



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

SPECIAL ORDER

No. 382
Series of 2022

SUBJECT: AUTHORITY TO CONDUCT THE SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM PROJECT MANAGEMENT WORKSHOP TOWARDS TERMINAL PHASE

In the exigency of service and in order to conduct its Project Management Workshop towards Terminal Phase, the Special Area for Agricultural Development (SAAD) Program is hereby authorized to hold a workshop in two (2) batches on July 25-29, 2022 and August 1-5, 2022 at a private facility in Region IV-A.

This workshop shall look into the project management done for the SAAD. The result of this assessment shall be used as input in the preparation of the terminal report and help the SAAD conduct a smooth project closure.

Participants from the following offices are hereby authorized to physically attend this workshop:

1st Batch - July 25-29, 2022

No.	SAAD NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO)
1	Dr. Myer Mula
2	Mr. Ulysses Lustria, Jr.
3	Mr. Darwin Pamatmat
4	Ms. Ashley Mae Apigo
5	Mr. Kit Jasper Gopela
6	Mr. Gio Renzo Caballero
7	Ms. Jacquelyn Rebusit
8	Mr. Ian Kevin Sevilla
9	Ms. Marie Abigail Dela Cruz
10	Ms. Jemiema Arro
11	Ms. Jonalyn Racelis
12	<i>PME Officer</i>
13	Ms. Jessa Mae Gabon
14	Mr. Ray Bart Manoguid
15	Ms. Jennifer Valcobero
16	Mr. Chris John Paulo Felipe
17	<i>PR and Communications Officer</i>
18	Ms. Juliet Cruz
19	Mr. Martin German Biter

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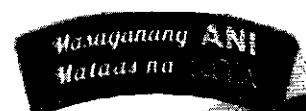




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20	Mr. Edmer Abanto
21	Mr. Allen Sioson
22	Mr. Randy Ocampo
23	Mr. Thoburn Gustilo, Jr.
24	Mr. Paul John Onrubia
25	<i>SAAD NPMO support staff</i>
26	<i>SAAD NPMO support staff</i>
DA OSEC - SPCMAD	
27	Ms. Angelita Martir
28	<i>SPCMAD Staff</i>
29	<i>SPCMAD Staff</i>
30	<i>SPCMAD Staff</i>
DA SAAD CAR	
31	Ms. Leah Mon
32	Ms. Virginia Ago-an
33	Ms. Ma. Elene Catajan
34	<i>Region CAR staff</i>
DA SAAD IV-B	
35	Ms. Maiden Marie Segui
36	Ms. Jea Anne Gasmena
37	Ms. Dianne Francis Sy
38	<i>Region IV-B staff</i>
DA SAAD V	
39	Dr. Mary Grace Rodriguez
40	Ms. Maribeth Mangalino
41	Ms. Angineth Salcedo
42	<i>Region V staff</i>
DA SAAD VI	
43	Mr. Dominador Marquez
44	Ms. Jenny Babe Torrenueva
45	Ms. Sheryl Mae Gaylan
DA SAAD VII	
46	Ms. Mae Montecillo
47	Ms. Jolina Dano
48	Ms. Zenaida Ann Miranda
DA SAAD VIII	
49	Mr. Larry Sultan

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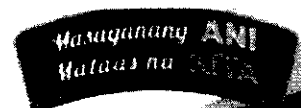


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2nd Batch - August 1-5, 2022

