



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



DA-CO-PMS-SO20230117-00004

SPECIAL ORDER

No. 55

Series of 2023

**SUBJECT : AUTHORITY TO CONDUCT A SERIES OF BLENDED WORKSHOPS AND ACTIVITIES FOR THE PREPARATION OF THE DEPARTMENT OF AGRICULTURE'S FY 2024 PLAN AND BUDGET**

In the interest of service, the Planning and Programming Division – Planning and Monitoring Service (PPD-PMS), in partnership with the Budget Division – Financial and Management Service (BD-FMS) is hereby authorized to conduct series of blended workshops and activities for the Department of Agriculture's FY 2024 Plan and Budget Proposal (PBP) Preparation and FY 2024 Budget Execution Document (BED) Preparation on the following dates and venues, charged to corresponding sources of funds, to wit:

Activities	Tentative Dates	Venue	Sources of Funds
A. Internal Budget Forum for FY 2024 PBP	February 13, 2023	NCR	Region 9
B. Annual Two-Part Agricultural Development Program (ADP) Meeting	February 15, 2023 April 4, 2023	NCR	PPO
C. Encoding and Submission through Online Submission of Budget Proposal (OSBP) of Past Year's Obligation, Revenue Program, and Funding Requirements for compulsory retirees	February 20-24, 2023	NCR	PRRI
D. Internal Budget Hearing (IBH) on the Department's FY 2024 PBP	March 13-17, 2023	Region 3	Region 3
E. Series of Technical Review Workshops (TRWs) for the DA's FY 2024 PBPs:  Cluster 1 Cluster 2 Cluster 3	  March 27-31, 2023 April 10-14, 2023 April 17-21, 2023	  Region 7 Region 3 Region 4A	  Region 7 Region 3 Region 4A
F. Inputting, review, and refinement of FY 2024 PBP through the DBM OSBP	April 24-28, 2023 (Tentative dates subject to DBM's opening of OSBP)	NCR	PRRI



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Activities	Tentative Dates	Venue	Sources of Funds
G. Series of TRWs for the DA's FY 2024 BEDs based on the National Expenditure Program (NEP):			
Cluster 1	October 2-6, 2023	Region 10	Region 10
Cluster 2	October 9-13, 2023	Region 7	Region 7
Cluster 3	October 16-20, 2023	Region 11	Region 11
H. DA-Wide simultaneous inputting of FY 2024 BEDs and submission to the DBM Unified Reporting System (URS)	November 6-10, 2023	NCR	Region 2

Participants from the following offices are hereby authorized to attend:

Particulars	No. of Participants
<b>A. Internal Budget Forum for FY 2024 Plan and Budget Preparation</b>	
<b>Online Participants</b> ( <i>One user account per Operating Unit</i> ):	<b>40</b>
- Executive Committee Members	
- Assistant Secretary for Visayas	1
- Assistant Secretary for Mindanao	1
- Regional Field Offices (CAR-RFO XIII)	15
- Regional Executive Directors	
- Planning Officers	
- Budget Officers	
- Banner Program Coordinators	
- Concerned FAP/LFP Coordinators	
- Bureaus (ATI, BAFE, BAFS, BAI, BAR, BPI, BSWM, and PRRI)	8
- Bureau Directors	
- Planning Officers	
- Budget Officers	
- Banner Program Coordinators	
Attached Agencies (ACPC, BFAR, FPA, NFRDI, NMIS, PCC, PHILMECH, PCAF, and PHILFIDA)	9
- Executive Directors	
- Planning Officers	
- Budget Officers	
Attached Corporations (NDA, NTA, NFA, NIA, PCA, PFDA, SRA, and PhilRice)	8
- Heads of Agency	
- Planning Officers	
- Budget Officers	
<b>On-Site Participants:</b>	<b>150</b>
- Executive Committee Members	
- Undersecretaries	6





