

<b>BRIEFER FORM</b>	<b>Security Classification (If any):</b> ___ Restricted ___ Confidential ___ Secret
<b>A. SUBJECT</b>	<b>REQUEST FOR APPROVAL ON THE EXTENSION AND FUND REALIGNMENT FOR THE SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT</b>

**B. BACKGROUND/RATIONALE**

1. DA SAAD is implementing the SAAD Social Preparation and Enterprise Development Assessment through Central Luzon State University (CLSU) from October 1, 2021 to March 31, 2022.
2. Due to the impact of the recent surge of COVID Cases in CLSU and travel restrictions, the conduct of the assessment was delayed.
3. The CLSU requests for approval on the extension from April 1, 2022 to July 30, 2022 and realignment of funds under the first tranche to facilitate additional manpower hiring to fast track data gathering and processing supplemented by procurement of additional ICT equipment.
4. Attached is the CLSU's letter request, financial reports, and the requested budget for realignment.

**C. ACTION REQUESTED:**

FOR APPROVAL AND SIGNATURE

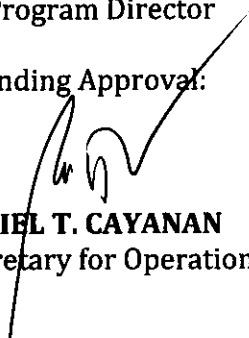
**D. CONTACT DETAILS OF SPECIFIC INDIVIDUAL/OFFICE WHO CAN BE CONTACTED FOR FURTHER INFORMATION.** The sender may not be at all times the specific person that should be contacted to regarding the document

- Name: Ashley Mae A. Apigo/Ian Kevin M. Sevilla
- Office: DA SAAD
- Telephone Number: (02) 929 734 loc 2833/2834

**E. NAME AND SIGNATURE OF THE SENDER**

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

Recommending Approval:

  
**ENGR. ARIEL T. CAYANAN**  
Undersecretary for Operations

5-5(2/28) 2.78



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

24 February 2022

**MEMORANDUM FOR THE SECRETARY**

**FROM : THE SAAD PROGRAM DIRECTOR**

**SUBJECT : REQUEST FOR EXTENSION AND FUND REALIGNMENT OF THE CENTRAL LUZON STATE UNIVERSITY (CLSU) FOR THE CONDUCT OF SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT**

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The Special Area for Agricultural Development (SAAD) Program is implementing its SAAD Social Preparation and Enterprise Development Assessment through CLSU from October 1 2021 to March 31, 2022. However, due to the impact of the recent surge of COVID Cases in CLSU and travel restrictions across the country, the conduct of the assessment was delayed.

In line with this, the CLSU requests for an extension on the conduct of the assessment from April 1, 2022 to July 30, 2022. This is to provide additional time for data collection and processing that were hampered due to the current pandemic situation. Further, the CLSU also seeks for the approval of fund realignment under the first tranche which will augment the needed readjustment on additional manpower and ICT equipment to fast track the delayed conduct of the assessment.

Attached are the letter request, financial reports, and the request for budget realignment for your information and reference.

We are hoping for your approval on the matter.

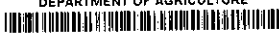
Thank you very much.

Sincerely,

**MYER G. MULA, Ph.D.**

**APPROVED / DISAPPROVED**

**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
in replying pls cite this code :  
For Signature: S-03-22-0008  
Received : 03/01/2022 11:24 AM

*Philippines*

*... farmers and fisherfolk*





# CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines  
Tel. No. (6344) 456-0688; Fax (6344) 456-5202  
E-mail Address: op@clsu.edu.ph, clsu@clsu.edu.ph  
URL: <https://clsu.edu.ph>

**Manila Office:**  
No. 7B, Nueva Ecija Street  
Bago Bantay, Quezon City  
Philippines

*Office of the University President*

14 February 2022

**HON. WILLIAM D. DAR**

Secretary

Department of Agriculture

Elliptical Road, Diliman, Quezon City

Sir:

Warmest greetings from your Central Luzon State University family!