No.	SAAD NATIONAL PROGRAM MANAGEMENT OFFICE (NPMO)
1	Dr. Myer Mula
2	Mr. Ulysses Lustria, Jr.
3	Mr. Darwin Pamatmat
4	Ms. Ashley Mae Apigo
5	Mr. Kit Jasper Gopela
6	Mr. Gio Renzo Caballero
7	Ms. Jacquelyn Rebusit
8	Mr. Ian Kevin Sevilla
9	Ms. Marie Abigail Dela Cruz
10	Ms. Jemiema Arro
11	Ms. Jonalyn Racelis
12	<i>PME Officer</i>
13	Ms. Jessa Mae Gabon
14	Mr. Ray Bart Manoguid
15	Ms. Jennifer Valcobero
16	Mr. Chris John Paul Felipe
17	<i>PR and Communications Officer</i>
18	Ms. Juliet Cruz
19	Mr. Martin German Biter
20	Mr. Edmer Abanto
21	Mr. Allen Sioson
22	Mr. Randy Ocampo
23	Mr. Thoburn Gustilo, Jr.
24	Mr. Paul John Onrubia
25	<i>SAAD NPMO support staff</i>
26	<i>SAAD NPMO support staff</i>
BFAR SAAD NPMO	
27	Ms. Elymi Ar-J Tuñacao
28	Mr. Arnel Valenzuela
29	Ms. Angelica Mae Pila
30	Mr. Eduardo Leaño, Jr.
BFAR SAAD CAR	
31	Ms. Michelle Peralta
32	Ms. Naela Bilag

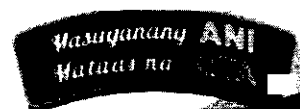
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50	Ms. Ferlynn Basanez
51	Ms. Iris Hayden Peñeda
DA SAAD IX	
52	Mr. Reynaldo Campomanes
53	Mr. Alrashid Salim
54	Ms. Ma Trinee Tibud
DA SAAD X	
55	Ms. Lana May Racines
56	Ms. Azbie Talib
57	Ms. Jo Ann Sablad
DA SAAD XI	
58	Ms. Naomi Lamata
59	Mr. Bernalyn Briones
60	Mr. James Brian Flaga
DA SAAD XII	
61	Ms. Julie Mie Belongan
62	Ms. Aisa Tina
63	Mr. Muckie Marfe
DA SAAD XIII	
64	Mr. Jekem Sanchez
65	Ms. Junabelle Casio
66	Mr. Marck Angelo Pineda
NON-SAAD DA Regional Field Offices	
67	<i>Representative, Region I</i>
68	<i>Region 1 Staff</i>
69	<i>Region 1 Staff</i>
70	<i>Representative, Region II</i>
71	<i>Region II Staff</i>
72	<i>Region II Staff</i>
73	<i>Representative, Region III</i>
74	<i>Region III Staff</i>
75	<i>Region III Staff</i>
76	<i>Representative, Region IV-A</i>
77	<i>Region IV-A Staff</i>
78	<i>Region IV-A Staff</i>
Resource Speakers	
79	<i>Resource Speaker</i>
80	<i>Resource Speaker</i>

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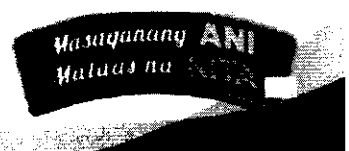




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33	Mr. Hector De Guzman
34	<i>BFAR SAAD CAR staff</i>
BFAR SAAD IV-B	
35	Ms. Julie Ann Gabinete- Delos Santos
36	Mr. Patrick Jun Lorque
37	Ms. Wilyn Maningo
38	<i>BFAR SAAD IV-B staff</i>
BFAR SAAD V	
39	Mr. Nilo Consuelo
40	Mr. Joelle Benavidez
41	Mr. Salvador Tadutan Jr.
42	<i>BFAR SAAD V staff</i>
BFAR SAAD VI	
43	Ms. Karen Barsales
44	Ms. Essa Kathleen dela Cruz
45	Ms. Aileen Garcia
BFAR SAAD VII	
46	Ms. Karen Barsales
47	Ms. Essa Kathleen dela Cruz
48	Ms. Aileen Garcia
BFAR SAAD VIII	
49	Ms. Margie Ruth Acabal
50	Ms. Grace Fenilda Jaradal
51	Mr. Marlon Sale
BFAR SAAD IX	
52	Mr. Al-zath Kunting
53	Ms. Irish Mamhot
54	Ms. Sharlyn Racaza
BFAR SAAD X	
55	Mr. Ibrahim Sanggoyod
56	Mr. Al Jun Magamano
57	Mr. Alfonsus Gonzaga
BFAR SAAD XI	
58	Ms. Maricel Antiga
59	Ms. Christie Mae Ranque
60	Mr. Jefferson Montera
BFAR SAAD XII	
61	Ms. Laila Emperua

