



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1118

Series of 2023

SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN THE WRITESHOP, " FINALIZATION OF MODULES 3 AND 4 OF THE AFF ENTERPRISE ASSESSMENT AND BUSINESS PLAN PREPARATION FACILITATOR'S GUIDE"

In the interest of the service, the Department of Agriculture - National Convergence Initiative for Sustainable Rural Development is hereby authorized to conduct and participate the writeshop, "Finalization of Modules 3 and 4 of the AFF Enterprise Assessment and Business Plan Preparation Facilitator's Guide" on October 11-13, 2023 in Leyte.

In line with this, the following personnel are authorized to participate the workshop:

| DEPARTMENT OF AGRICULTURE (DA) | |
|---|----------------------------|
| Participants | No. of Participants |
| National Level | |
| National Focal Person/Deputy National Focal Person - Asec. Arnel V. De Mesa, CESO III / Dir. Gina P. Nilo, PhD | 1 |
| NTWG Members | |
| 1. Agribusiness and Marketing Assistance Service (AMAS) - OIC-Asst. Secretary Junibert E. De Sagun/ Anne Glyn Lisbo/ Luzviminda Tolentino | 2 |
| 2. Agricultural Training Institute (ATI) - Director Remelyn R. Recoter | 1 |
| AFFECBD CWG Members | |
| 1. Field Operations Service (FOS) – Director U-Nichols A. Manalo | 1 |
| 2. Project Development Service (PDS) – Alvin Paul Dirain/ Sherry Dawn Prieto | 1 |
| National Secretariat | 4 |
| 1. Director Karen Kristine Roscom, PhD | |
| 2. Justine Devela/ Marineh Ambrosio/Andrea Adre | |
| 3. Angelica Joy Cayabyab | |
| 4. Lucia Lanugan/Rafael Mendoza/Rico Teano/Ermalyn Cruz/Ma. Bituin Bataller | |
| Regional Level | |
| RCI Technical Working Group members | 3 |
| RCI Eastern Visayas Secretariat | 2 |
| Sub-Total | 15 |

| DEPARTMENT OF AGRARIAN REFORM (DAR) | |
|--|----------------------------|
| Participants | No. of Participants |
| NTWG Members | |
| 1. Public Assistance and Media Relations Service (PAMRS) | 2 |
| AFFECBD CWG Members | |
| 1. Bureau of Agrarian Reform Beneficiaries Development (BARBD) | 2 |
| 2. Project Management Service (PMS) | 2 |
| Sub-Total | 6 |

| DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) | |
|---|----------------------------|
| Participants | No. of Participants |
| NTWG Member | |
| 1. Policy and Planning Service (PPS) | 2 |
| AFFECBD CWG Members | |
| 1. Biodiversity Management Bureau (BMB) | 2 |
| 2. Ecosystems Research and Development Bureau (ERDB) | 2 |
| 3. Forest Management Bureau (FMB) | 1 |
| Sub-Total | 7 |

| DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) | |
|---|----------------------------|
| Participants | No. of Participants |
| AFFECBD CWG Members | |
| 1. Bureau of Local Government and Development (BLGD) | 2 |
| Sub-Total | 2 |

| | |
|--------------------|-----------|
| GRAND TOTAL | 30 |
|--------------------|-----------|

Expenses to be incurred in the conduct of the activity, including food, accommodation, venue vehicle rental, and writeshop materials shall be charged against the NCI-SRD funds while traveling expenses and per diem of the participants shall be charged against the funds of the respective agencies concerned, subject to existing government auditing and accounting regulations.

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

Done this 8th day of September 2023.

DOMINGO F. PANANIBAN
Senior Undersecretary



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