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Particulars	No. of Participants
- Assistant Secretaries	7
- Service Directors ( <i>including FDC</i> )	11
- Banner Program Directorates (NRP, NCP, HVCDP, NLP, NOAP, HFIDP, and NUPAP)	6
- Project Heads of LFPs and FAPs	10
- Special Projects Coordination and Management Assistance Division (SPCMAD)	2
- ICT Planning and Standards Division (ICTPSD)	2
- Planning and Programming Division (PPD)	10
- Investment Programming Division (IPD)	2
- Monitoring and Evaluation Division (MED)	2
- Accounting Division	2
- Budget Division	10
- Technical Staff of Concerned OUs	60
- Support Staff ( <i>including ICT Support Staff</i> )	20
<b>B. Annual Two-Part Agricultural Development Program (ADP) Meeting</b>	<b>85</b>
<b>On-Site Participants:</b>	
- National Government Agencies – 2 pax per agency (DAR, DOST, CHED, DTI, NEA, NPC, DILG, DPWH, DOTr, NAPC)	20
- DA-Operating Units	
- National Banner Programs – 1 pax per OU (NRP, NCP, HVCDP, NLP, NOAP, HFIDP, and NUPAP)	7
- Attached Agencies – 1 pax per agency (ACPC, BFAR, FPA, NFRDI, NMIS, PCC, PHILMECH, PCAF, and PHILFIDA)	9
- Attached Corporations – 1 pax per agency (NDA, NTA, NFA, NIA, PCA, PFDA, SRA, and PhilRice)	8
- Undersecretary for Administration and Finance	1
- Assistant Secretary for Operations	1
- Director for Field Operations Service	1
- Director for Agribusiness and Marketing Assistance Service	1
- Director for Planning and Monitoring Service	1
- Director for Financial and Management Service	1
- Planning and Programming Division	17
- Investment Programming Division	2
- Monitoring and Evaluation Division	2
- Budget Division	6
- Support Staff	8
<b>C. Encoding and Submission through OSBP of Past Year's Obligation, Revenue Program, and Funding Requirements for compulsory retirees</b>	<b>160</b>
<b>On-Site Participants:</b>	
- <b>Regional Field Offices (CAR – RFO XIII):</b>	<b>45</b>
- Budget Officers	30
- Personnel Officers	15
- <b>Bureaus (ATI, BAFE, BAFS, BAI, BAR, BPI, BSWM, and PRRI)</b>	<b>23</b>
- Budget Officers	16



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Particulars	No. of Participants
- Personnel Officers	7
- <b>DA-Central Office</b>	<b>92</b>
- Budget Division	26
- Planning and Programming Division	20
- Personnel Division	5
- Accounting Division	10
- Food Development Center	5
- Operating Units with Centrally Managed Items (CMI)	10
- Drivers	6
- Support Staff	10
<b>D. Internal Budget Hearing (IBH) on the Department's FY 2024 Plan and Budget Proposals (PBPs)</b>	<b>291</b>
<b>On-Site Participants:</b>	
- Executive Committees (3 pax per office)	28
- Service Directors (2 pax per office) (AMAS, Admin Service, Legal Service, FOS, ICTS, IAS, PDS, PRS)	16
- Regional Executive Directors (3 pax per office) (CAR - RFO XIII)	45
- Bureau Directors (ATI, BAFE, BAFS, BAI, BAR, BPI, BSWM, PRRI)	16
- Executive Directors of Attached Agencies (ACPC, BFAR, FPA, NFRDI, NMIS, PCC, PhilMECH, PhilFIDA, PCAF)	18
- Heads of Attached Corporations (NDA, NFA, NIA, NTA, PhilRice, SRA, PFDA, PCA)	16
- Banner Programs (2 pax per office) (NRP, NCP, HVCDP, NLP, NOAP, NUPAP, HFIDP)	13
- Project Directors of Locally-Funded and Foreign-Assisted Projects (2 pax per office) (SAAD, 4Ks, PRDP, Fuel Assistance, RSBSA, RCEP, MIADP, SPCMAD, MCRA, ABEMIS)	20
- Planning and Programming Division	10
- Budget Division	10
- Accounting Division	2
- Technical Support of Concerned	20
- Support Staff (including drivers)	77
<b>E. Technical Review Workshop (TRW) for the DA's FY 2024 PBPs (3 Clusters)</b>	
<b>E.1. TRW Cluster 1</b>	<b>150</b>
<b>On-Site Participants:</b>	
- <b>Regional Field Offices (CAR – RFO V)</b>	<b>63</b>
- Planning Officers	7
- Budget Officers	7
- Accountants	7
- FOD/AMAD/RAED/ILD/Regulatory/Research Division	42
- Banner Programs (Representative as Panelist)	7
- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP	
- Bureaus (Representative as Presenters)	10
- BPI, BSWM, BAI, BAR and FDC	