This is in connection with the implementation of the DA-SAAD funded project entitled "DA-SAAD Social Preparation and Enterprise Development Assessment" which officially started on October 1, 2021 and will end on March 31, 2022.

The following are the highlights of the project implementation as of January 2022:

1. submission of the inception report and final listing of the randomly selected enterprises upon the receipt of the final list of enterprises from DA-SAAD;
2. identification, coordination, and orientation meeting (except for 4 provinces) with SUC collaborators and DA-SAAD provincial coordinators in the 21 target provinces;
3. finalization of three sets of instruments such as FGD guide for DA-SAAD provincial coordinators, FGD representatives of the enterprises, and questionnaires for the project beneficiaries and non-beneficiaries;
4. orientation meeting with enumerators and SUC collaborators; and
5. data collection and encoding, tabulation, and analysis for Apayao, Kalinga, and Eastern Samar provinces covering 16 enterprises.

The details of the project accomplishments were stated in the monthly accomplishment report submitted to the DA-SAAD office.

This February, the project hopes to complete the data collection in all areas in Luzon, Visayas, and Mindanao covering 112 on-going and established enterprises. The CLSU Research Team led by Dr. Maria Excelsis M. Orden initially planned to complete the data collection this January but was delayed due to the current COVID-19 situation that constrained the research team to travel. More so, typhoon Odette limited the communication and coordination with the SUCs and DA-SAAD coordinators in the affected provinces in the Visayas.

*"Excellent service to humanity is our commitment."*



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*Office of the University President*

After data collection, the CLSU Research Team will proceed with the data processing, encoding, tabulation, analysis, and report writing. These Activities may require completion beyond March 31, 2022, the supposed end of the project.

In this regard, we would like to request for an extension of the project implementation for four months, i.e. April 1, 2022 until July 30, 2022. Moreover, the team is requesting for budget realignment of the first tranche. Based on the available FR as of February 9, 2022, the project has an unexpended balance of Php 2,376,221.81. We propose that this be used to purchase an additional camera and four additional laptops. The team need additional camera because data collection is done simultaneously in the different provinces. The additional laptops will provide additional facility to the researchers in the data encoding, analysis, and report writing because the filled-out questionnaires will be arriving almost at the same time.

Attached herewith is a copy of the FR and the requested budget realignment for your perusal and kind approval.

We hope that these requests merit your usual kind approval. Thank you very much.

Very truly yours,

  
**EDGAR A. ORDEN**  
President

*“Excellent service to humanity is our commitment.”*

# FINANCIAL STATUS REPORT

Period covered: October 2021 to February 9, 2022

Project Title:

Social Preparation and Enterprise Development Assessment  
of the DA-SAAD Program  
Maria Excelsis M. Orden  
University Research Center, CLSU  
DA-SAAD

Proponent:

Lead Agency:


Funding Agency:

Budget Release:


