



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
 Elliptical Road, Diliman 1100 Quezon City  
 +63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

No. 538  
 Series of 2024

**SUBJECT : AUTHORITY TO CONDUCT AND ATTEND THE 2024 ADAPTATION AND MITIGATION INITIATIVE IN AGRICULTURE (AMIA) MONITORING AND EVALUATION WORKSHOP**

In the exigency of service, the DA Adaptation and Mitigation Initiative in Agriculture (AMIA) Program is hereby authorized to conduct the **“2024 Adaptation and Mitigation Initiative in Agriculture (AMIA) Monitoring and Evaluation Workshop” on April 23 to 26 in Metro Manila.**

This activity aims to:

- present and solicit inputs/comments on the draft framework for effective M&E of the network of AMIA villages and AMIA-CREATE projects,
- support the baseline data gathering and development of baseline information on AMIA individual and group beneficiaries,
- support the establishment of a uniform baseline and benchmark of AMIA program assessment, and
- facilitate data and knowledge management (e.g., repository of CRVA maps and reports).

The following participants are hereby authorized to participate in the said activity:


Office	Number of Participants	Participants
Climate Resilient Agriculture Office	6	Ms. Perla G. Baltazar - Senior Technical Officer Ms. Maria Jannell Feliz M. Talavera - Technical Staff Mr. Jatie G. Talon - Technical Staff Mr. Zelzo M. Dela Cruz - Technical Staff Ms. Sophia D. Tabora - Technical Staff Mr. Arvin James R. Gabriel - Administrative Support Staff
Regional AMIA Focal & Technical Staff		
RFO CAR	2	Program focal and/or technical staff
RFO 1	2	Program focal and/or technical staff
RFO 2	2	Program focal and/or technical staff
RFO 3	2	Program focal and/or technical staff
RFO 4A	2	Program focal and/or technical staff

RFO 4B	2	Program focal and/or technical staff
RFO 5	2	Program focal and/or technical staff
RFO 6	2	Program focal and/or technical staff
RFO 7	2	Program focal and/or technical staff
RFO 8	2	Program focal and/or technical staff
RFO 9	2	Program focal and/or technical staff
RFO 10	2	Program focal and/or technical staff
RFO 11	2	Program focal and/or technical staff
RFO 12	2	Program focal and technical staff
RFO Caraga	2	Program focal and/or technical staff
SPCMAD	2	Technical staff
PMS-MED	2	Technical staff
Resource Persons and/or Partners	4	
Drivers	6	
<b>TOTAL</b>	<b>50</b>	

As co-organizer of the activity, expenses for the conduct of the activity, such as food, venue, accommodation, activity materials shall be charged against DA CRAO Program funds and ADB TA-10009 PHI: Accelerating Climate Resilience in Agriculture, Natural Resources, and the Environment - 01 TA Consulting Firm (55268-002) Subprogram 2 Output 1.1 – Institutionalization of Climate Resilient Agriculture, while travelling expense and per diem of participants are chargeable against their respective offices' funds, subject to existing 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 15<sup>th</sup> day of April 2024.

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



DA-CO-OSEC-MM20240405-00816