



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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## SPECIAL ORDER

No. 12  
Series of 2024

**SUBJECT: AUTHORITY TO CONDUCT AND ATTEND WORKSHOP ON THE ENCODING AND UPLOADING OF FY 2024 HIGH VALUE CROPS DEVELOPMENT PROGRAM TARGETS USING THE OPERATIONS MANAGEMENT INFORMATION SYSTEM (O-MIS)**

In the interest of service and in view of the training on the Operations Management Information System (O-MIS), as a tool for the monitoring and evaluation of the HVCDP accomplishments conducted per Special Order No. 219, Series of 2023, the HVCDP is hereby authorized to conduct the workshop on the encoding and uploading of FY 2024 HVCDP targets using the said tool.

The activity aims to reorient HVCDP personnel on the objectives and features of the O-MIS, the central database for data collation and reports generation of targets, obligations, disbursements, and accomplishments of the plans and programs implemented by the Department of Agriculture (DA) and its attached agencies. By the end of the workshop, the HVCDP operating units shall have encoded and uploaded their respective FY 2024 targets to the O-MIS.

The said workshop shall be conducted by cluster following the schedule, venue, and fund source below:

Cluster	Participants	Tentative Dates	Venue	Fund Source
Cluster A (Luzon and DA Bureaus)	I, CAR, II, III, IVA, IVB, V, ATI, BAR, BSWM, BPI, PRRI	February 14 - 16, 2024	Region V	Region V
Cluster B (Visayas and Mindanao)	VI, VII, VIII, IX, X, XI, XII, XIII	February 21 - 23, 2024	Region XII	Region XII

The following offices are hereby authorized to send their representatives to attend and participate in the said workshop:

Particulars	No. of Participants
<b>Cluster A (Luzon and DA Bureaus)</b>	
<b>Participants</b>	<b>65</b>
- HVCDP National Program Management Office	7
- Field Programs Operational Planning Division (FPOPD)-OMIS	2
- Bureaus (ATI, BAR, BSWM, BPI, PRRI)	15
- HVCDP Focal Person/Report Officer	
- HVCDP Encoder	

- HVCDP Planning Monitoring and Evaluation Division (PMED)	21
- Regional Field Offices (RFOs I-V, CAR)	
- HVCDP Focal Person/Report Officer	8
- HVCDP Encoder	12
- HVCDP PMED	
- Support Staff	
- Drivers	
<b>Cluster B (Visayas and Mindanao)</b>	
<b>Participants</b>	<b>37</b>
- HVCDP National Program Management Office	7
- FPOPD-OMIS	2
- Regional Field Offices (RFOs VI – XIII)	24
- HVCDP Focal Person/Report Officer	
- HVCDP Encoder	
- HVCDP PMED	
- Driver	4

Expenses to be incurred such as venue/training facilities, food, accommodation, supplies and materials, vehicle rental, and other incidental expenses shall be charged against the funds of HVCDP Region V for Cluster A and Region XII for Cluster B, while travelling expenses and per diem of participants shall be chargeable against the fund of their respective offices 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 completion of the activity. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of JANUARY 2024.

**FRANCISCO P. TIU LAUREL Jr.**  
Secretary



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