



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

March 19, 2020

**MEMORANDUM**

**FOR : COMMODORE EDUARDO B. GONGONA, PCG (Ret.)**  
Undersecretary for Fisheries and Director, BFAR

**ATTN : MS. ELYMI AR-J S. TUÑACAO**  
OIC-Chief, IFAD/Focal Person, BFAR SAAD Program

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

**SUBJECT : SUBMISSION OF REQUESTED BFAR-SAAD DOCUMENTS**

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This is to remind the BFAR-SAAD on the submission of required documents (please see Annex A). These shall be used for the SAAD FY 2019 Annual Report, SAAD database & website, Midterm Assessment and submission of the FY 2021 Plan and Budget Proposals.

Please be informed that the livelihood projects of SAAD shall be tagged in the DA's 8 Paradigms under "Modernization". Also, we will provide the date of the Social Preparation Workshop once it is finalized.

Lastly, please submit the said documents not later than March 23, 2020 (12:00 nn) at kgopela@gmail.com.

For queries, please contact Mr. Kit Jasper Gopela at 09199062072/09667810933 or email at [dasaad.centralplanbudget@gmail.com](mailto:dasaad.centralplanbudget@gmail.com)/[kgopela@gmail.com](mailto:kgopela@gmail.com)

Thank you.

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

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## ANNEX A

Requested Document	Description	Date of Initial Request
1. Enterprise Case Studies	<p>Provision of at least 2 enterprise case studies from the regions which will be used in the Annual Report. The output should be in the following format:</p> <ul style="list-style-type: none"> <li>I. Title</li> <li>II. Executive Summary</li> <li>III. About the beneficiary</li> <li>IV. Challenges and Objectives</li> <li>V. How the SAAD Program Helped</li> <li>VI. Results</li> <li>VII. Plans</li> </ul>	January 2, 2020
2. Accomplished Social Preparation Templates	The templates should be accomplished by the provincial coordinators for SAAD. The accomplished templates will be used for drafting the Social Preparation Manual.	March 16, 2020
3. SAAD Provincial Profiles	Updates on the SAAD provincial profiles with regards to the fisheries industry	March 27, 2020
4. Historical files on the Physical and Financial implementation FY 2017-2018	Physical and Financial Accomplishments for FY 2017-2018	
5. FY 2020 Physical and Financial Plan	FY 2020 BEDs 1, 2, & 3	



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6. FY 2021 Physical and Financial Plan	Updated BP Forms A & B and BP 201 B & D	
7. Breakdown of SAAD funds for PMO, Social Preparation, Food Production and Livelihood for FY 2017 - 2021	Breakdown of allocation for each component (PMO, Social Prep, Livelihood) from FY 2017-2021	
8. List of EO 70 covered areas of BFAR SAAD	Updated list of covered areas for BFAR SAAD	

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