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Diliman
City

62	Ms. Maria Angelica Cecilio
63	Mr. Mikhail Sabdani
BFAR SAAD XIII	
64	Ms. Jazel Astronomo Dolohan
65	Ms. Chelow Pairat
66	Mr. Julius Sabino
NON-SAAD DA-BFAR Regional Offices	
67	Ms. Remely Lachica
68	Ms. Sharon Paa
69	Ms. Jeizel Lagman
70	Atty. Ronaldo Libunao
71	Ms. Ma. Visitacion Llanto
72	Mr. Mark Kevin Ramos
73	Ms. Joan Gay Oreas
74	Ms. Romina Yutuc
75	Ms. Dianna May Abaya
76	Ms. Esmeralda Mendoza
77	Mr. Richard Escudero
78	Ms. Laarni Mataverde
Resource Person	
79	<i>Resource Person</i>
80	<i>Resource Person</i>

The expenses of the participants from DA-Central Office and Regional Field Offices, including traveling expenses, lease of venue, food and accommodation, transportation, and supplies and materials for the workshop shall be charged against current funds of DA-SAAD and subject to the availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 19th day of May 2022.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
in replying pls cite this code
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TRAINING DESIGN

DA - SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM PROJECT MANAGEMENT WORKSHOP TOWARDS TERMINAL PHASE

I. RATIONALE

The Special Area for Agricultural Development (SAAD) Program shall be terminating on December 2022. This workshop shall look into the project management done for the SAAD. The result of this assessment shall be used as input in the preparation of the terminal report.

From start to finish, every project needs a plan that outlines how things will get off the ground, how they will be built, and how they will finish. Every project usually has a budget and a time frame. Project management keeps everything moving smoothly on time, and on budget. That means when the planned time frame is coming to an end, the project manager may keep all the team members working on the project to finish on schedule.

Terminating a project is not an easy decision to make. There is a need to ensure that there is focus on the entire risk assessment and not only on any particular identified risk in the project.

Project closure is **the critical last phase in the project management lifecycle**. During project closure, the team reviews the deliverables, then compares and tests its quality to the intended project outcome. Then they share the deliverables with the stakeholders.

This workshop shall help the SAAD conduct a smooth project closure.

II. OBJECTIVES

At the end of the session, the participants shall be able to:

1. Revisit the steps in project management and reflect on their actions.
2. Describe the life cycle of a project and identify the stage where they are currently.
3. Identify the difference between project output and project outcome.
4. Discuss the types of project closure.
5. Discuss the actions that need to be done at the closure stage and plan their steps to make them effective.
6. Discuss 4 types of project termination and find practical application.
7. Learn writing terminal report for the project.
8. Plan next steps.

III. METHODOLOGY

SAAD will conduct a 4-day training/workshop where it will conduct series of lectures and discussions related to the objectives of the event.

IV. EXPECTED OUTPUTS

Module 1: Project Management Revisited

- Types of Project Management
- Cycle of Project Management
- Five Stages of Project Planning
- Project Output vs Project Outcome

Module 2: Terminating a Project

- Five Types of Project Closure
- Steps to Closing A Project
- Actions During the Closure Phase
- Possible Reasons for Project Termination
- Types of Project Termination

Module 3: Preparing Project Terminal Report

Module 4: Application

- Next Steps

V. PARTICIPANTS

Table below shows the personnel who will attend as well as the number of participants per SAAD Office.

