Memorandum Order

No. _33_

Series of 2022

SUBJECT: **IMPLEMENTATION OF RICE CROP MANAGER ADVISORY SERVICE (RCMAS) AS PART OF THE DEPARTMENT'S NATIONAL RICE PROGRAM IN ACCORDANCE TO THE APPROVED SUSTAINABILITY PLAN**

The Department of Agriculture (DA) put in considerable resources in the development and effective use of the digital agri-tool Rice Crop Manager Advisory Service (RCMAS) which is now part of the National Rice Program (NRP).

In order to effectively incorporate the digital tool in the implementation of the DA's NRP, concerned offices and/or agencies of the Department are instructed to abide by the approved RCMAS Sustainability Plan. The main purpose of this document is to ensure the sustainability and mainstreaming of RCMAS among relevant DA agencies and programs.

This document was prepared and co-written by key project partners and stakeholders through a series of writeshops in 2021. The content of this document has been reviewed and accepted by the members of the Project Management Team prior to the formal transition of the RCMAS system to DA last October 14, 2021.

Program Management Team:

The implementation of RCMAS shall be spearheaded by the Program Management Team (PMT), which shall be composed of key officials and staff from the Field Operations Service (FOS), PhilRice, Information and Communications Technology Service (ICTS), Agricultural Training Institute (ATI), Planning and Monitoring Service (PMS), Bureau of Agricultural Research (BAR), and Bureau of Soils and Water Management (BSWM). The PMT shall:

1. Provide the overall strategic management, guidance, and direction for the RCMAS implementation;
2. Ensure that the program proceeds within the specified timeframe and budget, while achieving its objectives; and
3. Provide updates and reports to the Secretary of Agriculture, Steering Committee, and other key officials of the DA, as needed.

The RCMAS PMT shall meet as deemed necessary. In addition, the NRP under the DA-FOS shall serve as the National Secretariat of the RCMAS PMT to facilitate national meetings and consolidate annual work plans and budgets for the sustained nationwide operations and use of RCMAS. Activities will also be coordinated for complementation with other relevant DA interventions.

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The following shall be the specific roles and responsibilities of the PMT members:

Office	Roles/Responsibilities
FOS	lead the overall deployment of RCMAS through the RFOs and shall ensure the continuous operation of the service.
PhilRice	lead the operational management and maintenance of the RCMAS platform and technical content upgrades through its RCMAS Team; coordinate with DA-ICTS for IT support and DA-ATI for the maintenance of the RCMAS SMS advisory and support for their capacity enhancement activities.
ICTS	provide the infrastructure for the RCMAS as primary host; provide server hosting and back-end service for both applications and databases; and handle data security and privacy under the existing set of protocols and guidelines.
ATI	lead the promotion of RCMAS and the capacity building of LGU partners through the conduct of training workshops and support/enhancement of FITS Centers through its Regional Training Centers (DA-ATI-RTC) and provide support to the SMS sending through their Farmers Contact Center (FCC) account. DA-ATI functions shall include: 1. Development and updating of IEC materials (videos, brochures or advertorials); 2. Updating of the training modules and conduct of training and re-tooling of regional partners; and 3. Utilization and maintenance of the RCMAS FB page as co-admin together with PhilRice. 4. Maintain account with network provider for the sending of SMS
PMS-MED	provide assistance in the development of the RCMAS Results-Based Monitoring and Evaluation System (RBMES), and oversee the full turn-over of the developed RBMES to the DA-FOS.
BAR	provide technical advisory and funding support for future related researches or technology linkages.
BSWM	in collaboration with PhilRice, shall provide technical support and soil information for future related researchers.

Functional Groups for different components:

To support the PMT, RCMAS shall have the functional groups as follows:

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A. Functional Group for Apps and Databases

	Position/Designation
Chairperson	ICTS Division Chief, SysADD
Co-chairperson	PhilRice RCMAS Team Head
Members:	
PhilRice	ISD Head, Data Protection Officer, IT Staff
DA ICTS	Technical Staff: Senior ISA, Database Administrator, Data Analyst, Systems Developer, Network Administrator, IT Planning Officer
DA FOS	Chief and Asst. Chief, FPOPD

Roles and responsibilities:
1. ICTS shall provide the primary server infrastructure for server hosting and back-end services for both applications and databases of the RCMAS, and handle data security and privacy under existing protocols and guidelines;
2. PhilRice shall lead in system maintenance and all feature updating and development; provide front-end system administration; and provide the secondary (backup) infrastructure in case of service unavailability at the primary host;
3. ICTS and PhilRice shall compose the Disaster Recovery Team to lead the disaster and risk management activities; and
4. FOS shall lead in policy- and decision-making for the applications and databases as well as data ownership; all critical information and advice shall be coordinated to designated staff of the Field Programs Operational Planning Division (FPOPD) under the FOS.

B. Functional Group for Training and Dissemination

	Position/Designation
Chairperson	Chief, DA-FPOPD
Co-chairperson	ATI - ISD Chief
Members:	
DA-FOS	Asst. Chief and Agriculturist II, FPOPD Sr. Agriculturist, FPCMD
DA- ATI	Info Systems Research III, ISD
PhilRice	Head and Senior SRS, PhilRice RCMAS Team

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Roles and responsibilities:

1. FPOPD, as lead, shall ensure the integration of RCMAS in various rice-related DA programs and policies using instrumentalities such as, but not limited to, Memoranda, Special Orders, or guidelines which the RFOs shall use to support field implementation;
2. ATI, through its RTCs, shall lead in the planning and implementation of the capacity building of partner LGUs, in collaboration with the RFOs;
3. ATI shall ensure that training modules are up-to-date; and
4. PhilRice shall provide ATI with information on RCMAS feature updates for inclusion in the training modules and provide technical support during training activities.

C. Functional Group for Monitoring and Evaluation

	Position/Designation
Chairpersons:	Chief, FPCMD
Vice Chairperson:	Chief, FPOPD
Members:	
DA-FOS	Agriculturist II, FPOPD Sr. Agriculturist, FPCMD Agriculturist II, FPCMD
DA-PMS	Chief, MED PEO II, MED
DA-ATI	M&E Staff

Roles and responsibilities:

1. Provide overall guidance in the development of an RBMES including data collection methodologies, tools, instruments, monitoring and evaluation (M&E) guidelines, and institutional arrangements, among others;
2. Review and provide recommendations on the improvement of the RCMAS database;
3. Provide guidance on how the implementation of RCMAS can be improved and how data generated can be used for decision making;
4. Review reports on evaluation studies conducted and report these to the PMT;
5. Capacitate concerned DA staff and LGUs in operationalizing the RBMES; and
6. Oversee the full turnover of the developed RBMES to the concerned implementing offices.

This Memorandum Order shall take effect immediately and shall remain in force until revoked in writing. All other orders inconsistent herewith are deemed revoked.

Done this 2nd day of ___May___ 2022.

WILLIAM D. DAR, Ph. D.
Secretary

DEPARTMENT OF AGRICULTURE

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