



Department of Agriculture
Special Area for Agricultural
Development Program
DA New Building, Elliptical Road,
Quezon City, Philippines

02 January 2020

MEMORANDUM

FOR : REGIONAL EXECUTIVE DIRECTORS of DA RFOs CAR, IV-B, V, VI, VII, VIII, IX, X, XI, XII, & XIII

ATTN : SAAD Regional Focal Persons

FROM : Director, Special Area for Agricultural Development (SAAD) Program

SUBJECT : SUBMISSION OF NARRATIVE REPORT OF FY 2019 ACCOMPLISHMENTS AND CASE STUDIES OF DEVELOPED ENTERPRISES FOR ANNUAL REPORT

This is to inform you of the need for the submission of Narrative Report for FY 2019 Physical and Financial Accomplishments per region. The deadline for the reports is on or before January 24, 2020.

Meanwhile, the top 3 performers for the FY 2019 Year-End Physical and Financial Assessment are required to submit two (2) brief case studies (one crop-related and one livestock-related) of enterprises established during last year's program implementation. See the attached annex for the format. Please include pictures of the farmers' association/s. The deadline is on or before January 31, 2020.

The reports and case studies will be included in the 2019 SAAD Annual Report. Please send them via email.

Should you have any concern, please contact SAAD NPMO Public Relations and Communications Head Ms. Jhomai Canlas at the contact information listed below.

Thank you.

MYER G. MULA, Ph.D.

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



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Annex

CASE STUDY FORMAT

- I. **Title**
- II. **Executive Summary**
 - A 2-4 sentence summary of the entire story.
 - You'll want to follow it with 2-3 bullet points that display metrics showcasing success.
- III. **About the Beneficiary**
 - Introduction to the beneficiary (association) you served, i.e. location, poverty situation, history
- IV. **Challenges and Objectives**
 - Description of the beneficiary's challenges, *prior* to the SAAD Program. This will tell why the group was selected.
 - The objectives and goals of the association.
- V. **How the SAAD Program Helped**
 - Story of how the program helped the group achieve their goals and objectives.
 - What were the interventions given? Why were they provided? How the interventions provided a solution to their problem?
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- VI. **Results**
 - Testimonials
 - Information on production cycle, yield, and income.
 - Prove the agricultural livelihood project given specifically benefited the association and the community.
 - Other immediate results, such as lifestyle, material possessions, etc.
- VII. **Plans**
 - What's ahead for the coming days, months, or years.

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