorsogon:</b> 7 days	<b>Bohol:</b> - <b>Negros Oriental:</b> - <b>Siquijor:</b> 2 days/brgy	<b>E. Samar:</b> 1mo/brgy <b>Leyte:</b> - <b>S. Leyte:</b> - <b>W. Samar:</b> - <b>N. Samar:</b> -	<b>Sulu:</b> 3 days/brgy <b>ZDN:</b> 1 day/brgy	<b>Bukidnon:</b> 2 wks./6 brgy <b>LDN:</b> 4 days/mun <b>Misamis Occ.:</b> 14 days/6 brgy	<b>Bukidnon:</b> 1mo/ 11 mun - - 1wk/ group
<b>Capability Enhancement Training</b>	2mo/ brgy	1-2 days	<b>Catanduanes:</b> 3 days per training <b>Masbate:</b> - <b>Sorsogon:</b> 1wk	<b>Bohol:</b> 9 days/brgy <b>Negros Oriental:</b> 2-4 days/ mun <b>Siquijor:</b> 5 days	<b>E. Samar:</b> 4hr <b>Leyte:</b> 1 day/brgy <b>S. Leyte:</b> 3 days/brgy <b>W. Samar:</b> 8 days/brgy <b>N. Samar:</b> 4 days/brgy	<b>Sulu:</b> 4 days/brgy <b>ZDN:</b> 3 days/brgy	<b>Bukidnon:</b> - <b>LDN:</b> 7 days/6 brgy	<b>Cotabato:</b> - 2 days/mun <b>S.K.:</b> - <b>Sarangani:</b> -

## Part II: Fisheries

Phase	Regions										XII
	CAR	IV-B	V	VI	VII	VIII	IX	X	XI	XII	
Program Entry	8 days/prov	1 day/brgy	Catanduanes: 1 day/2 brgy Masbate: - Sorsogon: 1wk/23 brgy	Antique: 1mo/5 mun Neg. Occ.: 1 day/25 LGUs	2-3mo/ 6 mun	1 day/ 1 mun	2hr	2 days/ mun	1.5wk/ prov	Sarangani: 2 days/prov S.K.: 1 day/prov <b>N. Cotabato:</b> 10 days/mun	SDS: 3 days/prov ADS: 4 days/prov
Profiling	-	10 days/ brgy	Catanduanes: - Masbate: 1wk/brgy Sorsogon: 10 days/23 brgy	Antique: 1mo/5 mun Neg. Occ.: 1mo/5 mun	1mo/ 6 mun	2wk/ mun	2hr	-	1mo/ prov	Sarangani: 3 days/prov S.K.: 5 days/mun <b>N. Cotabato:</b> 1wk/brgy	SDS: 6 days/prov ADS: 1wk/prov
Needs and Risk Assessment	-	-	-	-	2wk/ 6 mun	-	1hr	-	-	-	SDS: 10 days/prov ADS: 3-4 days/prov
Formation of Farmer/Fisherfolk Group	-	-	Catanduanes: 1 day/3 brgy Masbate: 3 days/brgy Sorsogon: 1 day/18 brgy	Antique: 2mo/5 mun Neg. Occ.: 2mos, 2wk/5 mun	1mo	2 days/ mun	-	2 days	-	Sarangani: - S.K.: - <b>N. Cotabato:</b> 2 days/brgy	SDS: 1 day/mun ADS: 3 days/prov
Capability Enhancement Training	4 days/prov	2 days/ brgy	Catanduanes: 5 days/brgy Masbate: 2 days/brgy Sorsogon: 3 days/6 mun	-	-	3 days/ mun	-	2 days/ mun	-	Sarangani: 3 days/prov S.K.: 1wk/mun <b>N. Cotabato:</b> 3 days/brgy	SDS: 5 days/mun ADS: 2 days/mun

## **Annex 3**

## **Profiling Forms**

## **Part I: Individual Farmer Profiling Form**

Name: \_\_\_\_\_  
Last Name      Middle Name      First Name      Name Ext.

Address: \_\_\_\_\_  
House Number      Sitio/Purok      Barangay

\_\_\_\_\_  
Municipality      Province      Region

Coordinates: \_\_\_\_\_

Religion: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age (as of last birthday): \_\_\_\_\_

Sex:     Male     Female

Civil Status:     Single     Married     Widow     Separated

Contact Number: \_\_\_\_\_

Name of Spouse & Age:

\_\_\_\_\_  
Last Name      Middle Name      First Name      Age

Highest Educational Attainment:

Elementary Graduate     High School Graduate     College Graduate     Vocational

Elementary Undergraduate     High School Undergraduate     College Undergraduate     None

Language/s spoken:     Tagalog     English    Others: \_\_\_\_\_

Person with Disability:     Yes     No

Household Income:     Php 2,000 below     Php 6,000-7,999

Php 2,000-3,999     Php 8,000-9,999

Php 4,000-5,999     Php 10,000 above

No. of Years in Farming: \_\_\_\_\_

Farm Lot:     Owned     Co-owned     Others: \_\_\_\_\_  
 Rent     Lease

(cont.) **Part I: Individual Farmer Profiling Form**

**MEMBERSHIP IN FARMERS' ORGANIZATION**

Check if  IP  Non-IP

If IP, specify ethnic group \_\_\_\_\_

Member of any barangay council/cooperative/farmers' association and others:  
If yes, specify \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date of Membership: \_\_\_\_\_

