



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

**SPECIAL ORDER**

No.: 447  
Series of 2023

**SUBJECT : AUTHORITY TO CONDUCT "TRAINING ON I-REAP ENTERPRISE OPERATIONS ASSESSMENT AND MONITORING TOOLS"**

In the interest of service and as part of the mainstreaming activities, the Philippine Rural Development Project (PRDP) – Investments for Rural Enterprise and Agricultural and Fisheries Productivity (I-REAP), is hereby authorized to conduct the activity: **"Training on I-REAP Enterprise Operations Assessment and Monitoring Tools"** to be held on **May 8-12, 2023** in **Bohol Province**.

This activity aims: a) to enhance the knowledge of the I-REAP staff on enterprise operations assessment and monitoring tools; b) harmonize the monitoring forms and report templates related to operations of the enterprise and provision of technical assistance to proponent groups; c) mainstream PRDP tools and train the AMAS, AMAD and F2C2 staff on the use of I-REAP enterprise operations assessment and monitoring tools; and, d) identify issues and concerns related to enterprise operations and provide recommendations.

The participants of this activity are the I-REAP staff from the National Project Coordination Office (NPCO), Project Support Offices (PSOs), Regional Project Coordination Offices (RPCOs), technical staff from the Agribusiness and Marketing Assistance Service (AMAS), Agribusiness and Marketing Assistance Division (AMAD), and Farm and Fisheries Clustering and Consolidation (F2C2) staff. The breakdown of the participants is as follows:

<b>Particulars</b>	<b>Number of Pax</b>
NPCO I-REAP (Head, Alternate Head, EDMS, BDS, and PDA)	10
PSO I-REAP (Head, EDMS, and ODS)	13
RPCO I-REAP (Head, EDMS, and ODO)	48
AMAS	4
AMAD (1 pax/ region)	16
F2C2	2
Resource Persons/ Facilitators	4
<b>TOTAL</b>	<b>97</b>

The expenses to be incurred in the conduct of the activity, such as food, venue, accommodation, transportation expense from the hotel venue to the subproject location for the on-site workshop, honorarium of resource persons, and other incidental expenses shall be chargeable against PRDP-NPCO I-REAP funds, while travelling expense and per diem of participants are chargeable against their respective offices' funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon the completion of the training. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 18th day of April 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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