



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

## MEMORANDUM ORDER

No. 53

Series of 2022

**SUBJECT : CREATION OF A PROJECT OVERSIGHT BOARD (POB) AND A PROJECT MANAGEMENT OFFICE (PMO) FOR THE COLD STORAGE WAREHOUSE (CSW) AND MEAT CUTTING FACILITY (MCF) PROJECTS AT THE PAMPANGA STATE AGRICULTURAL UNIVERSITY (PSAU)**

In the exigency of service and to further strengthen the operationalization of the Cold Storage Warehouse (CSW) and Meat Cutting Facility (MCF) projects at the Pampanga State Agricultural University (PSAU), a Project Oversight Board (POB) and a Project Management Office (PMO) are hereby created.

### **Project Oversight Board (POB)**

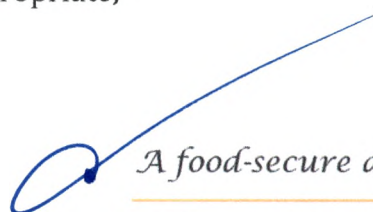
The **POB** shall be composed of representatives of the following agencies/offices/organizations:

<b>Chair</b>	:	Bureau of Animal Industry (BAI)
<b>Co-Chair</b>	:	Pampanga State Agricultural University
<b>Members</b>	:	DA-Regional Field Office III (DA-RFO) National Meat Inspection Service (NMIS) Local Government Unit (LGU) of Magalang, Pampanga Farmers Organizations

### **Roles and Responsibilities of the POB**

The **POB** shall provide policy guidelines, set directions and approve the Operational Plan of the Project to ensure sustainable operation and concession of the MCF and CSW. Specifically, the POB shall:

1. Monitor the progress of the projects with a focus on adherence to overall high-level objectives/milestones;
2. Ensure efficient and prompt reporting of progress and issues, to enable well-informed decisions around projects;
3. Resolve any competing priorities or other areas of disagreement that may arise from time to time and refer issues to concerned agencies and/or officials as appropriate;



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4. Work with, support and guide project teams to ensure delivery of stated objectives; and
5. Steer implementation of project recommendations.

### **PROJECT MANAGEMENT OFFICE (PMO)**

The **PMO** shall be composed of representatives from BAI and PSAU.

### **Roles and Responsibilities of the PMO**

The **PMO** shall directly coordinate with the “Operator” of the Project, and be responsible in the implementation and monitoring of concession of the MCF and CSW with the following terms of references:

1. The **BAI** shall:
  - a) Together with the PSAU, develop the Business Plan that will be developed for the CSW and MCF;
  - b) Monitor and evaluate the progress of the CSW and MCF;
  - c) Provide technical assistance; and
  - d) Assign personnel to be stationed at the CSW and MCF.
  
2. The **PSAU** shall:
  - a) Assign personnel to be stationed at the CSW and MCF and provide office space complete with supplies, equipment and furniture for the PMO;
  - b) Prepare a Business Plan which shall be approved by the Project Oversight Board which shall be an integral part of the Project Agreement;
  - c) Develop the Operational Plan for the CSW and MCF; and
  - d) Ensure that the CSW and MCF shall be maximized for training of students, and trainees from government institutions and private sector providing them the needed skill sets for the betterment of their livelihood.

This Memorandum Order shall take effect upon signing and shall remain in force until revoked, amended or superseded.

Done this 30<sup>th</sup> day of June 2022.



**WILLIAM D. DAR, Ph.D.**  
Secretary



DA-CO-OSEC-MO20220630-00012

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