



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

4 September 2023

MEMORANDUM

FOR : **DENNIS R. ARPIA**
Regional Executive Director, RFO VI

ATTN : **SAAD REGIONAL ASSISTANT FOCAL PERSON**
SAAD REGIONAL IT AND DATABASE DEVELOPMENT LEAD

FROM : **DIRECTOR, SAAD PROGRAM - NATIONAL PROJECT**
MANAGEMENT OFFICE (NPMO)

SUBJECT : **CONDUCT OF DATA VALIDATION AND EVALUATION OF**
DATA COLLECTION PROCESS ACTIVITIES FOR THE
SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT
(SAAD) PROGRAM PHASE 2 - IT AND DATABASE
DEVELOPMENT (IDD) SYSTEM IN REGION VI

As part of the preliminary activity of IT and Database Development (IDD) Unit of Special Area for Agricultural Development (SAAD) Program Phase 2 for the accuracy of data and to avoid data discrepancies of the beneficiary in the SAAD Database System, the National Project Management Office (NPMO) is sending this correspondence to communicate the need for assistance in the conduct of necessary activities concerning the profiling and uploading of the beneficiary's data in the system.

The purpose of this visit is to identify good practices for gathering data and to further strengthen the process of data collection towards the objectives and mandates of SAAD. Moreover, the data generated from the SAAD database will provide a better understanding through data analysis.

In line with the visit, the activity will be led by the following NPMO staff:

1. Saturnino R. Palahang, Jr. - Executive Assistant of the Director / Statistician
2. Jerech D. Flauta - IT and Database Development Unit Staff

With this, the NPMO would like to request the full assistance of the DA-SAAD Regional Office VI in the conduct of this activity on 25-28 September 2023 in the municipality of Bingawan, including the uploading process of the collected data. In addition, the NPMO would also like to request the RPSO and PPSO of SAAD Region 6 to attend the pre- and post-meetings regarding the entire process of data collection. *(please see Annex A)*

For queries, please contact Mr. Saturn Palahang at saad@da.gov.ph or telephone number (02) 8929-7349 local 2842.



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For your information and appropriate action.

Thank you very much.


ULYSSES J. LUSTRIA, JR.



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Annex A. Proposed Itinerary

25-28 September 2023

Day	Province	Activity	Team
September 25 (Monday)	Manila to Iloilo City RFO 6, Parola Port, San Pedro St., Iloilo City, Iloilo	Departure from Manila Courtesy call with SAAD Regional Focal Person Pre-meeting and briefing with RPMSO and PPMSO Team	SAAD-NPMO
September 26 (Tuesday)	Iloilo City to Municipality of Bingawan, Iloilo Municipality of Bingawan in the province of Iloilo Municipality of Bingawan to Iloilo City	Departure from Iloilo City FY 2024 project validation, data collection process, and profiling for the new SAAD beneficiaries in the Municipality of Bingawan, Iloilo Departure from Municipality of Bingawan	SAAD-NPMO and SAAD 6 RPMSO and PPMSO
September 27 (Wednesday)	RFO 6, Parola Port, San Pedro St., Iloilo City, Iloilo	Uploading of data of the new beneficiaries of SAAD to the system Post-meeting, evaluation, and assessment with RPMSO and PPMSO Team regarding the entire process of data collection (<i>from profiling to uploading</i>)	
September 28 (Thursday)	Iloilo City to Manila	Back to stations	SAAD-NPMO