House Lot  
no. of sqm: \_\_\_\_\_ no. of sqm: \_\_\_\_\_

owned  owned

rented  rented

rent-free  rent-free  
specify arrangements: \_\_\_\_\_

others: \_\_\_\_\_  others: \_\_\_\_\_

**HOUSEHOLD DATA**

Household Size:

XS (3-4 persons)  M (5-6 persons)  L (7-8 persons)  XL (9 or more persons)

No. of Children: \_\_\_\_\_

Household Members:

Name	Gender	Education	Age	Date of birth (mm/dd/yyyy)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**LIVELIHOOD**

Main Source of Income:

Farming  Farm Laborer  Employed  Others: \_\_\_\_\_

If laborer, specify work \_\_\_\_\_

(cont.) **Part I: Individual Farmer Profiling Form**

**A. On-farm Income**

Income Generating Activity	Income Generated in Php per Activity	Frequency	Household Members Involved per Activity

**B. Farm Lot**

Lot Owner	Lot Alias	Crop	Lot Location	Total Area (Ha)	Total Area used for farming (Ha)

**C. Fertilizer:**  organic  mixed  inorganic

**D. Vulnerability of farm to the effects of varying weather conditions**

(note: to identify the most appropriate crop)

Extent of Exposure						Pest occurrence	
Flooding			Drought / Moisture Stress				
Lot Alias	Frequency	Extent	Lot Alias	Frequency	Extent		

Legend: Frequency Extent

- |             |              |
|-------------|--------------|
| 1 Always    | 1 100%       |
| 2 Sometimes | 2 Almost 50% |
| 3 Never     | 3 Minimal    |

(cont.) **Part I: Individual Farmer Profiling Form**

**D.1 Main Crop**

Crop	Variety	Cultivated Area (Ha)	Volume of Production per planting season (kg/season)	Total Volume for Re-planting purposes	Total Volume for Personal Consumption per planting season	Total Volume Sold (kg)

Aside from main crop, do you plant other crops on the same lot in commercial scale? Proceed to D.2 if answer is No.

**D.2 Other Crop**

Crop	Variety	Cultivated Area (Ha)	Volume of Production per planting season (kg/season)	Total Volume for Re-planting purposes	Total Volume for Personal Consumption Use per planting season (kg/month)	Total Volume Sold (kg)

Monthly household income derived from farm-related activities ONLY: \_\_\_\_\_

**E. Off-farm income**

- |  |  |
|--|--|
| Amount (Php)                                     | Amount (Php)                               |
| <input type="checkbox"/> 4Ps Support _____       | <input type="checkbox"/> Employment _____  |
| <input type="checkbox"/> Sari-sari Store _____   | <input type="checkbox"/> PUV Driving _____ |
| <input type="checkbox"/> Carpentry/Masonry _____ | <input type="checkbox"/> Others: _____     |

No. of contributing       Female       Male       Children (if applicable)

No. of household       Female       Male

(cont.) **Part I: Individual Farmer Profiling Form**

**F. Livestock and Poultry**

**F.1.A Small Ruminant**

Type of Animal	No. of Heads	For Meat	No. of Animals by Breed; Type	Breed Type	Pasture/Nutrition			Age of breeders and how long has the male breeders been used	Types of Grasses/ Legumes	Feeds Indigenous materials	Vaccination (if practice, please specify)	Grazing	Cut and Carry	Confinement	Mode of Acquisition (Personal/ Donated)	If donated, please specify source.	Date Acquired
					If Dairy	Average Milk Produced per Day (Liters)	Male	Female									
Goat							Native:										
Sheep							Hybrid:										
							Others (please specify)										

Common problem/s encountered:

(cont.) **Part I: Individual Farmer Profiling Form**

**F.1.B Swine**

No. of Heads	Breed Type	No. of Heads			No. of animals by Purpose		Age of breeders and how long has the male breeders been used			Pasture/Nutrition			Raising Practices			Mode of Acquisition (Personal/ Donated)		Confinement		If donated, please specify source.		Date Acquired	
		Male	Female	Fattening	Breeder	Indigenous materials	Commercial Feeds	Vaccination (if practice, please specify)	Backyard	Swine Farm	Backyard	Swine Farm	Commercial Feeds	Indigenous materials	Confinement	Acquisition	Source	Confinement	Acquisition	Source	Confinement	Acquisition	
	Native																						
	Hybrid																						

Common problem/s encountered:

(cont.) **Part I: Individual Farmer Profiling Form**

**F.1.C Poultry**

Type of Animal	No. of Heads Owned			No. of animals by Purpose			Age of breeders and how long has the male breeders been used			Nutrition			Mode of Acquisition (Personal/ Donated)	Confinement	If donated, please specify source.	Date Acquired
	Male	Female	Young	Layer	Meat	Breed Type	Commercial Feeds	Indigenous Materials	Mixed	Vaccination (if practice, please specify)						
Chicken							Native									
Duck							Hybrid									
							Others (please specify)									

