



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

No. **1386**

Series of 2023

SUBJECT : DESIGNATION OF COMPUTER PROGRAMMER AND CLIMATE INFORMATION SERVICE (CIS) FOCAL FOR THE OPERATION AND MAINTENANCE OF REGIONAL AUTOMATIC AGRO-CLIMATIC ADVISORY PORTAL (ACAP)

In the exigency of service and to provide support for the regular publication of Climate and Weather Outlook, one of the critical basic services of the DA-Regional Field Offices (DA-RFOs) per Memorandum Circular No. 04 Series of 2020, the following DA RFO staff are hereby designated as **Computer Programmer** and **CIS Focal** for the Operation and Maintenance of Regional Automatic Agro-Climatic Advisory Portal (ACAP):

REGIONAL FIELD OFFICE (RFO)	COMPUTER PROGRAMMER	CIS FOCAL
CAR	Joel Mencias Briones	Crisante K. Rosario
REGION I	Ruel P. Goldara	Maybelyn B. Libong
REGION II	Bryan Jaquine Rasalan	Jonazon Jeff T. Factora
REGION III	To be confirmed	Billy P. Gutierrez
REGION IV-A	Julany G. Castillo	Girsky V. Anda
		Lorraine Mae T. Motas
REGION IV-B	Melbourne M. Beronio	Maria Teresa B. Carido
		John Dexter Vicente (Alternate)
REGION V	Sam Joseph P. Bonos	Lorenzo L. Alvina
REGION VI	John Ricardo Porras	Chrystal Jane Almendradejo
REGION VII	Anneath V. Maribojoc	Antonio B. Tangayan Jr.
REGION VIII	Arnel Nombre	Ferlynn Basanez
		Mark Alfred Revamonte (Alternate)
REGION IX	Marlino T. Maarim	Peter John C. Nataa
REGION X	Ryan Kim B. Janobas	Joel J. Gabo
REGION XI	Joedel R. Leliza	Jollie Ann B. Osmeña
REGION XII	Claire T. Castro	Angelica L. Cabalfin
		Laisa L. Misel (Alternate)
REGION XIII	Andrew S. Auguis	Geovanie D. Jabagat



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Duties and Responsibilities

- A. **Computer Programmer** will be responsible for the maintenance of ACAP database and its User Interface (UI) and will serve as the Lead Person in the troubleshooting of ACAP-related bugs and errors and perform programming tasks for the enhancement of ACAP.

Specifically, the Computer Programmer will:

During the project implementation

1. Attend trainings, meetings, and other activities related to ACAP development; and
2. Support the project-based computer programmer in the development of ACAP in the region.

After the project implementation

1. Maintain the front-end and back-end of ACAP and ensure that all of the errors and bugs are fixed accordingly;
2. Create additional administrators/users as necessary;
3. Responsible for the enhancement of ACAP and addition of data, features/UI, and other functions, as necessary;
4. Coordinate with CIS Focal to ensure regular updating and maintenance of ACAP; and
5. Perform other tasks to ensure the proper maintenance of ACAP.

- B. **CIS Focal** will be responsible for the management, operation, and usage of ACAP and shall serve as Point Person for ACAP-related concerns during and after the website development.

Specifically, the CIS Focal will:

During the project implementation

1. Attend trainings, meetings, workshops and other activities related to ACAP development;
2. Support the gathering of necessary data at the local level such as but not limited to crop calendar, climate and weather data, and existing climate-resilient practices and identification and recommendations of priority crops for the region;
3. Provide feedback on the usability and integrity of all the data; and
4. Submit quarterly work plan and accomplishment report on regular basis to the Adaptation and Mitigation Initiatives in Agriculture (AMIA) Focal Person, for information, review, and approval.

After the project implementation

1. Oversee the operation and use of ACAP.
 - a. Maintenance and updating of 10-day, seasonal, and special weather data.
 - b. Generate bulletins and update crop recommendations as necessary.
 - c. Manage the SMS portal for the delivery of bulletins to registered farmers.
2. Coordinate with other ACAP administrators in the region to ensure standard quality of bulletins to be generated and released through the ACAP website (Bulletins Page).

3. Address ACAP-related concerns from internal and external stakeholders in the region.
4. Coordinate with the Computer Programmer to report errors and bugs affecting the functionality of ACAP.
5. Perform other tasks related and necessary to ACAP management.

The above designated personnel are entitled to travelling expense, per diem and incidental expenses chargeable against the Regional Mainstreaming Climate Resilient Agriculture (MCRA) funds, subject to existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 14th day of NOVEMBER 2023.


FRANCISCO TIU LAUREL, JR.
Secretary



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