



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

February 6, 2023

SPECIAL ORDER

No. 171

Series of 2023

SUBJECT : ESTABLISHMENT OF NEUTRAL EVALUATION UNITS (NEU) IN THE DEPARTMENT OF AGRICULTURE

In the interest of service and to embed the evaluative culture in the Department in support of good governance, transparency, accountability, and evidence-based decision making in the public sector, the Neutral Evaluation Unit (NEU) is hereby established in the DA operating units (i.e. Central Office, Regional Field Offices, Bureaus, Attached Agencies and Corporations) with the following composition and functions:

A. CENTRAL NEUTRAL EVALUATION UNIT (CO-NEU)

Head : Director, Planning and Monitoring Service (PMS)
Members : Chief, PMS – Monitoring and Evaluation Division (MED)
At least three (3) Permanent Technical Staff from MED

The CO-NEU will oversee the preparation and implementation of the DA-wide Evaluation Agenda as well as provide guidance to DA operating units in the preparation and implementation of their respective Evaluation Agenda, specifically:

The CO-NEU shall:

1. Prepare and submit a rolling six-year DA-wide Evaluation Agenda to DA Secretary for approval;
2. Prepare corresponding evaluation plan for inclusion in all funding requests for budgetary support;
3. Oversee implementation of evaluations and ensure they are undertaken impartially in line with the provisions of the National guidelines issued by NEDA;
4. Manage the Department's evaluation budget and related activities;
5. Submit to the Secretary the findings and recommendations of evaluation activities;
6. Coordinate the preparation of a Management Response to evaluation findings and recommendations including follow through actions by concerned units;
7. Ensure the publication of evaluation reports;
8. Coordinate with Evaluation Task Force led by NEDA and DBM on Department's evaluation-related activities; and
9. Serve as a repository for evaluations carried out in the Department.

B. OPERATING UNIT NEUTRAL EVALUATION UNIT (OU-NEU)

Head : Regional Executive Director/Head of Agency
Members : Chief/Head, Planning, Monitoring and Evaluation Division/Unit
At least three (3) Permanent Technical Staff from the M&E Unit
and/or other units identified by the Head

The OU-NEU will oversee the preparation and implementation of respective Regional/Agency's Evaluation Agenda; ensure that the prioritized studies are relevant to the needs and requirements of the agency as well as aligned to the Department's overall objectives; coordinate with CO-NEU on evaluation-related activities of the region/agency; and follows the Department's guidelines on evaluation.

The offices identified above shall designate Technical Staff who will constitute the NEU. The list of members for OU-NEU shall be submitted to the PMS-MED five (5) days after the approval of this Order.

All officials and employees of the Department of Agriculture are hereby directed to give their full support and cooperation to the DA NEUs in the performance of their duties and responsibilities.

All expenses to be incurred by the NEU in the performance of their designated tasks shall be charged against the funds of their respective offices subject to the existing government accounting and auditing laws, rules and regulations.

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

Done this 15th day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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