Common problem/s encountered:

(cont.) **Part I: Individual Farmer Profiling Form**

**G. Farm Equipment and Structures Owned**

Type of Facility/ Equipment	No. of Unit(s)	Mode of Acquisition	Year Acquired	Actual Capacity (ha/hr)	Status (operational, non-operational but can be repaired, non-operational beyond repair)

**H. Farm Facilities**

Type of Facility/ Equipment	No. of Unit	Mode of Acquisition (e.g. Donation, Personal)	If donated, please specify source.	Year Donated	Capacity (no. of heads)	Status (Operational, Non-Operational but can be repaired, Non-Operational beyond repair)
piggery						
goat house						
poultry house						
storage house						
incubator						

Common problem/s encountered:

## **Part II: Organizational Profiling Form**

### **ORGANIZATION PROFILE**

Survey Date: \_\_\_\_\_ Time: \_\_\_\_\_  
mm/dd/yyyy

Interviewer: \_\_\_\_\_  
Last Name      Middle Name      First Name      Name Ext.

Interviewee: \_\_\_\_\_  
Last Name      Middle Name      First Name      Name Ext.

Contact No.: \_\_\_\_\_

Position of Farmers' Organization:

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Organization ID No.: \_\_\_\_\_

Complete Address:  
Region      Province      Municipality      Barangay

Type of Organization:  Cooperative  Association  Other: \_\_\_\_\_

Registered with:  CDA  SEC  Other: \_\_\_\_\_

Date Registered: \_\_\_\_\_  
mm/dd/yyyy

No. of years of operation: \_\_\_\_\_

Primary Commodities:    1. \_\_\_\_\_ 4. \_\_\_\_\_  
                              2. \_\_\_\_\_ 5. \_\_\_\_\_  
                              3. \_\_\_\_\_ 6. \_\_\_\_\_

Other Commodities:      1. \_\_\_\_\_ 3. \_\_\_\_\_  
                              2. \_\_\_\_\_ 4. \_\_\_\_\_

Enterprises (e.g. production and processing):

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**(cont.) Part II: Organizational Profiling Form**

## Organization Members:

**Note:** For advance notice to the organization, preferably type-written with signature of the members.

(cont.) **Part II: Organizational Profiling Form**

Track Record of Projects:

Ongoing Projects Availed	Funding Agency	Date Implemented
Previous Projects Availed	Funding Agency	Date implemented
Farm Related Facilities (2017)	Owned	Donated (specify source if donated)
Farm Related Equipment (2017)	Owned	Donated (specify source if donated)

Good Organizational Practices:

Organizational Practices	Put check if practiced and/or training was conducted	Remarks (for trainings)		
		No. of members participated	Year conducted	Conducted by
With written VMGO (Vision, Mission, Goals, Objectives)				
With CBL (Community-based Learning)				
With organizational structure				

**(cont.) Part II: Organizational Profiling Form**

(cont.) Good Organizational Practices:

With active BOD (Board of Directors)				
With business plan (strategic)				
With one-year operational plan				
With capital build-up plan				
With written profit sharing scheme				
With organizational mgt manual				
With business operation manual				
With proper financial mgt system				
With cash vouchers and receipts				
With cash books				
With journal				
With ledgers				
With audited financial statement				
Able to provide min. wage or higher				
Able to provide SSS				
Able to provide Philhealth				
Able to provide Pag- ibig				
Able to provide other benefits (e.g.Bonus)				
<b>Training</b>				
Basic cooperative course				
Cooperative management and governance				

(cont.) **Part II: Organizational Profiling Form**

(cont.) Good Organizational Practices:

Policy development				
Financial management				
Conflict management				
Leadership and values reorientation				
Strategic planning and management				
Orientation on labor and other related laws				
Records management for financial transactions				
Records management for non-financial transactions				
Basic computer program				
Basic accounting for non-accountants				
Inventory system				
Rules formulation				
Human resource management				
Entrepreneurial and business management course				
Other practices and/or trainings:				

(cont.) **Part II: Organizational Profiling Form**

Organization awareness, access and use of climate-smart technologies:

Climate-smart technologies	Yes	No
Uses cropping calendar in farming		
Uses organic materials in farming		
Plants trees		
Practices mulching		
Practices SALT		
Practices proper waste disposal		
Practices composting		
Uses certified seeds		
Uses flood/ drought resistant seeds		
Has crop insurance		
Practices manure management		
Practices multicropping/ intercropping		
Practices integrated pest management		
Practices integrated crop mgt		
Practices integrated farming		
Practices aquaculture zoning		

Interviewee:

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Interviewer:

---

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

### **Part III: Masterlist of Beneficiaries (Sample)**

As of the month of: \_\_\_\_\_  
Province/Region: \_\_\_\_\_  
Municipality: \_\_\_\_\_  
Barangay: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Project Location: \_\_\_\_\_







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**ISBN 978-971-704-056-1 (Softbound)  
ISBN 978-971-704-057-8 (PDF)**