Batch 1 (July 25-29, 2022)

OFFICE	NUMBER OF PARTICIPANTS
OSEC	
SAAD NPMO Director (1); Deputy Director (1); PME (10); Admin (4); Comms (5); IT (3)	26
SPCMAD	4
SAAD Regional Program Management Support Office Personnel (RPMSO) – all RPMSO focals or representative and all PPMSO focals or representative (3pax X 15 regions)	48
Resource Persons	2
TOTAL	80

Batch 2 (August 1-5, 2022)

OFFICE	NUMBER OF PARTICIPANTS
DA SAAD NPMO Director (1); Deputy Director (1); PME (11); Admin (5); Comms (5); IT (3)	26
BFAR SAAD NPMO	4
BFAR SAAD Regional Program Management Support Office Personnel (RPMSO) - all RPMSO focals or representative and all PPMO focals or representative	48
Resource Persons	2
TOTAL	80

ORGANIZING COMMITTEE/ SUPPORT STAFF

The organizing committee will be in-charge of coming-up with a set of activities for the event which includes inviting guest speakers, securing the materials needed for the activities and coordinating the venue. They are also assigned in the registration and documentation of the entire workshop activity.

VI. SCHEDULE/VENUE

- **1st Batch on July 25-29, 2022** at a private facility in **Region 4-A**
- **2nd Batch on August 1-5, 2022** at a private facility in **Region 4-A**

BUDGETARY REQUIREMENT

ITEMS	QTY	UNIT COST	DAYS	TOTAL COST
PARTICULARS				
Food and Accommodation for 80 participants (P2200 x 80 pax x 4days 2batches)	2	704,000	4	1,408,000.00
Transportation of participants (from DA to venue and vice-versa)- 8 van hire per batch	16	18,000	2	288,000.00
Training Supplies and Materials	2	30,000		60,000.00
Honorarium (Php 1500/hr *4days*2 batches)	2	96,000	4	192,000.00
Total				Php1,948,000.00

Expenses to be incurred for the duration of this activity, including food and accommodation of the participants, and other expenses shall be charged against FY 2022 SAAD current funds subject to the existing accounting and auditing rules and regulations.

Marylyn S. Doromal

Training/Organizational Development (OD) Consultant

Mobile # (63) 9065119694 E Mail address: odmatters@gmail.com

humaneconcepts@yahoo.com Philippines

Skills: Organizational Needs Analysis and design of corresponding intervention, facilitating organizational transformation, Training Needs Assessment and design/conduct of Customized Training, Strategic Planning, Review, enhancement of Performance Management System, Design/Implementation of Management Enhancement Program including Leadership Training and Change Management Training, Design of organigram, Job Analysis, Job Design and Job Evaluation

15 years OD/Training Consultant for private and government institutions.

Handled foreign funded projects (USAID, JICA, World Bank); worked with government and private organizations on HR Development

Successfully reengineered 5 Electric Cooperatives including job evaluation, career pathing, design of organigram and job description, job analysis and evaluation, conduct of related training leading in their transformation to more adaptive environment fit for current need

Continuously conducts Change Management Training, Leadership Training, Management Enhancement Training, Culture Building, Values Affirmation Workshop, Salesmanship Enhancement and Customer Relations Training (SECRET), Stress Management Training, Team Building Sessions, Trainers Training and Retiring in Excellence Workshop for various organizations.

Designs PowerPoint presentations for programs

Education: Bachelor's degree in Social Science/ English

M.A. Guidance and Counseling

Work Experiences:

Organizational Development/Training Consultant (current)

Team Concepts Management and Training Consultants, Philippines

- Designs and implements Reengineering Program METHOD (Management Enhancement Through Human and Organizational Development) based on client situation and need
- Designs and conducts Customized training programs.
- Conducts virtual Consultation and workshop for various clients

Organizational Development Consultant

National Meat Inspection Service, Department of Agriculture

Quezon City, Philippines

- Done Organizational Analysis for Reorganization Planning
- Led the Reorganization Committee in Discussions and Decisions relative to recommendations
- Design the Reorganization Plan in coordination with the stakeholders, Civil Service Commission and Dept. of Budget and Management
- Worked with the Personnel Section, Administrative Division, in creating the Human Resource Development section that designed the HR Plan for the organization

Organizational Development Consultant (Reengineering Program)