P 4,716,374.87 WITH or # 1142074 dated 9/30/2021

Particulars	Approved Budget (Whole duration of the Project)	Budget Release	Disbursement for This Quarter	Accounts Payable	Total Expenditures	Balance to Date
<b>I. Personnel Services</b>						
1 Project Leader	360,000.00	140,000.00	120,000.00	0.00	120,000.00	20,000.00
4 Project Staff	960,000.00	480,000.00	320,000.00	0.00	320,000.00	160,000.00
6 SUC Coordinators	400,000.00	240,000.00	0.00	150,000.00	150,000.00	90,000.00
<b>Wages</b>						
1 Project Asst IV	176,364.00	117,576.00	36,074.45	81,501.55	117,576.00	0.00
4 Project Research Asst	540,374.40	360,249.60	0.00	258,818.85	258,818.85	101,430.75
<b>Sub total PS</b>	<b>2,436,738.40</b>	<b>1,337,825.60</b>	<b>476,074.45</b>	<b>490,320.40</b>	<b>966,394.85</b>	<b>371,430.75</b>
<b>III. MOOE</b>						
Travel expenses	1,626,700.00	1,556,617.57	23,177.46	124,070.75	147,248.21	1,409,369.36
Supplies and Materials	48,000.00	37,772.64	377.00	35,342.00	35,719.00	2,053.64
Communication	93,000.00	40,000.00	0.00	40,000.00	40,000.00	0.00
Representation expenses	80,000.00	48,000.00	0.00	35,360.00	35,360.00	12,640.00
Other services	1,466,000.00	1,076,552.72	0.00	723,000.00	723,000.00	353,552.72
Printing	40,000.00	20,000.00	0.00	6,709.00	6,709.00	13,291.00
Rentals	172,636.35	157,636.34	0.00	0.00	0.00	157,636.34
<b>Sub total MOOE</b>	<b>3,526,336.35</b>	<b>2,936,579.27</b>	<b>23,554.46</b>	<b>964,481.75</b>	<b>988,036.21</b>	<b>1,948,543.06</b>
<b>III. Equipment Outlay</b>						
Camera	50,000.00	50,000.00	0.00	45,900.00	45,900.00	4,100.00
Laptop	371,970.00	371,970.00	0.00	339,822.00	339,822.00	32,148.00
<b>Sub total EO</b>	<b>421,970.00</b>	<b>421,970.00</b>	<b>0.00</b>	<b>385,722.00</b>	<b>385,722.00</b>	<b>36,248.00</b>
<b>IV. Administrative Cost</b>						
	352,633.64	20,000.00	0.00	0.00	0.00	20,000.00
<b>Sub total AC</b>	<b>352,633.64</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>Grand Total</b>	<b>6,737,678.39</b>	<b>4,716,374.87</b>	<b>499,628.91</b>	<b>1,840,524.15</b>	<b>2,340,153.06</b>	<b>2,376,221.81</b>

This is to certify the funds previously transferred to CLSU has been liquidated and accounted for in the books

  
EVELYN Y. HILARIO  
Chief, Accounting Office

Noted:

  
MARIA EXCELSIS M. ORDEN  
Project Leader

Approved:

  
MARIA EXCELSIS M. ORDEN  
University President



# CENTRAL LUZON STATE UNIVERSITY

Science City of Muñoz, Nueva Ecija Philippines  
 Tel No (6344) 456-0704, Fax (6344) 456-0107  
 E-mail Address: researchoffice@clsu.edu.ph, clsu@clsu.edu.ph  
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 Bago Bantay, Quezon City  
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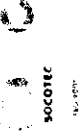
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Office of the Director for University Research Center

