



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

April 7, 2020

MEMORANDUM

FOR : REGIONAL EXECUTIVE DIRECTORS OF CAR, MIMAROPA, V, VI, VII, VIII, IX, X, XI, XII & XIII

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

SUBJECT : REFOCUSING OF SAAD FY 2020 FUNDS USING THE 3 - 6 - 9 DA SAAD APPROACH AND WEEKLY REPORT

In relation to the request to refocus projects implemented by DA and BFAR SAAD in line with the provided ECQ SAAD Guidelines, we are providing the template to be used for the following documents:

Template	Annex	Deadline	Details
SAAD 3 - 6 - 9 month refocusing plan	A	April 15, 2020	Monthly reprogramming of SAAD interventions prioritizing production and production related inputs for the call of Food Security
Weekly Report Updates	B	Every Friday starting April 17, 2020	Summarized weekly report of interventions delivered and other implementation activities

For queries, please contact Mr. Darwin A. Pamatmat at (02) 929 7349/09281856580 or at local 2833/2834.

We are requesting for your full cooperation on this urgent matter.

Thank you.

MYER G. MULA, Ph.D.

A food-secure Philippines

with prosperous farmers and fisherfolk





SAAD 3 – 6 – 9 MONTH REFOCUSING PLAN
INSTRUCTIONS

This form shall include the reprogramming of deliveries of basic production and production related inputs of SAAD in line with the SAAD ECQ Guidelines. Also, this will cover the revised projects/interventions to be provided by the concerned implementing unit. Main basis of the format is the edited version of FY 2020 the Budget Execution Document 2 (BED 2).

The following are the possible changes and instructions for ECQ format in relation to FY 2020 BED 2:

- a. Livelihood Projects with the same project title, same interventions and same timeline for distribution** – copy paste to the template
- b. Livelihood Projects with the same project title, same interventions and different timeline for distribution** – copy paste to template the title and interventions then adjust the targeting based on the prioritization of timeline.
- c. Livelihood Projects with the same project title, different interventions and different timeline for distribution** – copy paste the title and remaining original interventions then provide the altered/revised intervention parallel with the original intervention.
- d. Livelihood projects converted to other project** – provide the new livelihood project parallel with the replaced livelihood project so that the NPMO can track the changes of these livelihood projects.
- e. Totally New/ Additional livelihood projects due to savings from procurement or realignment** – these projects must be included in the ECQ format without a paralleled project from FY 2020 BED 2 so it can be identified as a new/ additional project.

Once edited and approved by NPMO, this shall be the basis of the monitoring for NPMO on accomplishments of the SAAD Regions and reflected as the reference for BAR 1.