



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

NO. 525

Series of 2024

**SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN THE AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE (AMAS) FY 2024 CAPABILITY BUILDING AND PLANNING WORKSHOP**

In the interest of service, the Department of Agriculture – Agribusiness and Marketing Assistance Service (DA-AMAS) is hereby authorized to conduct and participate in the AMAS FY 2024 Capability Building and Planning Workshop on May 07-10, 2024 in Region IV-A.

The AMAS FY 2024 Capability Building and Planning Workshop aims to:

1. Provide updates on the implementation of AMAS programs, projects and activities;
2. Identify and assess operational and administrative issues/concerns and come up with remedial actions/recommendations to enhance implementation of programs and projects;
3. Identify priority plans and activities for FY 2025;
4. Formulate strategies for program implementation;
5. Strengthen co-worker relationships and understand the concept of a team and importance of each team members;
6. Increase creativity and innovation in terms of problem solving and in addressing challenging situations; and
7. Provide an opportunity for employees to know each other better, build trust among each other and learn how to support and inspire their co-employees.

In line with this, the following are hereby authorized to attend and participate in the above-mentioned activity:

PARTICIPANTS	NUMBER OF PARTICIPANTS
Office of the Secretary (Technical Staff/ Representative)	3
AMAS	
• Office of the Director	5
• Market Development Division (MDD)	35
• Agribusiness Investment Promotion Division (AIPD)	30
• Agribusiness Industry and Support Division (AISD)	35
Office of the Assistant Secretary for Consumer Affairs	11

Representative from HRDD	1
Resource Person	2
<b>TOTAL</b>	<b>122</b>

All expenses to be incurred in the conduct of the said activity, including payment for the venue/training facilities, food, accommodation, vehicle rental, workshop supplies, travelling expenses, honoraria, transportation of resource persons and per diems of the participants, and other incidental expenses shall be charged against the DA-AMAS funds, subject to its availability and the usual government accounting and auditing rules and regulations.

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

Done this 15<sup>th</sup> day of April, 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *A*



DA-CO-AMAS-SO20240305-00018