## DA-SAAD Social Preparation and Enterprise Development Assessment REQUEST FOR REALIGNMENT

Particulars (per-line item)	Approved Budget (Whole Duration of the Project)	Budget Release (1st Tranche)	Total Expenditure (as of February 7, 2022)	Earmarked Expenditure (based Month-06-22)	Unexpended Balance (BR 1st Tranche - Total Expenditures)	Amount to be Reallocated		New Proposed Budget (per line item)
						From (1st tranche)	To	
<b>I. Program Management</b>								
1 Project Leader	360,000.00	140,000.00	120,000.00	20,000.00		140,000.00	140,000.00	140,000.00
4 Project Staff	960,000.00	480,000.00	320,000.00	160,000.00		480,000.00	480,000.00	480,000.00
6 SUC Coordinators	400,000.00	240,000.00	150,000.00	90,000.00		240,000.00	240,000.00	240,000.00
<b>Wages</b>								
1 Project Assistant IV	176,364.00	117,576.00	117,576.00			117,576.00	117,576.00	117,576.00
4 Science Research Asst	540,374.40	360,249.60	258,818.85	101,430.75		360,249.60	360,249.60	360,249.60
Sub Total PM	2,436,738.40	1,337,825.60	966,394.85	371,430.75		1,337,825.60	1,337,825.60	1,337,825.60
<b>II. MOOE</b>								
Travel expenses	1,626,700.00	1,556,617.57	147,248.21	153,450.00	1,255,919.36	1,556,617.57	1,186,617.57	1,186,617.57
<b>Supplies and materials</b>								
Printer, ink	18,000.00	10,000.00	9,500.00		500.00	10,000.00	9,500.00	9,500.00
Copy paper, etc.	30,000.00	27,772.64	26,219.00		1,553.64	27,772.64	26,219.00	26,219.00
<b>Communication</b>	93,000.00	40,000.00	40,000.00			40,000.00	40,000.00	40,000.00
<b>Representation expenses</b>	80,000.00	48,000.00	35,360.00	12,640.00		48,000.00	48,000.00	48,000.00
<b>Other services</b>	1,466,000.00	1,076,552.72	723,000.00	353,552.72		1,076,552.72	1,076,552.72	1,076,552.72
<b>Printing</b>	40,000.00	20,000.00	6,709.00	13,291.00		20,000.00	20,000.00	20,000.00
<b>Rentals</b>	172,636.35	157,636.34		157,636.34		157,636.34	157,636.34	157,636.34
Sub Total MOOE	3,526,336.35	2,936,579.27	988,036.21	690,570.06	1,257,973.00	2,936,579.27	2,564,525.63	2,564,525.63
<b>III. Equipment Outlay</b>								
Camera	50,000.00	50,000.00	45,900.00	4,100.00		50,000.00	100,000.00	100,000.00
Laptop	371,970.00	371,970.00	349,822.00	32,148.00		371,970.00	694,023.64	694,023.64
Sub Total EO	421,970.00	421,970.00	385,722.00	36,248.00		421,970.00	794,023.64	794,023.64
<b>IV. Administrative Cost</b>	352,633.64	20,000.00		20,000.00		20,000.00	20,000.00	20,000.00
Sub Total AC	352,633.64	20,000.00		20,000.00		20,000.00	20,000.00	20,000.00
<b>Grand Total</b>	6,737,678.39	4,716,374.87	2,340,153.06	1,118,248.81	1,257,973.00	4,716,374.87	4,716,374.87	4,716,374.87

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**LIQUIDATION REPORT**

CENTRAL LUZON STATE UNIVERSITY  
Science City of Muñoz, Nueva Ecija

No 1

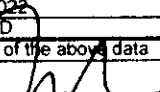
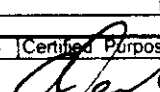
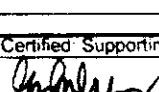
Date: February 11, 2022

Responsibility Center: 20201050

PARTICULARS		Amount
PROJECT TITLE: DA-SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT FOR THE PERIOD: AS OF FEBRUARY 1-9 2022		
Funding Source Department of Agriculture Specialized Area for Agricultural Development (DA-SAAD)		2,376,221.81
Amount Released OR # 1142074 - 9/30/2021	4,716,374.87	
Balance as of January 31, 2021	3,104,611.81	
<b>Budget Summary</b>		
Honoraria	=	390,000.00
Salary/Wages	=	101,430.75
Travel expenses	=	1,474,369.36
Supplies and Materials	=	2,443.64
Communication expenses	=	-
Representation	=	35,640.00
Other services	=	873,552.72
Printing	=	13,291.00
Rentals	=	157,636.34
Equipment Outlay	=	36,248.00
Administrative Cost	=	20,000.00
<b>TOTAL</b>		<b>3,104,611.81</b>
Accounts Payable		
Honoraria	=	120,000.00
Travel Expenses	=	65,000.00
Supplies and Materials	=	390.00
Representation expenses	=	23,000.00
Other services	=	520,000.00
		<u>728,390.00</u>
Unexpended Balance	=	<u><u>2,376,221.81</u></u>

TOTAL AMOUNT SPENT		
ACCOUNTS PAYABLE		728,390.00
ENDING BALANCE AS OF JAN 2021	Dated	3,104,611.81
BALANCE AS OF FEB 2022	Dated	2,376,221.81
AMOUNT TO BE REIMBURSED		

A	B	C
Certified Correctness of the above data	Certified Purpose of	Certified Supporting
MARIA EXCELSIS M. ORDEN Project Leader	EDGAR A. ORDEN HEI President/Head	EVELYN Y. HILARIO Chief, Accounting Office
		JEV No.

