



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

September 16, 2022

Special Order

No. 733
Series of 2022

SUBJECT : APPOINTMENT OF MEMBERS TO THE NATIONAL EXECUTIVE COMMITTEE, PROGRAM EXECUTIVE COMMITTEE, PROGRAM COORDINATING COMMITTEE AND SECRETARIAT FOR THE UPLAND SOUTHERN MINDANAO CREDIT AND INSTITUTIONAL BUILDING PROGRAM (USM-CIBP)

In line with the Administrative Order No. 27, Series of 2007, the following Officers and staff of the Department of Agriculture and the Agricultural Credit Policy Council are appointed as members of the various committees and the secretariat of the Upland Southern Mindanao Credit and Institutional Building Program:

National Executive Committee (NEC)

Agency	Representative	Designation
DA	_____ Undersecretary	Chairperson
ACPC	Executive Director	Member
LANDBANK	LBP Representative Executive Vice President	Member

Accordingly, the National Executive Committee shall have the following functions:

1. Review and approval of the general policies and policy directions of the USM-CIBP;
2. Review and approval of the Annual Work Plan and Budget;
3. Review and approval of the monitoring and management reports prepared by the Secretariat; and,
4. Resolutions of general policy and policy direction issues.

Program Executive Committee (PEC)

Agency	Representative	Designation
ACPC	Deputy Executive Director	Chairperson
DA	_____ Director, FOS	Member
DA	_____ OIC, SPCMAD	Member
LANDBANK	LBP Representative Head, LPMG	Member

Accordingly, the Program Executive Committee shall have the following functions:

1. Review and endorsement to NEC of annual work plans and budget for credit and institution building for both microfinance and cooperative components as submitted by the ACPC-Program Implementation Office and reviewed/endorsed by the PCC.
2. Review and approval of the Credit Risk Support allocation for specific participating financial institutions (PFIs) under the micro-finance component as recommended by the ACPC-PIO provided that the annual allocation as approved by the NEC has not yet been exhausted;
3. Review and approval of claims for payment for accounts covered under the credit risk support scheme for PFIs and hold-out deposit scheme for cooperatives as evaluated and recommend by the ACPC PIO; and,
4. Review and approval of institution building projects/proposals of service providers for the cooperative component provided that funding for such activities is included in the current budget as approved by the NEC.

Program Coordinating Committee (PCC)

Agency	Representative	Designation
DA RFO XI	_____ Regional Executive Director	Chairperson
DA RFO XII	_____ Regional Executive Director	Member
ACPC	Director for Program Development and Capacity Building Divisions	Member
LANDBANK	LBP Representative Senior Vice President, LPMG	Member

Accordingly, the functions of the PCC are as follows:

1. Prepare and recommend to the Program Executive Committee (PEC) for approval of the National Executive Committee (NEC) the annual work plan and budget for the credit component and institutional capacity building components;
2. Review the monitoring and management reports prepared by the Program Support Staff (PSS) prior to submission to the Program Executive Committee (PEC); and,
3. Resolution of issues at the field and operational level.

Program Secretariat (functions integrated to the Program Implementation Office)

The Program Implementation Office and Program Secretariat to be housed at the ACPC office shall be headed by the Executive Director of ACPC as the concurrent Program Director of USM-CIBP to assist the National Executive Committee, Program Executive Committee and Program Coordinating Committee in the management and implementation of the Program. The Executive Director of ACPC shall designate or hire the required secretariat and program personnel including those to be assigned at the field level to conduct monitoring and evaluation activities of the implementation of the Program.

The Secretariat shall have the following functions:

1. Make the funds available for the program.
2. Handle the administrative and secretariat aspects (e.g., preparation of discussion materials, minutes, etc.) of the program to include arranging meetings and preparing minutes of meeting of the different Committees of the Program (e.g., NEC, PEC, PCC and etc.), handling communications of the Program and other activities;
3. Assist in the review and evaluation of IB and deposit hold-out proposals and conduct validation of proposed projects/activities for the institution building and credit components;
4. Prepare monitoring and review reports;
5. Ensure documentary compliance of all proposals prior to submission to the PCC and PEC for evaluation, approval and endorsement to the NEC for final review and approval;
6. In coordination with LBP, prepare the Annual Work Plan and Budget to be submitted for approval by the National Executive Committee, through the Program Coordinating Committee and the Program Executive Committee. The

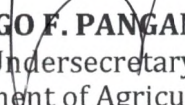
LANDBANK ICB program and operating budget shall be submitted to the PCC 30 days before the beginning of the new budget year;

7. Conduct monitoring and review of the credit and institution building projects/activities assisted by the Program and to prepare recommendations to the PCC, PEC and NEC to improve program implementation; and,
8. Perform other functions as may be mandated by the National Executive Committee, PEC and the PCC.

In the exercise of their duties and functions, the members of the various Management Program Committees and the Secretariat shall be entitled to allowances and other benefits, with the corresponding rates as indicated in the attached table, subject to the approval of annual work plan and budget by the NEC, and the usual government auditing rules and regulations.

This Special Order shall supersede the DA Special Order No. 625, Series of 2021 as some of the previous members of the various committees are no longer connected with the Department of Agriculture and/or assigned to other DA-units.

This Special Order shall take effect immediately and shall remain in force until revoked by subsequent Special Orders.


DOMINGO F. PANGANIBAN
Senior Undersecretary
Department of Agriculture



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