



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

SPECIAL ORDER

No. 118
Series of 2023

SUBJECT: AUTHORITY TO CONDUCT AND ATTEND FY 2023 ACTIVITIES OF THE DEPARTMENT OF AGRICULTURE REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (DA-RSBSA)

As agreed during the FY 2022 Year-end Assessment and FY 2023 Planning Workshop of the RSBSA, its Program Management Offices, both from the National and Regional Offices, are set to conduct various activities relative and essential to the continuous RSBSA implementation for FY 2023.

In the exigency of service, the DA Registry System for Basic Sectors in Agriculture – National Program Management Office (RSBSA-NPMO) is hereby authorized to conduct and attend the following activities, with specified dates and venues, charged to corresponding sources of fund, to wit:

Activity	Objectives	Tentative Date/s	Venue & Source of Fund
A. RSBSA FY 2024 Budget Preparation Workshop	a. To present the respective Work and Financial Plans (WFPs), through the RSBSA-Regional Program Management Offices (RPMOs), and prioritize the nationwide implementation of georeferencing and the continuous updating of the dynamic farming information of the registered farmers; and b. To review and evaluate the WFPs through the guidance of the Budget Division- Central on the appropriate budgetary allocation, targeting of outputs, and recommendations on the fund utilization of the RSBSA program.	February 20-24, 2023	Region III
B. FY 2023 1st Quarter Assessment Workshop	a. To provide status and updates for the FY 2023 1st quarter implementation in terms of physical and financial accomplishments; b. To present the revised RSBSA	April 17-21, 2023	Region II

Activity	Objectives	Tentative Date/s	Venue & Source of Fund
	<p>Supplemental Guidelines and tools incorporating the recommended changes raised during the FY 2022 Year-End Assessment Workshop;</p> <p>c. To conduct data quality assurance training for the validation and deduplication activities;</p> <p>d. To conduct data collection training for trainers in accordance with the RSBSA registration protocol; and</p> <p>e. To present the RSBSA Communication Plan and Branding Guide in partnership with DA-ATI.</p>		
C. Midyear Assessment Workshop and Privacy Impact Assessment (PIA) on RSBSA Data Privacy Compliance	<p>a. To present and assess the 1st semester accomplishment of RSBSA implementation for FY 2023;</p> <p>b. To prepare catch-up plans for those lagging behind the target physical accomplishment in relation to the committed completion of RSBSA mass registration in FY 2023; and</p> <p>c. To conduct a full-blown Privacy Impact Assessment (PIA) in accordance with the deployed RSBSA Data Privacy Manual in compliance to data protection and security.</p>	June 19-23, 2023	CARAGA
D. FY 2024 Budget Execution Documents (BEDs) Preparation and 3rd Quarter Assessment Workshop	<p>a. To prepare the BEDs 1-3 for in accordance with the approved NEP of the Updating of the RSBSA for FY 2024; and</p> <p>b. To assess the 3rd quarter implementation of the RSBSA program in terms of physical and financial accomplishment of targets.</p>	September 11-15, 2023	Region XI
E. Year-End Assessment and	a. To assess and evaluate the FY 2023 program implementation of the	December 4-8, 2023	Region V

Activity	Objectives	Tentative Date/s	Venue & Source of Fund
Planning Workshop	RSBSA PMO; and b. To present the general plans, activities, and priorities for FY 2024.		

Participants from the following offices are hereby authorized to attend:

Particulars	No. of Participants
A. RSBSA FY 2024 Budget Preparation Workshop	100
1. Field Operations Service Office of the Director (3) Field Programs Operational Planning Division (FPOPD) (7) Special Programs Coordination and Management Assistance Division (SPCMAD) (3) RSBSA National Program Management Office (NPMO) (7)	20
2. Regional Field Office RSBSA Focal Person Budget Officer Support staff/Pilot	50
3. Budget Division	3
4. Planning and Monitoring Service Programming and Planning Division (PPD) (3) Monitoring and Evaluation Division (MED) (3)	6
5. Information and Communications Technology Service Office of the Director (2) ICT Planning and Standards Division (ICTPSD) (3) Networks Operations and Management Division (NOMD) (3)	8
6. Regional Field Office III Office of the Regional Executive Director (3) Secretariat and Support staff (10)	13
B. FY 2023 1st Quarter Assessment Workshop	85
1. RSBSA-National Program Management Office (NPMO) (7) 2. Field Programs Operational Planning Division (FPOPD) (6) 3. Field Programs Coordination and Monitoring Division (FPCMD) (2)	15
4. Regional Field Offices (RFOs) RSBSA Focal Person RSBSA Alternate Focal Person/Enumerator RSBSA MIS Representative	48

