



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

No. 116  
 Series of 2024

**SUBJECT : AUTHORITY TO CONDUCT AND ATTEND THE 4K PROGRAM CROPS SELECTION AND DIVERSIFICATION: AGROFORESTRY AND PERMACULTURE TRAINING AND WORKSHOP**

In the exigency of service, the Kabuhayan at Kaunlaran ng Kababayang Katutubo-National Program Management Office (4K-NPMO) is hereby authorized to conduct and participate in the **CROPS SELECTION AND DIVERSIFICATION: AGROFORESTRY AND PERMACULTURE TRAINING AND WORKSHOP** on **20-24 October 2025** in a private facility in Region X.

The following offices and respective number of participants are authorized to attend the activity:

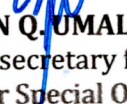
Position/ Designation	Number of Participants
<b>Department of Agriculture (DA)</b>	
Office of the Secretary	3
Office of the Undersecretary for Operations	2
4K National Program Management Office (NPMO)	8
4K RPMO technical staff <i>CAR, Region I-VII, IX, XI- XIII - one (1) per region</i>	13
Host Region (4K RPMO X)	4
IPO Partners two (2) IP youth representatives per region	28
Resource Speakers	2
<b>TOTAL</b>	<b>60</b>

Expenses for the food, accommodation, venue, honorarium for the resource speakers, supplies and materials and other incidental expenses shall be charged against the 4K-NPMO funds, while the travelling expense and per diem of participants shall be chargeable against their respective offices' funds, subject to the availability of funds and the usual government and auditing rules and regulations.

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

Done this 17<sup>th</sup> day of January 2025.

For and By the Authority of the Secretary

  
**ALLAN Q. UMALI**  
 Undersecretary for Administration  
 (as per Special Order No. 618, Series of 2024)



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