



02 May 2022

MEMORANDUM FOR THE SECRETARY

FROM : SAAD PROGRAM DIRECTOR

SUBJECT : RENEWAL OF CONTRACT OF SERVICE (COS) PERSONNEL UNDER SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) - NPMO FOR JULY TO DECEMBER 2022

The SAAD Program continuously works to provide our poor farmer and fisherfolk partners in thirty (30) provinces with the livelihood and enterprise development support they need. To achieve this, the National Project Management Office (NPMO) provides directions and technical assistance to its regional implementing units, as well as coordinating, monitoring, and evaluating their activities.

Besides the Project Director and the Deputy Director, the NPMO is manned by a lean group of twenty-one (21) COS personnel. Each has specific assignments, in terms of region or function (Table 1).

In order to ensure the smooth implementation of the SAAD, we would like to endorse for the renewal of the contracts of said personnel for the period July to December 2022.

Table 1. SAAD-NPMO COS personnel and function.

Name	Position	Assignment
1) Darwin A. Pamatmat	Supervising Economic Development Specialist	Head, Planning, Monitoring & Evaluation (PME) Unit
2) Ashley Mae A. Apigo (replacement of Katherine A. Angeles)	Community Development Officer III	Regional Lead for Planning, Monitoring & Evaluation
3) Jessa Mae D. Gabon	Senior Communications Development Officer II	Head, PR & Communications Unit
4) Jemiema D.R Arro	Senior Administrative Assistant V	PME Focal Person for Proj. Mgt./ Head, Admin and Procurement Unit
5) Marie Abigail G. De la Cruz	Associate Project Officer I	PME Focal Person for Region V and VI
6) *For replacement of Ashley Mae A. Apigo	Associate Project Officer I	PME Focal Person for VIII and IX
7) Kit Jasper N. Gopela	Associate Project Officer I	PME Focal Person for Fisheries
8) Jacquelyn M. Rebusit	Associate Project Officer I	PME Focal Person for Region XI, XII and XIII
9) Gio Renzo M. Caballero	Associate Project Officer I	PME Focal Person for

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*Wasagangang ANI
Mutad na*



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OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

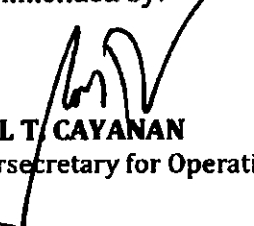
10) Jonalyn A. Racelis	Associate Project Officer I	PME Focal Person for Region IVB and X
11) Jennifer A. Valcobero	Associate Project Officer I	Comms Focal for Mindanao
12) Ray Bart B. Manoguid	Associate Project Officer I	Comms Focal Person for Visayas
13) Thoburn S. Gustilo Jr.	Information System Analyst II	Head, IT Sub-unit
14) Juliet F. Cruz	Procurement Management Officer III	Lead, Procurement/OIC, Admin and Procurement Unit
15) Ian Kevin M. Sevilla	Community Development Officer II	PME Focal Person for Special Concerns
16) *For replacement of Billy Jervis A. Narag	Community Development Officer II	Comms Focal Person for Luzon
17) Randy C. Ocampo	Data Controller IV	IT Officer
18) Edmer N. Abanto	Senior Administrative Assistant I	Admin & Procurement Support Staff
19) Martin German D. Biter	Senior Administrative Assistant I	Admin & Procurement Support Staff
20) Paul John B. Onrubia	Project Evaluation Officer I	IT Officer
21) Allen A. Sioson	Administrative Assistant V	Logistics Support

For your consideration and approval, Sir.

Thank you very much.


MYER G. MULA, PhD

Recommended by:


ARIEL T. CAYANAN
Undersecretary for Operations

Approved/Disapproved by:


WILLIAM D. DAR, PhD
Secretary

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OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

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J. 10. 2022

May 5, 2022

MEMORANDUM

TO : ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL BUREAU DIRECTORS
ALL HEADS OF ATTACHED AGENCIES AND CORPORATIONS
ALL SERVICE DIRECTORS
ALL PROGRAM DIRECTORS
ALL REGIONAL EXECUTIVE DIRECTORS

FROM : THE SECRETARY OF AGRICULTURE

SUBJECT : RENEWAL / REHIRING OF CONTRACT OF SERVICE PERSONNEL

During the transition period, the Department is expected to continue providing services to its clientele and implementing programs to ensure accessible, affordable and safe food for the Filipinos. To ensure continuity of its activities and services, this memo shall provide guidance on the renewal/rehiring of contract of service (COS) personnel for the period July 1, 2022 to December 31, 2022.

