



September 23, 2020

MEMORANDUM FOR THE SECRETARY

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

SUBJECT : TRANSFER OF THE SAAD NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO) TO THE OFFICE SPACE TO BE VACATED BY PHILFIDA

This is to request your approval of the transfer of the Special Area for Agricultural Development (SAAD) National Program Management Office (NPMO) from its current location (at the PCAF, 3rd Flr., DA New Building) to the office space to be vacated by the PhilFIDA (also at the same floor).

The SAAD NPMO needs to transfer because:

1. It is currently occupying an office space not suitable for twenty-two staff. In order to accommodate the number of staff, their office tables had to be attached to each other. With this, physical distancing is an issue.

The SAAD Program Director also has to convert the meeting room as his office.

Further, the office space is also being shared with the Trades Remedies Unit which has about five staff occupying one room.


2. The PCAF is already requesting the SAAD NPMO to transfer because they will use our office space as the PCAF Director's office, which was its original use.

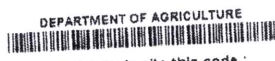
For your kind consideration and approval, Sir.

Thank you.


MYER G. MULA, Ph.D.

APPROVED / DISAPPROVED:


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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