LIQUIDATION REPORT		No 1
CENTRAL LUZON STATE UNIVERSITY Science City of Muñoz, Nueva Ecija		Date February 11, 2022
		Responsibility Center 20201050
PARTICULARS		Amount
PROJECT TITLE DA-SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT FOR THE PERIOD AS OF JANUARY 2022  Funding Source Department of Agriculture Specialized Area for Agricultural Development (DA-SAAD)		3,104,611.81
Amount Released	4,716,374.87	
OR # 1142074 - 9/30/2021		
Balance as of December 31, 2021	3,685,060.95	
Budget Summary		
Honoraria	= 420,000.00	
Salary/Wages	= 384,240.14	
Travel expenses	= 1,519,940.11	
Supplies and Materials	= 2,443.64	
Communication expenses	=	
Representation	= 48,000.00	
Other services	= 1,076,552.72	
Printing	= 20,000.00	
Rentals	= 157,636.34	
Equipment Outlay	= 36,248.00	
Administrative Cost	= 20,000.00	
<b>TOTAL</b>	<b>3,685,060.95</b>	
Accounts Payable		
Honoraria	= 30,000.00	
Salary/Wages	= 282,809.39	
Travel Expenses	= 45,570.75	
Representation expenses	= 12,360.00	
Other services	= 203,000.00	
Printing	= 6,709.00	<u>580,449.14</u>
Unexpended Balance	=	<u><u>3,104,611.81</u></u>
<b>TOTAL AMOUNT SPENT</b>		
<b>ACCOUNTS PAYABLE</b>		580,449.14
<b>ENDING BALANCE AS OF DECEMBER 2021</b>		3,685,060.95
Dated		
<b>BALANCE AS OF JANUARY 2022</b>		3,104,611.81
Dated		
<b>AMOUNT TO BE REIMBURSED</b>		
A	B	C
Certified Correctness of the above data	Certified Purpose of	Certified Supporting documents
 MARIA EXCELSIS M. ORDEN Project Leader	 EDGAR A. ORDEN HEL/President/Head	 EVELYN Y. HILARIO Chief Accounting Office
		JEV No



**LIQUIDATION REPORT**

CENTRAL LUZON STATE UNIVERSITY  
Science City of Muñoz, Nueva Ecija

No. 1  
Date: January 11, 2022  
Responsibility Center 20201050

PARTICULARS		Amount
PROJECT TITLE: DA-SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT FOR THE PERIOD AS OF DECEMBER 2021		
Funding Source: Department of Agriculture Specialized Area for Agricultural Development (DA-SAAD)		3,685,060.95
Amount Released OR # 1142074 - 9/30/2021 4,710,374.07		
Balance as of November 31, 2021 4,619,668.42		
Budget Summary		
Honoraria	=	860,000.00
Salary/Wages	=	456,448.15
Travel expenses	=	1,556,611.57
Supplies and Materials	=	2,443.64
Communication expenses	=	.
Representation	=	48,000.00
Other services	=	1,076,552.72
Printing	=	20,000.00
Rentals	=	157,636.34
Equipment Outlay	=	421,970.00
Administrative Cost	=	20,000.00
<b>TOTAL</b>		<b>4,619,668.42</b>
Disbursements		
Honoraria	=	440,000.00
Salary/Wages	=	14,697.00
Travel Expenses	=	23,177.46
<b>Total Expenditures</b>	=	<b>477,874.46</b>
Accounts Payable		
Salary/Wages	=	57,511.01
Travel Expenses	=	13,500.00
Equipment Outlay	=	385,722.00
		<b>456,733.01</b>
<b>Unexpended Balance</b>	=	<b>3,685,060.95</b>

<b>TOTAL AMOUNT SPENT</b>	477,874.46
<b>ACCOUNTS PAYABLE</b>	456,733.01
<b>ENDING BALANCE AS OF NOV. 2021</b>	Dated 4,619,668.42
<b>BALANCE AS OF DECEMBER 2021</b>	Dated 3,685,060.95

AMOUNT TO BE REIMBURSED		
A	B	C
Certified Correctness of the above data	Certified Purpose of	Certified Supporting
MARIA EXCELSIS M. ORDEN Project Leader	EDGAR A. ORDEN HEI President/Head	EVELYN Y. HILARIO Chief, Accounting Office - JEV No.