1. COS personnel hired to implement programs, projects and services to the public shall be renewed subject to performance evaluation by their supervisors.
2. COS personnel hired as support staff to officials appointed by the President as "co-terminus", shall be considered terminated at the closing of office hours on June 30, 2022. They may however, apply, and be hired in other DA programs/projects subject to the existing selection and hiring guidelines for Contract of Service personnel.
3. COS personnel detailed to offices of officials co-terminus with the President shall return to their mother units effective July 1, 2022. The renewal of their contracts shall be subject to the recommendation of their mother units.
4. COS personnel assigned to other officials appointed by the President whose appointments will continue into the next administration, can be renewed upon the recommendation of the concerned official.
5. Renewal of contracts of COS personnel hired to perform tasks as consultants or technical advisers shall be subject to the approval of the incoming Secretary.

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6. COS personnel whose contracts will expire at the closing of office hours on June 30, 2022 are required to turn over all accountabilities within fifteen (15) days after the end of their contracts or within the transition period but not later than July 15, 2022. Payment of compensation of such personnel for June 16-30, 2022 shall be put on hold until all accountabilities have been settled.
7. Renewal contracts of COS personnel shall include the following colatilla, "subject to availability of funds or continuation of activities, projects or program by the implementing unit or agency".

Documents needed for the renewal/rehiring of COS personnel should be submitted to the Office of the Secretary on or before May 31, 2022.

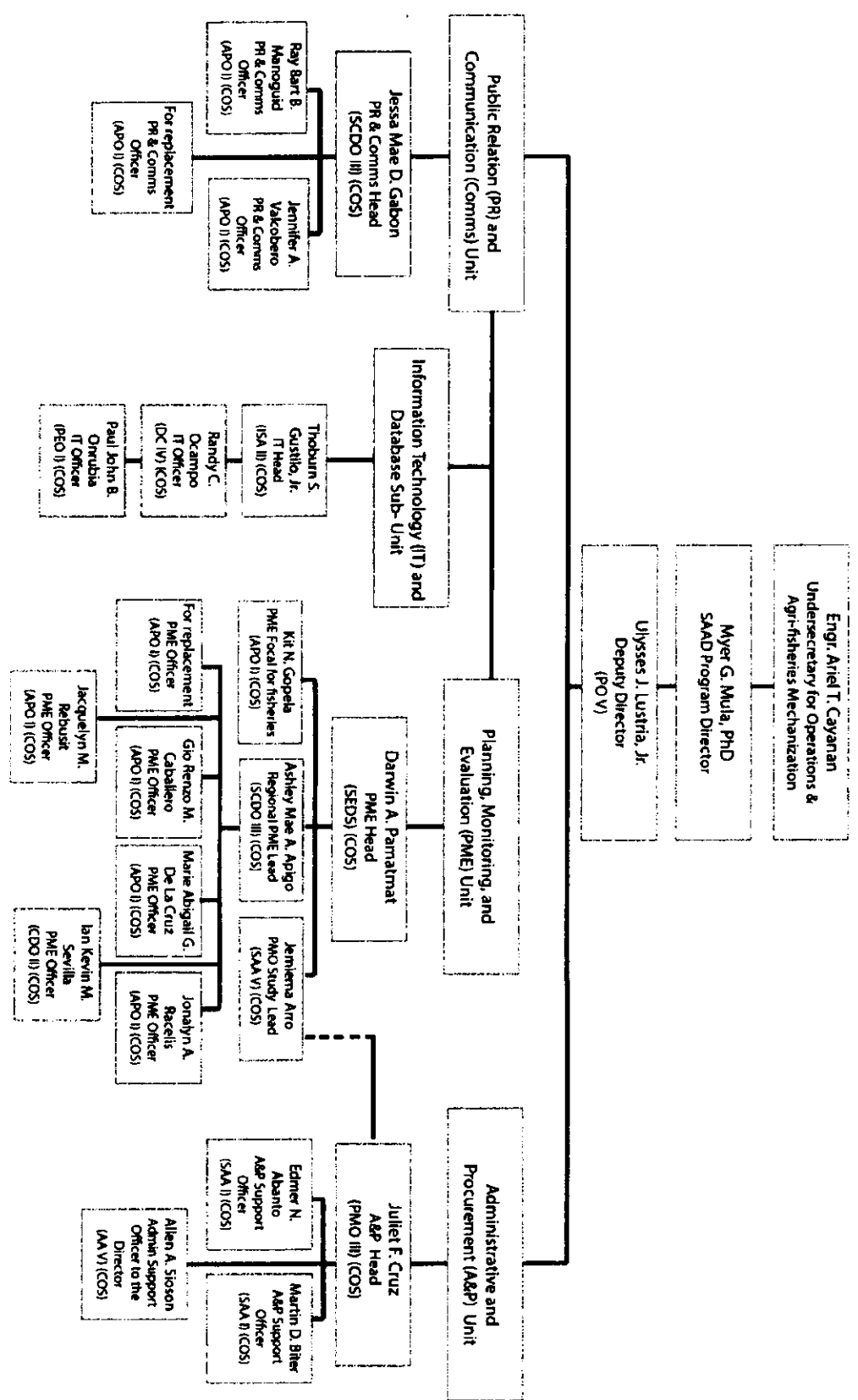
For your guidance and compliance.


