



Republic of the Philippines  
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DA-CO-OUHVCR-C-SO20250109-00001

**SPECIAL ORDER**

No. 64  
 Series of 2025

**SUBJECT: AUTHORITY TO CONDUCT AND ATTEND ON THE ENCODING AND UPLOADING OF FY 2025 HIGH-VALUE CROPS DEVELOPMENT PROGRAM TARGETS USING THE OPERATIONS MANAGEMENT INFORMATION SYSTEM (OMIS)**

In the interest of service, the High-Value Crops Development Program (HVCDP) is hereby authorized to conduct and attend workshop on the encoding and uploading of FY 2025 HVCDP targets using Operations Management Information System (OMIS).

The activity aims to reorient the HVCDP on the objectives and features of the OMIS, the central database for data collation and reports generation of targets, obligations, disbursements, and accomplishments of the plans and programs implemented by the Department of Agriculture (DA) and its attached agencies. It likewise intends to provide hands on training to the HVCDP operating units on the proper use of the OMIS. By the end of the workshop, the HVCDP operating units shall have encoded to the OMIS their respective targets for 2025.

The said workshop shall be conducted by cluster following the schedule, venue, and fund source below:

Cluster	Participants	Date	Venue	Fund Source
Cluster A (Luzon Region and DA Bureaus)	Region I – V, CAR, ATI, BAR, BPI, BSWM	March 17 – 21, 2025	Metro Manila	ATI
Cluster B (Visayas, Mindanao and PRRI)	Region VI – VIII, PRRI	March 04 – 07, 2025	Region IX	Region IX

Accordingly, the following offices are hereby authorized to send their representatives to attend and participate in the said workshop:

Particulars	Number of Participants
<b>Cluster A (Luzon and DA Bureaus)</b>	
<b>Participants</b>	<b>50</b>
- HVCDP National Program Management Office	7
- Field Programs Operational Planning Division (FPOPD)-OMIS	3
- Office of the Secretary	3
- Bureaus (ATI, BAR, BSWM, BPI)	8
- HVCDP Focal Person/Report Officer	
- HVCDP Encoder	
- Regional Field Offices (RFOs I -V, CAR)	21

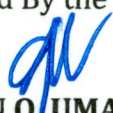
- HVCDP Focal Person/Report Officer - HVCDP Encoder - HVCDP PMED - Support Staff	8
<b>Cluster B (Visayas and Mindanao)</b>	
<b>Participants</b>	<b>50</b>
- HVCDP National Program Management Office	6
- Field Programs Operational Planning Division (FPOPD)-OMIS	3
- Office of the Secretary	3
- Philippine Rubber Institute	2
- Regional Field Offices (RFOs VI - XIII)	24
- HVCDP Focal Person/Report Officer	
- HVCDP Encoder	
- HVCDP PMED	
- Support Staff	7
- Drivers	5

Expenses in the conduct of the activity such as venue, food, accommodation and vehicle rental shall be charged against ATI and Region IX HVCDP Fund, while travel expense and per diems of participants are chargeable against their respective offices' funds subject to existing government 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 13<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)

Mr.

