



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

January 20, 2023

**DEPARTMENT ORDER**

No. 04  
Series of 2023

**SUBJECT : INSTITUTIONALIZING THE OPERATIONAL LINKAGES AND COLLABORATION BETWEEN SAAD NPMO, DA REGIONAL FIELD OFFICES (RFOs) AND BFAR REGIONAL FIELD OFFICES (RFOs) ON THE SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM PHASE 2 IMPLEMENTATION**

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**SECTION 1. INTRODUCTION**

This Department Order aims to achieve better efficiency and effectiveness in the implementation of the Special Area for Agricultural Development (SAAD) Program Phase 2, achieve its goal & objectives, and institutionalize operational linkages and collaboration between and among SAAD Program Management Offices (PMOs), DA Regional Field Offices (RFOs) and BFAR Regional Field Offices (RFOs) in accordance with the approved organizational structure outlined in the approved SAAD Human Resource (HR) Operations Manual.

**SECTION 2. OBJECTIVES**

This Order aims to:

1. Identify key implementers and operational linkages in the SAAD Phase 2;
2. Define the specific roles & functions of SAAD Phase 2 implementers at the regional level; and
3. Organize the National Level Focal Management Group.

**SECTION 3. SCOPE AND COVERAGE**

The order shall cover the following:

- a. DA SAAD National Program Management Office (NPMO)
- b. BFAR SAAD National Program Management Support Office (NPMSO)
- c. DA Regional Field Offices (RFOs)
- d. BFAR Regional Field Offices (RFOs)
- e. BFAR Provincial Fishery Offices (PFOs)



## **SECTION 4. OPERATIONAL LINKAGES AND TERMS OF REFERENCE**

### **A. OPERATIONAL LINKAGES**

As discussed in the SAAD Phase 2 HR Operations Manual, the organizational structure of SAAD from the National, Regional and Provincial shall be rationalized and interconnected based on the activities conducted and program components to attain its goal & objectives. These offices shall be referred to as:

- a. **National Program Management Office (NPMO)** – headed by the National Director, the SAAD NPMO shall serve as the overall lead of the SAAD Program Phase 2. It shall spearhead the formulation of policies and policy related activities needed for the overall functioning of the program in all aspects.

For the SAAD Fisheries, there shall be a BFAR National Program Management Support Office (NPMSO). It shall be headed by a National Focal and Assistant National Focal.

- b. **Regional Program Management Support Office (RPMSO)** – shall be headed by its designated Focal and function as the lead implementer of policies formulated by the NPMO including activities related to the achievement of the program's goal & objectives. It shall be responsible for the overall program implementation at the regional level.
- c. **Provincial Program Management Support Office (PPMSO)** – the PPMSO shall be headed by the Provincial Lead (PL). The PPMSO shall serve as the implementing arm of the RPMSO in achieving ground level activities implemented by the program. These include, but not limited to, planning, program implementation and monitoring/evaluation-related activities of the program.

### **B. DESIGNATION AND TERMS OF REFERENCE**

- a. The SAAD National Director and Deputy Director shall act on concerns that require action from the SAAD NPMO. Both the National Director and Deputy Director shall be designated by the Secretary or equivalent authority. The National Director must at least be a regular division chief while the Deputy Director must at least be a regular senior officer.

The designated BFAR National Focal shall lead the BFAR NPMSO who shall be responsible in the coordination and implementation of its plans, projects and activities for SAAD Fisheries Sector. The BFAR NPMSO shall submit periodic reports about the progress of the program to the SAAD NPMO.





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- b. The SAAD Regional Focal shall be the DA Regional Executive Director and BFAR Regional Director for DA and BFAR, respectively. The function of the Focal shall be as the overseer of the program at the regional level and shall coordinate/supervise SAAD activities at the regional level. In cases of policy-related issues that requires attention from the SAAD NPMO, the Regional Focal shall coordinate with the SAAD NPMO National Director for appropriate action.
- c. The SAAD Regional Assistant Focal shall be the Regional Technical Director for Operations and Regional BFAR Chief position or equivalent for DA and BFAR respectively. The functions of the Assistant Focal shall be the following:
  - 1. The Assistant Focal shall assist the Regional Focal in overseeing all operational activities of the program in terms of planning, budgeting, project formulation, implementation, social preparation and mobilization, marketing and program management.
  - 2. Authority to approve/disapprove activities shall be shared by the Regional Focal and Assistant Focal. However, the Assistant Focal shall get concurrence from the Regional Focal prior to the approval of any activities.
  - 3. In the case of DA RFO, the Assistant Regional Focal shall designate the Chief of Operations Division as the Alternate Assistant Focal who shall serve as the alter ego of the former. This means that all functions relative to the SAAD program can be assigned to the Alternate Assistant Focal except authority to sign monetary-related documents such as procurement documents unless authorized by the Assistant Focal and based on existing rules and regulations.
  - 4. In the case of BFAR, equivalent BFAR Chief position shall be designated as Alternate Assistant Focal.
- d. The Regional Focal may add other detailed functions for the assistant focal and alternate.
- e. The DA – Agriculture Program Coordinating Officer (APCO) and Provincial Fishery Officer (PFO) shall be the SAAD Provincial Lead for agriculture and fisheries, respectively. The APCO and PFO shall serve as the lead official implementing SAAD at the field level (provincial to community). However, in the cases of other DA or BFAR Offices that do not have APCO and PFO positions, equivalent personnel shall be designated in the said position.



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## **SECTION 5. NATIONAL FOCAL MANAGEMENT GROUP (NFMG)**

The SAAD NPMO shall organize the NFMG to:

- a. Composition – includes both DA and BFAR
  1. SAAD NPMO and NPMSO
  2. SAAD Regional Focals
  3. SAAD Regional Assistant Focals
- b. Functions
  1. Serve as a venue for consultation in identification, discussion and resolution of pressing issues and concerns including policy related matters
  2. Provide feedback mechanisms on the program's implementation
  3. Provide policy recommendations to SAAD NPMO for the DA Secretary's approval (or equivalent authority)
- c. Schedule of Meetings

The schedule of the NFMG meetings shall be at least on the 1<sup>st</sup> week of the last month of each quarter. This shall be done to clarify issues that need immediate actions before the end of the quarter.

## **SECTION 6. REPEALING CLAUSE**

All previous issuances inconsistent with this Department Order are hereby modified, revoked or repealed accordingly.

## **SECTION 7. EFFECTIVITY**

This order shall take effect immediately upon approval.

Done this 27<sup>th</sup> day of January 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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