



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 963

Series of 2023

SUBJECT: AUTHORITY TO CONDUCT DA 4K PROGRAM PLANNING WORKSHOP AND PREPARATION OF FY2024 BUDGET EXECUTION DOCUMENTS (BEDs)

The Budget Execution Documents (BEDs) are essential for the release of funds and timely implementation of programs and projects. In view of this, the Kabuhayan at Kaunlaran ng Kababayang Katutubo (4K) – National Program Management Office (NPMO) is hereby authorized to conduct workshop on 4K Program Planning and Preparation of FY 2024 Budget Execution Documents (BEDs) at the Development Academy of the Philippines, Tagaytay City on September 25-29, 2023.

The following are hereby authorized to participate in the activity:

	Offices	Position/Designation	Number
1	Office of U/Sec for Policy, Planning and Regulations	U/Sec for PPR / Representatives	2
2	Office for A/Sec for Operations and SPCMAD	A/Sec for Operations / SPCMAD Representatives	3
3	Budget Division	Chief, Budget Division / Representative	2
4	Accounting Division	Chief, Accounting Division / Representative	2
5	DA 4K National Program Management Office (NPMO)	Program Director and DA 4K Staff	14
7	DA 4K Regional Field Office (RFO)	RFO CAR, 1,2,3,4A, 4B,5,6,7,9,10, 11, 12, 13 DA 4K Regional-Focal Person, Planning, Budget and Accounting/Report Officer	42
8	NCIP		2
9	DA Drivers		3
	Total		70

The expenses to be incurred for the lease of venue, food and accommodation, transportation, and supplies and materials for the 4K Program Planning and Preparation of FY 2024 BEDs activities shall be charged against the DA 4K-NPMO fund 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 this activity. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 14th day of August 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-OSEC-SO20230703-00375

