



Republic of the Philippines  
Department of Agriculture  
**OFFICE OF THE SECRETARY**  
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Department of Agriculture  
SAAD Program  
**RECEIVED**  
Date: **MAY 29 2018**  
By: *[Signature]*

23 April 2018

**SPECIAL ORDER**  
No. 517  
Series of 2018

**SUBJECT : AUTHORITY TO CONDUCT THE SAAD PROGRAM CAPABILITY BUILDING WORKSHOP FOR OPERATION**

In the interest of service, the Special Area of Agricultural Development (SAAD) Program shall conduct Capability Building Workshop for operations for the SAAD PPMO hired personnel. The workshop will be conducted on August 14-17, 2018 in Region 11, exact venue to be announced.

The objectives of the workshop are to equip the SAAD Implementers the appropriate knowledge, skills, and attitude to properly execute their tasks and accomplish their deliverables. More specifically, the workshop aims to (1) identify their development goal to improve their management skills; (2) improve their communication skills and strategic planning; and (3) equip them with knowledge in good leadership.

Participants from the following offices are hereby authorized to attend the above-mentioned workshop:

DIVISION / UNIT	NO. OF PARTICIPANTS
SAAD Provincial Coordinator / OIC - Provincial Coordinator	16
SAAD Area Coordinators	68
Resource Speaker	4
SAAD National Program Management Office (NPMO)	22
<b>TOTAL</b>	<b>110</b>

All expenses, such as provision for food, accommodation, honorarium, vehicle rental, supplies and materials and other incidental expenses to the conduct of the training workshop shall be charged against FY 2018 SAAD Funds, subject to the existing accounting and auditing rules and regulations.

*[Signature]*  
**EMMANUEL F. PIÑOL**  
Secretary

