



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

**SPECIAL ORDER**

No. 81

Series of 2023

**SUBJECT : AUTHORITY TO CONDUCT SERIES OF WORKSHOPS FOR THE  
OPERATIONALIZATION OF THE NATIONAL EVALUATION  
POLICY FRAMEWORK (NEPF)**

In the interest of service and pursuant to its mandate, the Monitoring and Evaluation Division of the Planning and Monitoring Service (PMS-MED) is hereby authorized to conduct series of workshops for the operationalization of the National Evaluation Policy Framework (NEPF) of the Department.

The series of workshops aim (i) to enhance the capacities of DA Neutral Evaluation Units (NEU) to undertake their roles specified under the NEPF Guidelines issued by NEDA and DBM and (ii) guide the NEU members on the different evaluation processes: initiation, preparation, implementation, and utilization. The schedule of the activities is shown on Attachment I.

The following operating units are authorized to participate in these activities:

OPERATING UNIT/OFFICE	NUMBER OF PARTICIPANTS
Regional Field Offices (CAR to XIII); 2 representatives per region	30
Bureaus (ATI, BAR, BAFE, BAFS, BAI, BPI, BSWM); 2 representatives per office	14
Attached Agencies (ACPC, BFAR, FPA, NFRDI, NMIS, PCC, PHILMECH, PCAF, PHILFIDA, PRRI); 2 representatives per office	20
Attached Corporations (NDA, NIA, NFA, NTA, PCA, PFDA, PHILRICE, SRA); 2 representatives per office	16
Office of the Undersecretary for Policy, Planning, and Regulations	1
Office of the Director for Planning and Monitoring Service	1
Monitoring and Evaluation Division	15
Host Region	3
<b>TOTAL</b>	<b>100</b>

Travelling expenses and per diem of participants shall be charged against their respective units. All other expenses including food, accommodation, other incidental expenses shall be charged against PMS funds, subject to the availability of funds, and the existing government accounting and auditing rules and regulations.

This order shall take effect immediately and revoke all issuances, memoranda inconsistent herewith.

Done this 24th day of January 2023.

**Domingo F. Panganiban**  
Senior Undersecretary



DA-CO-PMS-SO20230118-00005

## **Attachment 1**


### **SCHEDULE OF ACTIVITIES FOR THE OPERATIONALIZATION OF THE NATIONAL EVALUATION POLICY FRAMEWORK (NEPF)**

<b>Activity</b>	<b>Schedule*</b>	<b>Venue</b>	<b>Participants</b>
<ul style="list-style-type: none"><li>• Initiating an Evaluation</li></ul>	March 20-24, 2023	RFO VII	<ul style="list-style-type: none"><li>• PMS-MED</li><li>• RFOs CAR, I to XIII</li><li>• Bureaus</li><li>• Attached Agencies</li><li>• Attached Corporations</li></ul>
<ul style="list-style-type: none"><li>• Preparing an Evaluation</li></ul>	April 17-21, 2023	RFO V	<ul style="list-style-type: none"><li>• PMS-MED</li><li>• RFOs CAR, I to XIII</li><li>• Bureaus</li><li>• Attached Agencies</li><li>• Attached Corporations</li></ul>
<ul style="list-style-type: none"><li>• Implementing Evaluation</li></ul>	May 15-19, 2023	RFO XI	<ul style="list-style-type: none"><li>• PMS-MED</li><li>• RFOs CAR, I to XIII</li><li>• Bureaus</li><li>• Attached Agencies</li><li>• Attached Corporations</li></ul>
<ul style="list-style-type: none"><li>• Utilizing Evaluation</li></ul>	June 19-23, 2023	RFO VI	<ul style="list-style-type: none"><li>• PMS-MED</li><li>• RFOs CAR, I to XIII</li><li>• Bureaus</li><li>• Attached Agencies</li><li>• Attached Corporations</li></ul>



