



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Elliptical Road, Diliman, Quezon City

SPECIAL ORDER

No. 622

Series of 2020

SUBJECT: Creation of a Regional Project Management Office (RPMO) for the Preparation and Implementation of Solar-Powered Fertigation (SPF) Project

In the interest of service and to ensure the smooth preparation and implementation of the Philippines-Israel Solar-Powered Fertigation (PSF) Project, the following personnel are hereby designated:

Regional Project Management Office Head	:	Regional Executive Director
Project Manager	:	Chief Regional Agricultural Engineering Division (RAED)
Deputy Director for Admin and Finance	:	Chief Admin and Finance
Deputy Director for Technical Operations	:	Regional Technical Director Operations and Extension
Planning and M&E Head	:	Chief Planning, Monitoring & Evaluation Division (PMED)
Management Information System Head	:	Unit Head Management Information System (MIS)
Accountant	:	Regional Accountant
Budget Officer	:	Chief Budget Section
Human Resource Officer	:	Chief Personnel Section
Information Officer	:	Chief Regional Agriculture and Fisheries Information Section (RAFIS)

The Regional Project Management Office is divided into three major sections: **a)** Planning, Monitoring and Evaluation and Management Information System; **b)** Admin and Finance; and **c)** Technical Operations. The Planning, Monitoring and Evaluation and Management Information System Unit will be directly reporting to the RPMO head in close coordination with the Project Manager. The Deputy Directors for A & F and Technical Operations will be under the supervision and management of the Project Manager. The roles and responsibilities of the RPMO are as follows:

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- a. Spearhead the conduct of baseline studies for the identification of targeted project areas/ sites and beneficiaries.
- b. Monitor and evaluate the project implementation relative to compliance with DA existing policies, standards and in accordance to plans and specifications and prepare periodic reports for submission to Central Project Management Office
- c. Approval of sub-project proposals SPFS 8 based on the approved priority sites and beneficiaries of the LGUs.
- d. Provide and ensure timely preparation of planning, monitoring and evaluation report required to be submitted to the CPMO and concerned/ relevant agencies or offices.
- e. Facilitate capability trainings for the intended beneficiaries of the project and partner LGUs in collaboration with the BSWM and BAFE.
- f. Provide and facilitate necessary technical guidance to the LGUs and project beneficiaries in terms of project implementation in close coordination with the Israel Project Team
- g. Maintenance of the centralized M & E System of the project
- h. Ensure the full participation and compliance of the roles and responsibilities of Local Government Units and farmer-beneficiaries through signing of a Memorandum of Agreement with the Regional Field Offices
- i. Issue Special Order on the technical personnel to be tapped to ensure orderly and systematic implementation of the project and supplement the manpower requirement of the project through hiring of technical personnel if needed.
- j. Review and endorse the approved list of identified sites to the Central Project Management Office for both SPFS 8 and SPFS 32


As such, they shall perform the functions, duties and responsibilities inherent to their designation in addition to their present duties and responsibilities, and such others that may be assigned by the Secretary.

They are also entitled to travelling allowances, per diems, and other incidental expenses that may be incurred in the performance of their functions, duties and responsibilities chargeable against OSEC funds or their respective agencies subject to existing government accounting and auditing rules and procedures.

All officials and employees of the Department, Regional Field Offices and other agencies concern are hereby enjoined to give their full support and cooperation in the performance of their duties and responsibilities.

This Order shall take effect immediately and shall remain in force until revoked in writing.

Done this 28th day of August 2020.


WILLIAM D. DAR, Ph.D.
Secretary

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In replying pls cite this code :
For Signature: S-08-20-0342
Received : 08/24/2020 03:22 PM

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