



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Regional Field Office - XI
 F. Bangoy St., Davao City



01 June 2023

MEMORANDUM FOR THE SENIOR UNDERSECRETARY

THRU : *[Signature]*
ENGR. ARNEL V. DE MESA, CESO III
 Assistant Secretary for Operations

FROM : *[Signature]*
ABEL JAMES I. MONTEAGUDO
 Regional Executive Director

SUBJECT : **REQUEST FOR AUTHORITY TO CONDUCT SAAD PROGRAM PHASE 2 ACTIVITIES OF SAAD RPM SO XI IN A PRIVATE FACILITY**

In the exigency of service, the Department of Agriculture through the Special Area for Agricultural Development (SAAD) Regional Program Management Support Office (RPMSO) is obligated to provide essential support particularly to its stakeholders and partner units, including FCAs, P/MLGUs and APCOs.

As SAAD Phase 2 begins, training/workshops are essential for learning more about various aspects of the SAAD Program's scopes and services. Moreover, these activities aim to enhance capabilities of SAAD staff, stakeholders, and farmer associations in the areas of marketing, operations, human resource development, and finance.

The said activities will take place in Davao City, as this is the central location in Davao Region where we can gather our stakeholders. Due to the unavailability of government facilities in the area, we decided to hold the activities in a non-government facility. *Attached are the certifications of non-availability from different government offices within the said city for reference.*

In light of this, the program would like to request authority to conduct activities at a private venue charged to Program's FY 2023 Current Fund, to wit:

PARTICULARS	TENTATIVE SCHEDULE	EXPECTED NO. OF PARTICIPANTS
Stakeholder's Coordination Meeting and Strategic Planning Workshop for SAAD FY 2023-2024 PAPs	July 13 - 14, 2023	70
SAAD RPMSO and PPMSO Capability Building	July 24 - 28, 2023	33
TOT on SAAD Participatory Rural Appraisal Workshop	September 18 - 22, 2023	75
Year End Review of SAAD PAPs CY 2023 and Preparation of Pipelined Projects for CY 2024	December 5 - 7, 2023	80

Your approval of this request is highly appreciated.

Approved/Disapproved:

[Signature]
DOMINGO E. PANGANIBAN
 Senior Undersecretary



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