



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 71

Series of 2024

SUBJECT : AUTHORITY TO CONDUCT A SERIES OF WORKSHOPS AND ACTIVITIES FOR THE PREPARATION OF THE DEPARTMENT OF AGRICULTURE'S FY 2025 PLAN AND BUDGET PROPOSAL

In the interest of service, the Planning and Monitoring Service - Planning and Programming Division (PMS-PPD) and the Financial and Management Service - Budget Division (FMS-BD) are hereby authorized to conduct a series of workshops and activities for the preparation of the Department of Agriculture's FY 2025 Plan and Budget Proposal (PBP) and FY 2025 Budget Execution Documents (BED) on the following dates and venues, to wit:

Activities	Dates	Venue	Source of Funds	Number of Participants
A. Conduct of the Internal Budget Conference	February 5, 2024	NCR	RFO V	300
B. Conduct of FY 2025 Internal Budget Forum	February 6, 2024	NCR	RFO III	350
C. Finalization and Submission through OSBP of Past Year's Obligation, Revenue Program, and Funding Requirements for compulsory retirees	February 12-16, 2024	NCR	RFO IVA	160

Activities	Dates	Venue	Source of Funds	Number of Participants
D. Conduct of the Two-Part Agricultural Development Program (ADP) Meeting	February 13, 2024 March 26, 2024	NCR	PMS	90
E. Technical Review Workshops for the DA's FY 2025 PBPs 1. Cluster 1 2. Cluster 2 3. Cluster 3	February 19-23, 2024 February 26 - March 1, 2024 March 4-8, 2024	REGION III REGION IX REGION VI	RFO III RFO IX RFO VI	150 150 150
F. Conduct of the FY 2025 Internal Budget Hearing (IBH)	March 18-22, 2024	REGION V	RFO V	300
G. Online Submission of Plan and Budget Proposals (OSBP)	April 1-5, 2024	NCR	RFO II	150
H. Finalization of the FY 2025 Budget Execution Documents (BEDs) based on NEP	October 14-18, 2024	REGION VIII	RFO VIII	150
I. DA-Wide simultaneous inputting of FY 2025 BEDs and submission to the DBM Unified Reporting System (URS)	November 4-8, 2024	NCR	PRRI	175

The activities shall be conducted in a combination of online and onsite setup. In the event that face-to-face setup is not feasible, the mode of conduct may be modified.

Expenses in the conduct of the activities such as food, venue, accommodation, workshop and meeting materials, and other incidental expenses shall be chargeable against the offices as indicated above, except for the accommodation of participants in the Conduct of the Internal Budget Conference and the Conduct of the FY 2025 Internal Budget Forum, and further, the travelling expenses and per diem of participants in each of the above-mentioned activities are chargeable against the funds of their respective offices, subject to the existing accounting and auditing rules and regulations.

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

Done this 13th day of JANUARY 2024.


FRANCISCO P. TIULA LAUREL JR.
Secretary



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