



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

October 6, 2020

MEMORANDUM

**FOR : DIRECTOR, BFAR
REGIONAL EXECUTIVE DIRECTORS OF CAR, IVB, V, VI, VII, VIII,
IX, X, XI, XII & XIII**

**THRU : SAAD RPMSO FOCALS
BFAR-SAAD FOCAL**

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

**SUBJECT : SUBMISSION OF PROPOSED HIRING FOR REGIONAL SAAD FY
2021 CONTRACT OF SERVICE (COS)**

In line with the hiring for FY 2021 of SAAD Staff (CoS), the NPMO requests your respective regional offices to submit and endorse your list of SAAD Staff to be hired (renewal/replacement/new hiring/promotion) for the FY 2021. Attached are the prescribed templates.

Annexes	Description
A	Summary of Existing/Proposed CoS Hiring
B	Template for Renewal
C	Template for Replacement
D	Template for New Hiring
E	Template for Promotion

Deadline of submission is not later than November 16, 2020 (Monday) thru saad@da.gov.ph or dasaad.centralplanbudget@gmail.com. This document is subject for the approval of the SAAD Director and DA Secretary.

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

We are requesting for your full attendance on the said meeting.

Thank you.

MYER G. MULA, Ph.D.

A food-secure Philippines
with prosperous farmers and fisherfolk





SUMMARY OF SAAD PERSONNEL:

SAAD OU	No. of Existing Personnel (ao Dec 2020)	Proposed No. of Personnel for Jan - June 2021	Justification for Increase/ Decrease of Number of SAAD Personnel
RPMSO			
Regular			
CoS			
PPMSO (Total)			
Regular			
CoS			
PPMSO (Province 1)			
Regular			
CoS			
PPMSO (Province 2)			
Regular			
CoS			
PPMSO (Province 3)			
Regular			
CoS			
PPMSO (Province 4)			
Regular			
CoS			
PPMSO (Province 5)			
Regular			
CoS			

PROPOSED BY:

REQUESTING APPROVAL:

NAME
Regional SAAD Focal

MYER G. MULA, Ph.D.
National Program Director, SAAD

ENDORSED BY:

APPROVED/DISAPPROVED:

NAME
Regional Executive Director

WILLIAM D. DAR, Ph.D.
Secretary



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ANNEX B

FOR RENEWAL:

Name of Personnel	Position	SG	Salary (Php)	General Functions (summary of functions and deliverables)
1.				
2.				
3.				
N.				
TOTAL	<i>(total # of proposed CoS)*</i>		<i>(Total Cost for Hiring COS for 6 months)*</i>	<i>(Overall Justification for renewal based on needs of the region)*</i>

*please provide requested data

PROPOSED BY:

NAME
Regional SAAD Focal

ENDORSED BY:

NAME
Regional Executive Director

REQUESTING APPROVAL:

MYER G. MULA, Ph.D.
National Program Director, SAAD

APPROVED/DISAPPROVED:

WILLIAM D. DAR, Ph.D.
Secretary



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ANNEX C

FOR REPLACEMENT:

Name of Personnel to be replaced	Name of Personnel for Replacement	Position	SG	Salary (Php)	General Functions (summary of functions and deliverables)	Justification for replacement
1.						
2.						
3.						
n.						
TOTAL	<i>(total # of proposed CoS)*</i>			<i>(Total Cost for Hiring COS for 6 months)*</i>		

*please provide requested data

PROPOSED BY:

NAME
Regional SAAD Focal

ENDORSED BY:

NAME
Regional Executive Director

REQUESTING APPROVAL:

MYER G. MULA, Ph.D.
National Program Director, SAAD

APPROVED/DISAPPROVED:

WILLIAM D. DAR, Ph.D.
Secretary



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ANNEX D

FOR NEW HIRING:

Name of Personnel	Position	SG	SALARY (Php)	General Functions (summary of functions and deliverables)	Justification for New Hiring
1.					
2.					
3.					
N.					
TOTAL	<i>(total # of proposed CoS)*</i>		<i>(Total Cost for Hiring COS for 6 months)*</i>		

*please provide requested data

PROPOSED BY:

NAME
Regional SAAD Focal

ENDORSED BY:

NAME
Regional Executive Director

REQUESTING APPROVAL:

MYER G. MULA, Ph.D.
National Program Director, SAAD

APPROVED/DISAPPROVED:

WILLIAM D. DAR, Ph.D.
Secretary



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ANNEX E

FOR PROMOTION:

Name of Personnel	Previous Position/ SG	Proposed Position/ SG	SALARY based on Proposed Position (Php)	General Functions (summary of functions and deliverables)	Justification for Promotion
1.					
2.					
3.					
N.					
TOTAL	<i>(total # of proposed CoS)*</i>		<i>(Total Cost for Hiring COS for 6 months)*</i>		

*please provide requested data

PROPOSED BY:

NAME
Regional SAAD Focal

ENDORSED BY:

NAME
Regional Executive Director

REQUESTING APPROVAL:

MYER G. MULA, Ph.D.
National Program Director, SAAD

APPROVED/DISAPPROVED:

WILLIAM D. DAR, Ph.D.
Secretary