



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

SPECIAL ORDER

NO. 439

Series of 2020

SUBJECT : CREATION OF THE ORGANIZATIONAL STRUCTURE FOR THE SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM

In the interest of the service, and to facilitate the planning and implementation of the Special Area for Agricultural Development (SAAD) Program, the organizational structure for the said project is hereby created based on DA Memorandum Circular No. 15, series of 2019, dated November 5, 2019.

The organizational units are, as follows:

I. PROGRAM STEERING COMMITTEE (PSC):

Chairperson : **ARIEL T. CAYANAN**
Undersecretary for Operations

Vice-Chairperson : **MYER G. MULA, Ph.D.**
National Program Director, SAAD Program

Members : Mr. U-Nichols A. Manalo, FOS-SPCMAD
Ms. Leny G. Pecson, AMAS
Dr. Rosana P. Mula, ATI
Mr. Nestor D. Domenden, BFAR
Ms. Mary Ann B. Guerrero, BPI
Dr. Rhea D. Desalesa, BAR
Mr. Michael Rey G. Carbungco, Budget Division
Mr. Dexter P. Jove, Accounting Division

The PSC shall perform the following functions:

1. Provide policy guidance, overall strategic management, and directives to the NPMO;
2. Approve the implementation manual, policies and guidelines;
3. Approve the annual plan and budget of the program and related documents, including multi-year plans;
4. Approve proposed policy changes of the NPMO;
5. Identify and access fund sources for the implementation and sustainability of the program;

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6. Ensure the provision of technical support and meaningful partnership and cooperation/collaboration with other relevant departments or offices in the implementation of the program;
7. Oversee the promotion, coordination, and establishment of networks, linkages, and partnership with other agencies, institutions and stakeholders; and
8. Review and endorse the program reports to the DA Secretary.

II. NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO):


Program Director : **MYER G. MULA, Ph.D.**

Deputy Program Director : **ULYSSES J. LUSTRIA JR.**

The NPMO shall perform the following functions:

1. Prepare the implementation manual, policies and guidelines;
2. Communicate the directives to implementing units;
3. Prepare and consolidate planning and budget related documents including multi-year plans;
4. Plan and program the NPMO activities based on the approved budget;
5. Manage NPMO procurement requirements;
6. Manage, coordinate, and/or conduct program implementation and submits reports to the PSC;
7. Conduct promotion of the program through caravans, social media, plugs, etc.;
8. Facilitate capability building of program staff and other implementing units;
9. Supplement manpower requirements of RPMSOs;
10. Evaluate and recommend project proposals, budgets and proposed realignments of the Program;
11. Prepare technical reports, memoranda, and communications for the conduct of projects, activities, and other related tasks undertaken by the Program;
12. Consolidate and analyze program implementation reports including feedbacks from implementing units;
13. Monitor and evaluate program implementation;
14. Facilitate external program evaluation;
15. Provide recommendations to RPMSOs to improve implementation;
16. Provide policy recommendation to the PSC;
17. Conduct timely documentation and archiving of activities;
18. Design, manage, and update databases and web application;
19. Assist the PSC in preparing updates and reports regarding the status of the program to the DA Secretary;
20. Provide technical and administrative support to the PSC including budget preparation, procurement, and other related therein;
21. Act as the Secretariat during PSC meetings;
22. Coordinate with the RFOs, other DA programs, and agencies; and
23. Perform other related tasks that may be assigned by the Chairperson of the PSC.

The NPMO shall be headed by a Program Director appointed by the Secretary. It shall be composed of regular officials/staff and Contract of Service (COS) personnel.

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It shall also have, under the Planning and Monitoring Group, a Luzon Team 1, Visayas Team 2, Mindanao Team 3, Mindanao Team 4, and a Planning and Budget Team. Administrative, PR and Communications, and IT Groups shall also be created.

The NPMO is directly reporting to the Chairperson of the PSC.

III. REGIONAL PROGRAM MANAGEMENT SUPPORT OFFICES (RPMSOs) AND PROVINCIAL PROGRAM MANAGEMENT SUPPORT OFFICES (PPMSOs):

The Regional Executive Director (RED) shall head the RPMSO and shall designate regular employees from all units in the DA RFO who shall handle planning, budgeting, operations, and monitoring and evaluation for the SAAD.

A regular employee from the DA RFO shall serve as the Focal Person for SAAD, preferably a Regional Technical Director. COS staff shall also be hired to support the RPMSO. The number of personnel to be hired shall be the prerogative of the RED based on the operational requirement.

The PPMSO shall be guided by the RPMSO and shall be headed by a hired Provincial Coordinator (PC) or the Agricultural Program Coordinating Officer. He/she shall be assisted by hired Area Coordinators (ACs) and technical and administrative staff. Selection of PPMSO staff shall be subject to the appointment of the RED.

Honorarium for the organic DA officials/staff shall be provided, subject to existing government accounting and auditing rules and regulations. The grant of honorarium shall also be guided by FY 2020 GAA General Provisions, Section 53 (Honoraria), item (e) and COA Circular 2012 – 001 Section 5.7.5 (Documentary Requirements for Government Transactions – Allowances, Honoraria, and Other Forms of Compensation for Special Projects) as guided by the DBM Circular 2007 – 2 (Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects).

All expenses to be incurred for activities related to the performance of the functions and assigned tasks shall be charged against SAAD funds subject to the usual accounting and auditing rules and regulations. However, traveling funds, per diems and other incidental expenses are chargeable against their respective offices.

This order shall take effect immediately and shall remain in force for the whole duration of the project.

Done this 18 day of May, 2020.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
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