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Particulars	No. of Participants
- Bureaus (Representatives as Panelist)	2
- ATI, BAFE	
- OSEC Units and Locally-Funded and Foreign-Assisted Projects (Representative as Panelist)	11
- FMRDP, AMAS, ICTS, ELCAC, 4Ks, RSBSA, SAAD Phase 2, F2C2, CRAO, PRDP, and MIADP	
- Undersecretary for Policy, Planning, and Regulations	1
- Undersecretary for Administration and Finance	1
- Director for Planning and Monitoring Service	1
- Director for Financial Management Service	1
- Budget Division	10
- Planning and Programming Division	10
- Investment Programming Division	3
- Monitoring and Evaluation Division	2
- Management Division	1
- Accounting Division	2
- Special Projects Coordination and Management Assistance Division (SPCMAD)	2
- Support Staff (including assistance from the host region)	23
<b>Online/Onsite Participants:</b>	
- Civil Society Organizations	10
<b>E.2. TRW Cluster 2</b>	<b>170</b>
<b>On-Site Participants:</b>	
- <b>Regional Field Offices (RFO VI -RFO XIII)</b>	<b>72</b>
- Planning Officers	8
- Budget Officers	8
- Accountants	8
- FOD/AMAD/RAED/ILD/Regulatory/Research Division	48
- Banner Programs (Representative as Panelist)	7
- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP	
- Bureaus (Representative as Panelist)	5
- BPI, BSWM, BAI, BAR and FDC	
- Bureaus (Representatives as Presenters)	6
- ATI, BAFE, BAFS	
- OSEC Units and Locally-Funded and Foreign-Assisted Projects (Representative as Panelist)	11
- FMRDP, AMAS, ICTS, ELCAC, 4Ks, RSBSA, SAAD Phase 2, F2C2, CRAO, PRDP, and MIADP	
- Undersecretary for Policy, Planning, and Regulations	1
- Undersecretary for Administration and Finance	1
- Director for Planning and Monitoring Service	1
- Director for Financial Management Service	1
- Budget Division	10
- Planning and Programming Division	10
- Investment Programming Division	3
- Monitoring and Evaluation Division	2
- Management Division	1



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Particulars	No. of Participants
<ul style="list-style-type: none"> <li>- Accounting Division</li> <li>- Special Projects Coordination and Management Assistance Division (SPCMAD)</li> <li>- Support Staff (including assistance from the host region)</li> </ul>	2 2 35
<b>Online/Onsite Participants:</b>	
<ul style="list-style-type: none"> <li>- Civil Society Organizations</li> </ul>	10
<b>E.3. TRW Cluster 3</b>	<b>150</b>
<b>On-Site Participants:</b>	
<ul style="list-style-type: none"> <li>- Banner Programs (3 pax per office: Program Head, Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP</li> </ul> </li> <li>- Bureaus (1 pax per office: Representative as panelist)               <ul style="list-style-type: none"> <li>- ATI, BAFE, BAI, BAR, BPI, BSWM, PRRI, BAFS, and FDC</li> </ul> </li> <li>- Attached Agencies (2 pax per office: Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- ACPC, BFAR, FPA, NFRDI, NMIS, PCAF, PCC, PhilFIDA, and PhilMech</li> </ul> </li> <li>- Attached Corporations (2 pax per office: Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- NDA, NFA, NTA, PCA, PFDA, PhilRice, SRA, NIA</li> </ul> </li> <li>- OSEC Units and Locally-Funded and Foreign-Assisted Projects (2 pax per office: Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- AMAS, ICTS, 4Ks, RSBSA, SAAD Phase 2, F2C2, CRAO, PRDP, and MIADP</li> </ul> </li> <li>- Undersecretary for Policy, Planning, and Regulations</li> <li>- Undersecretary for Administration and Finance</li> <li>- Director for Planning and Monitoring Service</li> <li>- Director for Financial Management Service</li> <li>- Budget Division</li> <li>- Planning and Programming Division</li> <li>- Investment Programming Division</li> <li>- Monitoring and Evaluation Division</li> <li>- Management Division</li> <li>- Accounting Division</li> <li>- Special Projects Coordination and Management Assistance Division (SPCMAD)</li> <li>- Support Staff (including assistance from the host region)</li> </ul>	21 9 18 16 18 1 1 1 1 10 10 3 2 1 2 2 34
<b>Online/Onsite Participants:</b>	
<ul style="list-style-type: none"> <li>- Civil Society Organizations</li> </ul>	10
<b>F. Inputting, review, and refinement of FY 2024 Plan and Budget Proposal through the DBM Online Submission of Budget Proposal (OSBP)</b>	<b>170</b>
<b>On-Site Participants:</b>	
<ul style="list-style-type: none"> <li>- <b>Regional Field Offices:</b> <ul style="list-style-type: none"> <li>- Budget Officers (CAR-RFO XIII)</li> </ul> </li> <li>- <b>Bureaus (ATI, BAFE, BAFS, BAI, BAR, BPI, BSWM, and PRRI)</b></li> </ul>	45 45 16





