



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. 158
 Series of 2025

SUBJECT: AUTHORITY TO CONDUCT THE FY 2025 SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PHASE 2 MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT (MAED) TRAINING SERIES

In the exigency of service, the Special Area for Agricultural Development (SAAD) Program Phase 2 is hereby authorized to conduct the FY 2025 SAAD Phase 2 MAED Training Series.

The series of capacity building activities aims to train regional implementers of the SAAD Phase 2 MAED Component on topics needed to facilitate the establishment of community-based enterprises (CBEs). The coverage of topics is divided into three modules, and the conduct of trainings shall be per cluster:

Module/Cluster	Schedule	Location*
Module 1: Entrepreneurship and Human Resource Management		
Cluster A	March 17-21, 2025	Region 4A
Cluster B	March 31-April 4, 2025	
Cluster C	April 7-11, 2025	
Module 2: Accounting and Finance		
Cluster A	May 5-9, 2025	Region 4A
Cluster B	May 19-23 2025	
Cluster C	June 2-6, 2025	
Module 3: Marketing		
Cluster A	June 9-13, 2025	Region 4A
Cluster B	June 16-20, 2025	
Cluster C	June 23-27, 2025	

**Location near the resource persons' base of operations was considered to streamline the travel arrangements.*

The following are the target participants for **each cluster**:

Cluster	Regions/Offices	Participants	No. of Pax
Cluster A	CAR, I, II, III, 4A	Per Region: (1) AMAD (2) SAAD RPMO MAED Staff	15 pax
	SAAD NPMO	Ulysses J. Lustria, Jr., Director	11 pax



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Cluster	Regions/Offices	Participants	No. of Pax
		Elmer R. Esplana, Deputy Director Gio Renzo M. Caballero, MS III Christine Joyce B. Velez, APO II Brian Joseph Sanchez, APO I (3) OPBME/MAED Staff (1) ITDD Staff (1) PRDC Staff (1) Admin Staff	
	UPLB	(4) Resource Persons	4 pax
	OSEC	(3) OSEC Staff	3 pax
		SUB-TOTAL	33 pax
Cluster B	4B, V, VI, VII, VIII	Per Region: (1) AMAD (2) SAAD RPMSO MAED Staff	15 pax
	SAAD NPMO	Ulysses J. Lustria, Jr., Director Elmer R. Esplana, Deputy Director Gio Renzo M. Caballero, MS III Christine Joyce B. Velez, APO II (3) OPBME/MAED Staff (1) ITDD Staff (1) PRDC Staff (1) Admin Staff	10 pax
	UPLB	(4) Resource Persons	4 pax
	OSEC	(3) OSEC Staff	3 pax
			SUB-TOTAL
Cluster C	IX, X, XI, XII, XIII	Per Region: (1) AMAD (2) SAAD RPMSO MAED Staff	15 pax
	SAAD NPMO	Ulysses J. Lustria, Jr., Director Elmer R. Esplana, Deputy Director Gio Renzo M. Caballero, MS III Christine Joyce B. Velez, APO II (3) OPBME/MAED Staff (1) ITDD Staff (1) PRDC Staff (1) Admin Staff	10 pax
	UPLB	(4) Resource Persons	4 pax
	OSEC	(3) OSEC Staff	3 pax
			SUB-TOTAL
		TOTAL	97



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Expenses for the activity such as venue, food, and accommodations, including honoraria and logistics of resource persons, are chargeable against the SAAD Phase 2 FY 2025 Current Fund, while the travelling expenses and per diem of participants are chargeable against their respective offices' funds, subject to the usual 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 27th day of January 2025.



DA-CO-FOS-SO20250122-00019

For and By the Authority of the Secretary


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