## ACTIVITY/WORKSHOP DESIGN

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<b>Title</b>	<b>Operationalization of the National Evaluation Policy Framework (NEPF)</b>
Date and Time	Activity 1: Initiating an Evaluation - March 20-24 Activity 2: Preparing an Evaluation - April 17-21 Activity 3: Implementing Evaluation - May 15-19; and Activity 4: Utilizing Evaluation - June 19-23, 2023
Venue	Regions VII, V, XI, and VI
Rationale	<p>The Joint Memorandum Circular No. 2015-01 issued by the National Economic and Development Authority (NEDA) and Department of Budget and Management (DBM) directed all agencies to operationalize the National Evaluation Policy Framework (NEPF). The NEDA, in partnership with United Nations Development Programme (UNDP), has also issued the Guidelines on Evaluation in the National Government and conducted mentoring/ coaching sessions to pilot agencies.</p> <p>As one of the pilot agencies, the Department started setting up its evaluation by identifying Neutral Evaluation Units (NEUs) in the DA Central and Operating Units. The identified NEUs in the Department will be capacitated on the various evaluation processes based on the guidelines on evaluation issued by NEDA.</p>
Objectives	<p>Specifically, the series of workshops aim to:</p> <ul style="list-style-type: none"><li>• Discuss the evaluation guidelines of the DA to institutionalize the operation of NEPF and understand how does it work in the central and operating units; </li><li>• Capacitate the evaluation actors, especially the Neutral Evaluation Unit members on how to perform the M&amp;E processes in accordance with the NEPF; and</li><li>• Assist the Neutral Evaluation Unit members in formulating/ developing all the expected outputs in the evaluation process.</li></ul>
Expected Outputs	<ol style="list-style-type: none"><li>1. Improved knowledge on DA's guidelines on evaluation including setting up of necessary institutional arrangements in DA offices;</li><li>2. Capacitated Neutral Evaluation Unit members to fulfill the duties and responsibilities in the institutionalization of</li></ol>

evaluation in the Department; and

3. Developed evaluation agenda and evaluation plans, and other necessary documents to successfully conduct the evaluation studies in the Department.

Participants	PMS-MED, NEU members, PMED Chief, head of M&E Office/Unit of all DA-Operating Units (List of participants is presented in Attachment 1)
Facilitators	DA PMS MED
Schedule of Activities	See Attachment 2 for the Program (Note: same program for Activities 1 to 4. However, topics for discussion and templates will vary for each evaluation process: Initiation, Preparation, Implementation and Utilization).

**ATTACHMENT 1. List of participants**

OPERATING UNIT/OFFICE	NUMBER OF PARTICIPANTS
Regional Field Offices (CAR to XIII); 2 representatives per region	30
Bureaus (ATI, BAR, BAFE, BAFS, BAI, BPI, BSWM); 2 representatives per office	14
Attached Agencies (ACPC, BFAR, FPA, NFRDI, NMIS, PCC, PHILMECH, PCAF, PHILFIDA, PRRI); 2 representatives per office	20
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Office of the Director for Planning and Monitoring Service	1
Monitoring and Evaluation Division	15
Host Region	3
<b>TOTAL</b>	<b>100</b>



## ATTACHMENT 2. Program of Activities

TIME	ACTIVITY
<b>DAY 1</b>	
8:00 AM – 12:00 NN AM	Arrival and Registration
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 2:00 PM	OPENING PROGRAM for Session 1 <ul style="list-style-type: none"> <li>• Opening Prayer and National Anthem</li> <li>• Introduction/Acknowledgement of Participants</li> <li>• Welcome Remarks</li> </ul>
2:00 PM – 5:00 PM	Pre-test and preliminary discussion of the NEPF guidelines and templates *
<b>DAY 2</b>	
8:00 AM – 9:00 AM	Open Forum and Workshop Mechanics/Rules
9:00 AM – 12:00 NN	Workshop Exercise/Activities
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 2:00 PM	Workshop Exercise/Activities
2:00 PM – 5:00 PM	Presentation of Workshop Exercise/Activities
<b>DAY 3</b>	
8:00 AM – 11:00 AM	Coaching and Mentoring Session
11:00 AM – 12:00 NN	Post-test and Closing Remarks of Session 1
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 2:00 PM	OPENING PROGRAM for Session 2 <ul style="list-style-type: none"> <li>• Opening Prayer and National Anthem</li> <li>• Introduction/Acknowledgement of Participants</li> <li>• Welcome Remarks</li> </ul>
2:00 PM – 5:00 PM	Pre-test and preliminary discussion of the NEPF guidelines and templates
<b>DAY 4</b>	
8:00 AM – 9:00 AM	Open Forum and Workshop Mechanics/Rules
9:00 AM – 12:00 NN	Workshop Exercise/Activities
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 2:00 PM	Workshop Exercise/Activities

TIME	ACTIVITY
2:00 PM – 5:00 PM	Presentation of Workshop Exercise/Activities
<b>DAY 5</b>	
8:00 AM – 11:00 AM	Coaching and Mentoring Session
11:00 AM – 12:00 NN	Post-test and Closing Remarks of Session 2
12:00 NN – 1:00 PM	LUNCH BREAK
	HOME SWEET HOME

*\* Templates will vary from Activity 1 to 4*