



Republic of the Philippines
OFFICE OF THE SECRETARY
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August 9, 2024

MEMORANDUM

FOR : ALL DA REGIONAL EXECUTIVE DIRECTORS

ATTN : DA SAAD FOCAL PERSONS

FROM : SAAD NPMO DIRECTOR

SUBJECT : INVITATION TO THE DA SAAD PHASE 2 FY 2025 BUDGET EXECUTION DOCUMENTS (BEDs) WORKSHOP

In line with the release of the FY 2025 National Expenditure Program (NEP), the DA SAAD Phase 2 Program shall conduct its national BEDs workshop on September 9 – 13, 2023 in Marabut, Samar (Region 8) for the finalization of its BED forms.

May we thus invite your office to participate in said activity.

The workshop shall serve as a venue to facilitate its proposals based on the required forms of DBM, and provide better guidance on the crafting and finalization of its FY 2025 proposals.

Attached are the details for reference and further actions:

Annex	Subject	Deadline of Submission
A	List of Participants	N/A
B	Provisional Program of Activities	N/A
C	Confirmation Slip	Confirmation of Attendees – August 19, 2024 Flight Details – August 27, 2024

For queries, please contact Ms. Ashley Mae Apigo or Mr. Kit Jasper Gopela at (02) 929 7349 or at local 2833/2834.

Thank you.


ULYSSES J. LUSTRIA, JR.

ANNEX A

List of Participants

OFFICE	PARTICIPANTS	NO.
OSEC		15
DA SAAD NPMO	(1) National Program Director (1) Deputy Program Director (8) OPBME, (2) Admin and Procurement Unit, (2) IDD Unit, (1) PRDC Unit	15
OSEC	(3) Office of the Secretary, (2) Usec for Operations, (2) Asec for Operations, (2) SPCMAD, (1) PMS-PPD, (1) Budget Division, (1) Accounting Division	12
BFAR SAAD NPMSO	(3) BFAR SAAD NPMSO	3
DA Regional Field Units		75
RFOs CAR, 1, 2, 3, CALABARZON, MIMAROPA, 5, 6, 7, 8, 9, 10, 11, 12, 13	(1) SAAD Focal or Assistant Focal, (1) Regional OPBME Lead, (2) SAAD OPBME Officers assigned in Planning and Budgeting, either from SPPM, FPLP, or MAED	60
RFO 8	SAAD Secretariat	10
Total		90

ANNEX B

Provisional Program for the DA SAAD Phase 2 FY 2025 Planning Workshop and Finalization of BEDS September 9-13, 2024 Marabut, Samar (Region 8)

Date/Time	Activity	Presenter
September 9, 2024 (Monday)		
1:00pm-5:00pm	Arrival and Registration	Secretariat
September 10, 2024 (Tuesday)		
7:00am – 8:30am	Breakfast	
8:30am – 8:45am	Invocation and National Anthem	Secretariat
8:45am – 9:15am	Welcome Message	Andrew Rodolfo T. Orais, DVM Regional Executive Director, DA-RFO 8
	Opening Remarks	Director Ulysses J. Lustria Jr. Director, SAAD
9:15am – 9:45am	Overview of the Activity	OPBME, NPMO
9:45am – 10:00am	Presentation for FY 2025 BEDs Workshop Mechanics and Guidelines	OPBME, NPMO
10:00am – 11:00am	Open Forum	
11:00am – 12:00nn	Breakout Session for FY 2025 BEDs Crafting	
12:00nn – 1:00pm	Lunch	
1:00pm – 5:00pm	Continuation of Breakout Session FY 2025 BEDs Crafting	
September 11, 2024 (Wednesday)		
7:00am – 8:30am	Breakfast	
8:30am – 12:00nn	Regional Presentations on FY 2025 BEDs Forms	Regions CAR, 1, 2, 3, & CALABARZON
12:00nn – 1:00pm	Lunch	
1:00pm – 5:00pm	Continuation of Regional Presentation on FY 2025 DA SAAD BEDs Forms	Regions MIMAROPA, 5, 6, 7, & 8
September 12, 2024 (Thursday)		
7:00am-8:30am	Breakfast	
8:30am-12:00PM	Continuation of Regional Presentation on FY 2025 DA SAAD BEDs Forms	Regions 9, 10, 11, 12, & 13
12:00nn – 1:00pm	Lunch	
1:00pm - 3:30pm	Finalization of BEDs	SAAD RPMSOs
3:30pm - 4:30pm	Consolidation and presentation of Finalized Agreements and Ways Forward	NPMO
4:45pm - 5:00pm	Closing remarks	Pedro S. Dumaraos, Jr., Ph.D. Deputy Director, SAAD
September 13, 2024 (Friday)		
7:00am – 8:00am	Breakfast	
8:00am onwards	Back to DA	