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Particulars	No. of Participants
<ul style="list-style-type: none"> <li>- Budget Officers</li> <li>- <b>DA-Central Office</b></li> <li>- Budget Division</li> <li>- Planning and Programming Division</li> <li>- Food Development Center</li> <li>- Operating Units with Centrally Managed Items (CMI)</li> <li>- Banner Programs</li> <li>- Locally-funded and Foreign-assisted Projects (LFPs and FAPs)</li> <li>- Support Staff (including driver and ICT Support Staff)</li> </ul>	<p><b>109</b></p> <p>26</p> <p>17</p> <p>5</p> <p>10</p> <p>20</p> <p>10</p> <p>21</p>
<b>G. Series of Technical Review Workshops (TRWs) for the DA's FY 2024 Budget Execution Documents (BEDs) based on the National Expenditure Program (NEP):</b>	
<b>G.1. TRW Cluster 1</b>	<b>105</b>
<ul style="list-style-type: none"> <li>- <b>Regional Field Offices (CAR – RFO V)</b></li> <li>- Planning Officers</li> <li>- Budget Officers</li> <li>- Accountants</li> <li>- Banner Programs (<i>Representative as Panelist</i>)               <ul style="list-style-type: none"> <li>- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP</li> </ul> </li> <li>- Bureaus (<i>Representative as Presenters</i>)               <ul style="list-style-type: none"> <li>- BPI, BSWM, BAI, BAR and FDC</li> </ul> </li> <li>- Bureaus (<i>Representatives as Panelist</i>)               <ul style="list-style-type: none"> <li>- ATI, BAFE</li> </ul> </li> <li>- OSEC Units and Locally-Funded and Foreign-Assisted Projects (<i>Representative as Panelist</i>)               <ul style="list-style-type: none"> <li>- FMRDP, AMAS, ICTS, ELCAC, 4Ks, RSBSA, SAAD Phase 2, F2C2, CRAO, PRDP, and MIADP</li> </ul> </li> <li>- Undersecretary for Policy, Planning, and Regulations</li> <li>- Undersecretary for Administration and Finance</li> <li>- Director for Planning and Monitoring Service</li> <li>- Director for Financial Management Service</li> <li>- Budget Division</li> <li>- Planning and Programming Division</li> <li>- Investment Programming Division</li> <li>- Monitoring and Evaluation Division</li> <li>- Management Division</li> <li>- Accounting Division</li> <li>- Special Projects Coordination and Management Assistance Division (SPCMAD)</li> <li>- Support Staff (including assistance from the host region)</li> </ul>	<p><b>21</b></p> <p>7</p> <p>7</p> <p>7</p> <p>7</p> <p>10</p> <p>2</p> <p>11</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>10</p> <p>17</p> <p>3</p> <p>2</p> <p>1</p> <p>2</p> <p>2</p> <p>13</p>
<b>G.2. TRW Cluster 2</b>	<b>120</b>
<ul style="list-style-type: none"> <li>- <b>Regional Field Offices (RFO VI – XIII)</b></li> <li>- Planning Officers</li> <li>- Budget Officers</li> <li>- Accountants</li> <li>- Banner Programs (<i>Representative as Panelist</i>)               <ul style="list-style-type: none"> <li>- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP</li> </ul> </li> <li>- Bureaus (<i>Representative as Panelist</i>)</li> </ul>	<p><b>24</b></p> <p>8</p> <p>8</p> <p>8</p> <p>7</p> <p>5</p>