Particulars	No. of Participants
5. Information and Communications Technology Service (ICTS) 6. Monitoring and Evaluation Division (MED) 7. Regional Field Office II Office of the Regional Executive Director (2) Secretariat and Support staff (6)	12 2 8
C. FY 2023 Midyear Assessment Workshop and Privacy Impact Assessment (PIA) on RSBSA Data Privacy Compliance	100
1. Field Operations Service Office of the Director (2) Field Programs Operational Planning Division (FPOPD) (5) RSBSA National Program Management Office (NPMO) (7) Field Programs Coordination and Monitoring Division (FPCMD) (2)	16
2. Regional Field Office RSBSA Focal Persons (Operations/PMED/MIS) RSBSA Alternate Focal Persons Compliance Officer for Privacy (COP)	48
4. Monitoring and Evaluation Division (MED)	3
5. Information and Communications Technology Service Office of the Director (2) ICT Planning and Standards Division (ICTPSD) (4) Systems and Applications Development Division (7) Database Management Division (DMD) (4) Network Operations and Management Division (NOMD) (3)	20
6. Regional Field Office XIII Office of the Regional Executive Director (3) Secretariat and Support staff (10)	13
D. FY 2024 Budget Execution Documents (BEDs) Preparation and 3rd Quarter Assessment Workshop	100
1. Field Operations Service Office of the Director (2) Field Programs Operational Planning Division (FPOPD) (6) Special Programs Coordination and Management Assistance Division (SPCMAD) (3) Field Programs Coordination and Monitoring Division (FPCMD) (2) RSBSA National Program Management Office (NPMO) (7)	20
2. Regional Field Office RSBSA Focal Person Budget Officer	48

Particulars	No. of Participants
Support staff/Pilot	
3. Budget Division	2
4. Planning and Monitoring Service	4
Programming and Planning Division (PPD) (2)	
Monitoring and Evaluation Division (MED) (2)	
5. Information and Communications Technology Service	16
Office of the Director (1)	
ICT Planning and Standards Division (ICTPSD) (2)	
Systems and Applications Development Division (7)	
Database Management Division (DMD) (4)	
Network Operations and Management Division (NOMD) (2)	
6. Regional Field Office XI	10
Office of the Regional Executive Director (3)	
Secretariat and Support staff (7)	
E. Year-End Assessment and Planning Workshop	100
1. Field Operations Service	16
Office of the Director (2)	
Field Programs Operational Planning Division (FPOPD) (5)	
RSBSA National Program Management Office (NPMO) (7)	
Field Programs Coordination and Monitoring Division (FPCMD) (2)	
2. Regional Field Office	48
RSBSA Focal Person	
RSBSA Alternate Focal Person	
Support Staff	
4. Monitoring and Evaluation Division (MED)	3
5. Information and Communications Technology Service	20
Office of the Director (2)	
ICT Planning and Standards Division (ICTPSD) (4)	
Systems and Applications Development Division (7)	
Database Management Division (DMD) (4)	
Network Operations and Management Division (NOMD) (3)	
6. Regional Field Office V	13
Office of the Regional Executive Director (3)	
Secretariat and Support staff (10)	

The allocated participants per office should be strictly followed; otherwise, the concerned office shall shoulder the accommodations and food provision of excess participants. Traveling expenses for transportation of participants, whether land or air travel, shall be charged to the funds of their respective offices. However, traveling expenses of invited resource speakers, food, accommodations, including honoraria, shall be charged under Updating of the RSBSA funds.

All expenses relative to the conduct of the activity are hereby authorized, including food and accommodations of all participants, chargeable to existing and available funds of the Updating of the RSBSA, subject to the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain enforced unless revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this 1st day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary

