



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

No. 421  
Series of 2024

**SUBJECT: CREATION OF THE INSTITUTIONAL DEVELOPMENT UNIT (IDU) UNDER THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)**

Pursuant to the PRDP NPAB Resolution No.02, Series of 2023 entitled "Resolution Approving the Creation of Institutional Development Unit (IDU) under the I-Support Component", Institutional Development Units at the National Project Coordination Office (NPCO) and Regional Project Coordination Offices (RPCO) are hereby created with the following functions and staff complement:

**1. IDU - National Project Coordination Office (NPCO)**

**A. Function:**

The Institutional Development Unit at the National Project Coordination Office (NPCO-IDU) shall coordinate the institutional development activities at the national level. The NPCO-IDU shall have the following specific functions and responsibilities:

- a. Serve as the oversight of RPCO Institutional Development Units;
- b. Assist in the orientation of the IDU Operations Manual;
- c. Prepare the annual and national work plan for the Unit;
- d. Conduct capability building of RPCOs, and DA Bureaus, Attached Agencies and Corporations;
- e. Coordinate IDU activities across the RPCO-IDUs;
- f. Lead and monitor the mainstreaming/integration of activities with the concerned DA offices;
- g. Facilitate sharing of best practices across RPCOs, DA Bureaus and Attached Agencies and Corporations; and
- h. Submit regular reports on the overall implementation of IDU activities.

**B. Composition:**

The Institutional Development Unit at the National Project Coordination Office (NPCO) shall be composed of the following:

- a. Unit Head – Director of the Field Operations Service (DA-FOS)
- b. Senior Institutional Development Specialist
- c. Institutional Development Specialist
- d. Institutional Development Officer

All DA regular staff assigned to PRDP-NPCO will serve as the Institutional Development Officers in their respective units. One staff among them will be selected as Institutional Development Specialist who will assist the IDU Head in the coordination of activities among the regular staff.



## 2. IDU - Project Support Offices (PSO)

The PSO shall provide assistance in facilitating the processing of funds needed by the IDU-RPCOs in the conduct of its functions and activities.

## 3. IDU- Regional Project Coordination Offices (RPCO)

### A. Functions:

The Institutional Development Unit at the Regional Project Coordination Office (RPCO-IDU) shall take the role of coordinating the institutional development activities at the regional level. The RPCO-IDU shall have the following functions and responsibilities:

- a. Assist in prioritizing IDU activities;
- b. Conduct capability building needs of DA-RFO units;
- c. Prepare the annual workplan and budget for IDU;
- d. Endorse IDU plans for Project Support Office funding;
- e. Assist InfoACE Unit in the conduct of IDU IEC activities in the region; and
- f. Provide regular reports on the overall implementation of NPCO-IDU copy furnish the Project Support Office.

### B. Composition:


The Institutional Development Unit at the Regional Project Coordination Office shall be composed of the following:

- a. Unit Head – The Regional Technical Director for Operations
- b. Institutional Development Officer

All DA regular staff assigned to PRDP-RPCO will serve as the Institutional Development Officers of their respective units.

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

Done this 21<sup>st</sup> day of MARCH 2024.

  
**FRANCISCO P. TIUL LAUREL JR.**  
Secretary



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