Various Electric Cooperatives (listed below), Philippines

- Implemented Program METHOD in partnership with the Board of Directors and Management
- Done organizational structure analysis and design, job analysis, job design and evaluation, related training and development intervention
- Led in implementing strategies to promote culture change
- Together with stakeholders, reviewed and designed business process reengineering
- Facilitated Strategic Planning
- Coordinated with National Electrification Administration (NEA, Philippines) in finalizing the organizational design

Training Consultant

FriendlyCare Inc. (USAID)

Mandaluyong City, Philippines

- Implemented Pre-Deployment training program for medical and non- medical employees of FCFI in coordination with medical consultants
- Facilitated Customer Relations Training for the frontliners of FCFI

Program Consultant

Institute of Maternal and Child Health,

Commonwealth Avenue, Quezon City, Philippines

- Provided technical Assistance/Recommendations on health- related program design and implementation
- Designed and conducted relevant training programs
- Facilitated Year-End Evaluation and Strategic Planning

Project Monitoring/Training Officer

Development Academy of the Philippines

Pasig City, Philippines

- Facilitated Staff Training Programs and Assisted in designing Training Tools; Assisted in monitoring program implementation
- Served as facilitator in the Youth Leadership Consultative Assembly for National Solidarity sponsored by the Office of the Executive Secretary
- Assisted in the review and publication of Wood Policy Studies

Project Officer

Livelihood Corporation, Pasig City, Philippines

- Handled design, marketing and implementation of Entrepreneurship Program to assist Filipino Entrepreneurs in starting, managing and monitoring business activities in coordination with the Exporters Association of the Philippines.

Training Specialist

Philippine Human Resources Development Center (OP)

Pasig City, Philippines

- Handled training programs funded by Japan International Cooperation Agency (JICA)
- Facilitated the first ASEAN Development Communication Workshop for member countries funded by JICA

Regional Public Information Officer/Training Officer (designated)

Bureau of Lands Regional Office VI, Iloilo City, Philippines

- Editor-in Chief of Landmark, Bureau's Newsletter
- Handled weekly radio program on information drive
- Facilitated gatherings and releasing of relevant information region-wide
- Facilitated training programs

Others:

- Designed and facilitated Officers Development Program funded by World Bank in cooperation with Philippine Coconut Authority
- Designed and facilitated Farmers Directors Advancement Reorientation Program (FARM-DARES) in cooperation with the Philippine Coconut Authority and Philippine Commission on Good Government (PCGG)

- Designed and conducted various training programs for Electric Cooperatives in cooperation with the National Electrification Administration Regional Office 1
- Facilitated review classes for Filipino Aspirants for US Navy review Center in Sta. Cruz, Manila

Client Electric Cooperatives:

- Agusan del Norte Electric Cooperative, Inc. (ANECO)
Butuan City, Agusan del Norte, Philippines
- Surigao del Norte Electric Cooperative, Inc. (SURNECO)
Surigao City, Surigao del Norte, Philippines
- Negros Occidental Electric Cooperative, Inc. (NOCECO)
Bacolod City, Negros Occidental, Philippines
- Guimaras Electric Cooperative, Inc. (GUIMELCO)
Guimaras Island, Philippines
- Benguet Electric Cooperative, Inc. (BENECO)
Alapan, Benguet, Philippines

Professional and Character References:

1) Ms. Cherry Grace Abkilan

HRMDD Manager

Negros Occidental Electric Cooperative, Inc.

Kabankalan, Negros Occidental, Philippines

Mobile 09177066081 E-mail: cherrieab@yahoo.com

2.) Ms. Marcelina A. Coniate

HRMDD Manager

Surigao del Norte Electric Cooperative, Inc.

Surigao City, Surigao del Norte, Philippines

Mobile # 09506758817 E-mail: surnecoehr@gmail.com

3.) Mr. Mayrou G. Espina

Technical Auditor

Department of Energy Bonifacio Global, Taguig, Philippines

Mobile #09173255528 E-Mail: espina.mayrou.g@gmail.com