



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

SPECIAL ORDER

NO. 52

Series of 2023

SUBJECT : AUTHORITY TO CONDUCT THE FY 2023 AMAS – AMAD QUARTERLY ASSESSMENTS AND PLANNING WORKSHOPS, FY 2024 BUDGET EXECUTION DOCUMENTS (BEDS) PREPARATION, AND PREPARATION OF FY 2025 PLAN AND BUDGET PROPOSAL

In the interest of service and pursuant to its mandates, the Department of Agriculture—Agribusiness and Marketing Assistance Service (DA-AMAS) in coordination with the DA Regional Field Offices are hereby authorized to conduct the **FY 2023 AMAS-AMAD Quarterly Assessments and Planning Workshops, FY 2024 Budget Execution Documents (BEDs) Preparation, and Preparation of FY 2025 Plan and Budget Proposal** on the following dates, venues, and budgetary sources, to wit:

Workshop Titles	Date	Venue	Fund Source
a. AMAS-AMAD Workshop on the Finalization of FY 2024 Plan and Budget Proposal	March 13-17, 2023	Region CALABARZON	AMAS
b. AMAS-AMAD 1 st Quarter Assessment Workshop	April 10-14, 2023	Region VI	Region VI
c. AMAS-AMAD 2 nd Quarter Assessment Workshop	July 17-21, 2023	Region XII	AMAS and Region XII
d. AMAS-AMAD FY 2024 BEDs Preparation Workshop	September 4-8, 2023	Region VII	AMAS and Region VII
e. AMAS-AMAD 3 rd Quarter Assessment Workshop	October 16-20, 2023	Region V	Region V
f. AMAS-AMAD 4 th Quarter Assessment and FY 2025 Planning Workshop	December 4-8, 2023	Region MIMAROPA	AMAS and Region MIMAROPA

The above workshops aim to:

1. Develop and finalize a set of guidelines that will standardize the implementation of AMAS-AMAD programs, activities and projects (PAPs);
2. Review the AMAS-AMAD FY 2023 Quarterly Physical and Financial Performance;
3. Discuss, review and strategize the implementation of AMAS-AMAD PAPs;
4. Identify and assess operational and administrative issues/concerns, and come up with remedial actions/recommendations to enhance implementation of programs and projects;
5. Discuss strategies on how to strengthen the monitoring of AMAS-AMAD PAPs;
6. Prepare and finalize the AMAS-AMAD FY 2024 BEDs 1, 2 and 3;
7. Prepare the FY 2025 Plan and Budget Proposal; and
8. Visit several beneficiaries of AMAS-AMAD PAPs and learn from their best practices.

The participants from the following offices are hereby authorized to attend:

PARTICIPANTS	NUMBER OF PAX
Office of the Assistant Secretary for Consumer Affairs	3
Agribusiness and Marketing Assistance Service	
Office of the Director	3
Agribusiness Industry Support Division	5
Agribusiness Promotion Division	5
Market Development Division	5
AMAS Secretariat	4
DA-Banner Programs	
Halal Food Industry Development Program	2
High Value Crops Program	2
National Rice Program	2
National Corn Program	2
National Livestock Program	2
National Organic Agriculture Program	2
Planning and Programming Division	1
Monitoring and Evaluation Division	1
Budget Division	1
Accounting Division	1
Agribusiness and Marketing Assistance Divisions	30
Host Region Officials	3
Host Region Secretariat	6
Drivers	5
TOTAL	85

As such, the above participants are entitled to travelling expenses and per diems chargeable against their respective offices. All other expenses to be incurred in the conduct of the said activities, including payment for the venue/ training facilities, food, accommodation, service vehicles/ transportation, workshop supplies, honoraria and/or token of resource person/s and other incidental expenses, shall be charged against the respective budget of enumerated funding offices and the corresponding budgetary resources, subject to fund availability and the usual government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 17th day of January, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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