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Particulars	No. of Participants
<ul style="list-style-type: none"> <li>- BPI, BSWM, BAI, BAR and FDC</li> <li>- Bureaus (<i>Representatives as Presenter</i>)               <ul style="list-style-type: none"> <li>- ATI, BAFE, BAFS</li> </ul> </li> <li>- OSEC Units and Locally-Funded and Foreign-Assisted Projects (<i>Representative as Panelist</i>)               <ul style="list-style-type: none"> <li>- FMRDP, AMAS, ICTS, ELCAC, 4Ks, RSBSA, SAAD Phase 2, F2C2, CRAO, PRDP, and MIADP</li> </ul> </li> <li>- Undersecretary for Policy, Planning, and Regulations</li> <li>- Undersecretary for Administration and Finance</li> <li>- Director for Planning and Monitoring Service</li> <li>- Director for Financial Management Service</li> <li>- Budget Division</li> <li>- Planning and Programming Division</li> <li>- Investment Programming Division</li> <li>- Monitoring and Evaluation Division</li> <li>- Management Division</li> <li>- Accounting Division</li> <li>- Special Projects Coordination and Management Assistance Division (SPCMAD)</li> <li>- Support Staff (including assistance from the host region)</li> </ul>	 6  11  1 1 1 1 10 17 3 2 1 2 2 26
<b>G.3. TRW Cluster 3</b>	<b>100</b>
<b>On-Site Participants:</b>	
<ul style="list-style-type: none"> <li>- Banner Programs (3 pax per office: Program Head, Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- NRP, NCP, NHVCDP, NLP, NOAP, NUPAP, and HFIDP</li> </ul> </li> <li>- Bureaus (1 pax per office: Representative as Panelist)               <ul style="list-style-type: none"> <li>- ATI, BAFE, BAI, BAR, BPI, BSWM, PRRI, BAFS, and FDC</li> </ul> </li> <li>- OSEC Units and Locally-Funded and Foreign-Assisted Projects (2 pax per office: Planning Officer and Budget Officer)               <ul style="list-style-type: none"> <li>- AMAS, ICTS, 4Ks, RSBSA, SAAD Phase 2, CRAO, PRDP, F2C2, and MIADP</li> </ul> </li> <li>- Undersecretary for Policy, Planning, and Regulations</li> <li>- Undersecretary for Administration and Finance</li> <li>- Director for Planning and Monitoring Service</li> <li>- Director for Financial Management Service</li> <li>- Budget Division</li> <li>- Planning and Programming Division</li> <li>- Investment Programming Division</li> <li>- Monitoring and Evaluation Division</li> <li>- Management Division</li> <li>- Accounting Division</li> <li>- Special Projects Coordination and Management Assistance Division (SPCMAD)</li> <li>- Support Staff (including assistance from the host region)</li> </ul>	 21  9  18  1 1 1 1 10 17 3 2 1 2 2 11
<b>Online/Onsite Participants:</b>	
<ul style="list-style-type: none"> <li>- Civil Society Organizations</li> </ul>	10





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Particulars	No. of Participants
<b>H. DA-Wide simultaneous inputting of FY 2024 Budget Execution Documents and submission to the DBM Unified Reporting System (URS)</b>	<b>175</b>
<b>On-Site Participants:</b>	
- <b>Regional Field Offices (CAR – RFO XIII):</b>	<b>45</b>
- Budget Officers	30
- Accountants	15
- <b>Bureaus (ATI, BAFE, BAFS, BAI, BAR, BPI, BSWM, and PRRI)</b>	<b>16</b>
- Budget Officers	8
- Accountants	8
- <b>DA-Central Office</b>	<b>114</b>
- Budget Division	26
- Accounting Division	10
- Planning and Programming Division	17
- Food Development Center	5
- Operating Units with Centrally Managed Items (CMI)	10
- Banner Programs	20
- Locally-funded and Foreign-assisted Projects (LFPs and FAPs)	10
- Support Staff (including drivers and ICT Support)	16

The abovementioned activities shall be conducted in a combined online and on-site setup. In the event that conducting said activities in a face-to-face setup is not feasible, mode of conduct may be modified.

The food, accommodation, workshop and meeting materials, and other incidental expenses shall be chargeable against the respective budget of enumerated funding offices and the corresponding budgetary sources, subject to the process as prescribed in RA 9184 and the existing accounting and auditing rules and regulations.

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

Done this 18<sup>th</sup> day of January 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary