



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

May 4, 2023

**MEMORANDUM**

**FOR : ATTY. DEMOSTHENES R. ESCOTO**  
Director, BFAR

**ATTN : FOCAL PERSONS FOR NPMSO & RPMSO CAR**

**FROM : DIRECTOR, SAAD NPMO**

**SUBJECT : CONDUCT OF MONITORING AND EVALUATION OF SAAD PHASE 1 COMMUNITY- BASED ENTERPRISES (CBEs) AND PROJECT VALIDATION AND EVALUATION FOR SAAD PHASE 2**

In line with the SAAD Phase 2 implementation, the program shall conduct the following M&E activities:

<b>Activity</b>	<b>Location</b>	<b>SAAD NPMO Team</b>
Identified CBE established Monitoring and Evaluation	Mountain Province and Kalinga	OPBME - Marketing and Enterprise Development (MAED) Sub-Unit
Project Validation and Evaluation for FY 2023 & FY 2024 proposal	TBD	OPBME – Food Production and Livelihood (FPL) Sub-Unit

This shall be conducted on May 22 – 26, 2023. The activity will be conducted with the following NPMO Staff:

1. Darwin A. Pamatmat – OPBME Head
2. Kit Jasper Gopela – FPL Sub-unit Head
3. Ashley Mae A. Apigo – MAED Sub-unit Head
4. Gio Renzo Caballero – MAED Staff

As such, the NPMO requests the support of the SAAD NPMSO and RPMSO CAR in conducting the said activity. Should you have queries or further clarifications on this matter, please communicate with the OPBME FPL and MAED Sub-unit team at [saad@da.gov.ph](mailto:saad@da.gov.ph) or telephone number (02) 8929-7349 local 2834/2833.

For your information and appropriate action.

Thank you very much.

  
**ULYSSES J. LUSTRIA, JR.**



**Proposed Activity Itinerary**  
**May 22-26, 2023**

<b>Day</b>	<b>Province</b>	<b>Activity</b>	<b>Team</b>
May 22 (Monday)	Manila to Baguio City	Departure from Manila	NPMO, NPMSO, AND BFAR SAAD CAR RPMSO AND PPMSO
	SAAD RPMSO CAR, Baguio City	Meeting and briefing with RPMSO and PPMSO Team	
May 23 (Tuesday)	Mountain Province and Kalinga	Monitoring of CBEs	
May 24 (Wednesday)	Kalinga Phase 2 Areas	Monitoring of CBEs Monitoring of FY 2024 Livelihood project	
May 25 (Thursday)	Abra/Mountain Province/Benguet/Ifugao	Continuation of Monitoring activity Exit Conference	
May 26 (Friday)	Back to Station	Back to Manila	