**LIQUIDATION REPORT**

CENTRAL LUZON STATE UNIVERSITY  
Science City of Muñoz, Nueva Ecija

No. 1

Date: January 11, 2022

Responsibility Center: 20201050

PARTICULARS		Amount
PROJECT TITLE: DA-SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT FOR THE PERIOD: AS OF NOVEMBER 2021		
Funding Source Department of Agriculture Specialized Area for Agricultural Development (DA-SAAD)		4,619,668.42
Amount Released OR# 1142074 - 9/30/2021 4,716,374.87		
Budget Summary		
Honoraria	=	860,000.00
Salary/Wages	=	477,825.60
Travel expenses	=	1,556,617.57
Supplies and Materials	=	37,772.64
Communication expenses	=	40,000.00
Representation	=	48,000.00
Other services	=	1,076,552.72
Printing	=	20,000.00
Rentals	=	157,636.34
Equipment Outlay	=	421,970.00
Administrative Cost	=	20,000.00
<b>TOTAL</b>		<b>4,716,374.87</b>
Disbursements		
Salary/Wages	=	21,377.45
Supplies and Materials	=	377.00
<b>Total Expenditures</b>	=	<b>21,754.45</b>
Accounts Payable: Supplies and Materials	=	34,952.00
Communications	=	40,000.00
		<b>74,952.00</b>
<b>Unexpended Balance</b>	=	<b>4,619,668.42</b>

TOTAL AMOUNT SPENT 21,754.45

ACCOUNTS PAYABLE 74,952.00

AMOUNT OF FUND TRANSFER PER Dated 4,716,374.87

BALANCE AS OF NOVEMBER 2021 Dated 4,619,668.42

AMOUNT TO BE REIMBURSED

A	B	C
Certified Correctness of the above data	Certified Purpose of	Certified Supporting
MARIA EXCELSIS M. ORDEN Project Leader	EDGARA A. ORDEN HEI President/Head	EVELYN Y. HILARIO Chief Accounting Officer

JEV No

**LIQUIDATION REPORT**

CENTRAL LUZON STATE UNIVERSITY  
Science City of Muñoz, Nueva Ecija

No. 1

Date: January 11, 2022

Responsibility Center 20201050

PARTICULARS		Amount
PROJECT TITLE: DA-SAAD SOCIAL PREPARATION AND ENTERPRISE DEVELOPMENT ASSESSMENT FOR THE PERIOD: AS OF OCTOBER 2021		
Funding Source: Department of Agriculture Specialized Area for Agricultural Development (DA-SAAD)		4,716,374.87
Amount Released CR# 1142074 - 9/30/2021 4,716,374.87		
Budget Summary		
Honoraria	=	860,000.00
Salary/Wages	=	477,825.60
Travel expenses	=	1,556,617.57
Supplies and Materials	=	37,772.64
Communication expenses	=	40,000.00
Representation	=	48,000.00
Other services	=	1,076,552.72
Printing	=	20,000.00
Rentals	=	157,636.34
Equipment Outlay	=	421,970.00
Administrative Cost	=	20,000.00
<b>TOTAL</b>		<b>4,716,374.87</b>
Disbursements		
Total Expenditures	=	-
Accounts Payable	=	-
Unexpended Balance	=	<u><b>4,716,374.87</b></u>

**TOTAL AMOUNT SPENT**

**ACCOUNTS PAYABLE**

AMOUNT OF FUND TRANSFER PER Dated 4,716,374.87

BALANCE AS OF OCTOBER 2021 Dated 4,716,374.87

**AMOUNT TO BE REIMBURSED**

A	B	C
Certified Correctness of the above data	Certified Purpose of	Certified Supporting
MARIA EXCELSIS M. ORDEN Project Leader	EDGAR A. ORDEN HEI President/Head	EVELYN Y. HILARIO Chief, Accounting Office (JEV No. 1)