WILLIAM D. DAR, Ph.D.


DEPARTMENT OF AGRICULTURE
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Engr. Ariel T. Cayanan
Undersecretary for Operations &
Agrifisheries Mechanization

Myer G. Mula, PhD
SAAD Program Director

Ulysses J. Lustria, Jr.
Deputy Director
(PO V)

Public Relation (PR) and
Communication (Comms) Unit

Jessa Mae D. Gabon
PR & Comms Head
(SCDO III) (COS)

Ray Bart B. Manoguid
PR & Comms
Officer
(APO II) (COS)

For replacement:
PR & Comms
Officer
(APO II) (COS)

Information Technology (IT) and
Database Sub-Unit

Thoburn S. Gustilo, Jr.
IT Head
(ISA III) (COS)

Randy C. Ocampo
IT Officer
(DC IV) (COS)

Paul John B. Orebida
IT Officer
(PEO II) (COS)

Planning, Monitoring, and
Evaluation (PME) Unit

Darwin A. Pammatat
PME Head
(SEDS) (COS)

Kit N. Gopela
PME Focal for fisheries
(APO II) (COS)

Ashley Mae A. Apigo
Regional PME Lead
(SCDO III) (COS)

Jermena Arro
PMD Study Lead
(SMA V) (COS)

For replacement:
PME Officer
(APO II) (COS)

Gio Renzo M. Caballero
PME Officer
(APO II) (COS)

Marie Abigail G. De La Cruz
PME Officer
(APO II) (COS)

Jan Kevin M. Sevilla
PME Officer
(CDO II) (COS)

Administrative and
Procurement (A&P) Unit

Juliet F. Cruz
A&P Head
(PMO III) (COS)

Edmer N. Abanto
A&P Support
Officer
(SMA II) (COS)

Martin D. Blier
A&P Support
Officer
(SMA II) (COS)

Allen A. Sison
Admin Support
Officer to the
Director
(AA VI) (COS)



DEPARTMENT OF AGRICULTURE - OFFICE OF THE SECRETARY
 OPERATING UNIT: SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM
 BUDGET FOR 2022

13 OCT 2021

PARTICULAR	UACS CODE	SAAD NEP	TOTAL
TRAVELLING EXPENSES			1,000,000.00
Travelling Expenses - Local	50201010 00	1,000,000.00	
Travelling Expenses - Foreign			
TRAINING & SCHOLARSHIP EXPENSES			7,537,800.00
Training Expenses	50202000 00		
	50202010 02	7,537,800.00	
SUPPLIES & MATERIALS EXPENSES			928,000.00
ICT Office Supplies Expenses	50203000 00		
	50203010 01	378,000.00	
Office Supplies Expenses	50203010 02	400,000.00	
Fuel, Oil and Lubricants Expenses	50203090 00	150,000.00	
Other Supplies and Materials			
COMMUNICATION EXPENSES			146,000.00
Telephone Expenses - Mobile	50205000 00		
	50205020 01	66,000.00	
Telephone Expenses - Landline	50205020 02	80,000.00	
PROFESSIONAL SERVICES			11,156,000.00
Consultancy Services	50211030 02		
Other Professional Services	50211990 00	11,156,000.00	
REPAIRS AND MAINTENANCE			150,000.00
Office Equipment	50213000 00		
	50213050 02	150,000.00	
RM - Motor Vehicle			
	50299000 00		
OTHER MAINTENANCE & OPERATING EXPENSES			326,000.00
Representation Expenses	50299030 00	326,000.00	
PRINTING AND PUBLICATIONS EXPENSES			1,800,000.00
Printing and Publication	50299020 00	1,800,000.00	
RENTALS			50,000.00
Rents - Equipment	50299050 00		
	50299050 04	50,000.00	
Subscription Expenses	50299070 00	5,000.00	
Drinking Water	50212990 99	5,000.00	
Other Maintenance and Operating Expenses	50299990 00	6,100,200.00	
Donations		8,000,000.00	
TOTAL		37,204,000.00	37,204,000.00

Prepared by:

Submitted by:

Certified Funds Available:

JULIETA CAJIZ
 Procurement Coordinator, SAAD NPMO

MYER C. MULA, PH.D
 SAAD Program Director

TEJMA C. TOLENTINO
 Chief, Budget Division