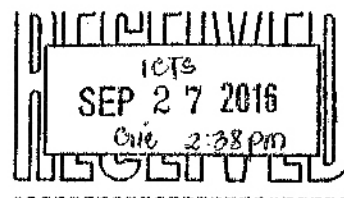




Republic of the Philippines  
Department of Agriculture  
OFFICE OF THE SECRETARY  
Elliptical Road, Diliman  
Quezon City 1100, Philippines



20 September 2016

MEMORANDUM ORDER NO. 24  
Series of 2016

TO : ALL DA SERVICE UNITS  
ALL REGIONAL OFFICES  
ALL ATTACHED AGENCIES, BUREAUS AND  
CORPORATIONS UNDER THE DA

SUBJECT : AUSTERITY MEASURES FOR THE CONDUCT OF TRAININGS,  
SEMINARS, AND WORKSHOPS OUTSIDE THE DA BUILDINGS AND  
FACILITIES AS WELL AS ACTIVITY KITS AND TOKENS

In order to effectuate a meaningful and judicious use of government funds for trainings, seminars, and/or workshops as required by our President Rodrigo Roa Duterte, and at the same time addressing economic concerns and removal of junket seminars, everybody is hereby enjoined to strictly observe the Austerity Measures for the conduct of trainings, seminars, and/or workshops.

#### A. VENUES

As much as possible, minimize the conduct of trainings, seminars, and/or workshops unless it is within the mandate and urgently needed by the requesting office. Each Office must refer to their respective procurement historical data in determining their number of trainings, seminars, and/or workshops within the year and streamline them for the best interest of the Department.

All trainings, seminars, and/or workshops must be indicated in the Annual Procurement Plan (APP). All trainings, seminars, and/or workshops not included in the APP shall not be allowed.

Primary option for all trainings, seminars, and/or workshops of the Services, Divisions, Sections or Units of the Department will be the use of DA venues, Conference Rooms and Facilities. Should trainings, seminars, and/or workshops require venues other than the DA venues, Conference Rooms and Facilities, a comprehensive and detailed briefer with justification, duly signed by the Undersecretary's concerned, must be attached with the documents for the conduct of trainings, seminars, and/or workshops. Failure to attached therewith the required document will bar the processing of the request for procurement process as well as for payment.

The rates of the venues must be the most economical and advantageous to the government. To determine if it is economical and advantageous to the government, the requirement

must not be irregular, unnecessary, excessive, extravagant and unconscionable. Exorbitant rates for venues, conference rooms, and hotel accommodations will not be allowed.

#### B. ROOM ACCOMMODATION

No five star hotel or deluxe rooms must be availed of during trainings, seminars, and/or workshops, unless, the rates of the deluxe rooms were lowered and have the same rate with that of a regular room rates by the hotel. Room accommodation must include full board meals for the occupants or persons billeted. In determining whether the room rate is economical and advantageous to the government, the number of occupants must be considered for each room as well as the meals attached therewith. There may be deluxe rooms offered by the hotel but the number of occupants are more than the usual number of occupants for regular room rates. In such cases, the amount per head will be the basis for computing the room rate in order to know if this is most advantageous to the government regardless if it is tagged as deluxe room.

The number of days for trainings, seminars, and/or workshop must be compressed and utilized for the sole purpose of effective impartation of knowledge and information, taking into consideration minimal expenses from the government.

#### C. TOKENS AND ACTIVITY KITS

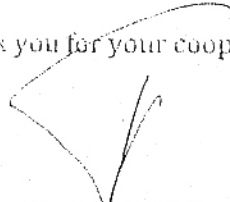
As much as possible, minimize or avoid giving tokens to the participants, except for guest(s) or resource speaker(s). Should tokens be given, the amount per token must not be exorbitant and of minimal value. Tokens are gifts of small value given to participants, guest or resource speakers in trainings, seminars, and/or workshops as a gesture of appreciation for their participation.

For activity kit, this only pertains to supplies to be used during the conduct of the training, seminar, and/or workshop. Jackets, t-shirts or bags are not considered as activity kit as the training, seminar, and/or workshop will proceed even in the absense thereof.

Lastly, in line with what was declared by the President, no Lakbay Aral in any percept will be conducted, whether the participants are alleged farmers or DA Officials, as this may be subject to abuse or used for different purposes.

Head of Units and Offices are hereby requested to ensure that this directive is strictly observed.

Thank you for your cooperation.

  
EMMANUEL F. PIÑOL  
Secretary

DEPARTMENT OF AGRICULTURE  
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