



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

**NO. 234**

Series of 2025

**SUBJECT: AUTHORITY TO CONDUCT ENTERPRISE CAPACITY ENHANCEMENT TRAINING/WRITESHOP AND TRAINING OF TRAINERS ON INVESTMENT GUIDE PACKAGING**

In the interest of service and for the effective implementation of the programs, projects, and activities, the Department of Agriculture - Agribusiness and Marketing Assistance Service (DA-AMAS) is hereby authorized to conduct the following capacity development activities on the following schedules and venues: The activity aims to enhance the competence and effectiveness of Farmers and Cooperatives Associations (FCAs) at the regional level, as well as Local Government Units (LGUs), which are the target beneficiaries of the **Kadiwa Financial Grant Assistance Program**.

Meanwhile, the **Investment Guide Packaging Training of Trainers (TOT)** is designed to equip regional investment focal persons and their LGU counterparts with the skills and knowledge necessary to effectively develop, package, and present investment opportunities.

Training/ Workshop Title	Batch	Date	Venue
Strategic Planning	1	May 19-23, 2025	Region III
	2	July 14-18, 2025	Region IV-A
	3	September 22-26, 2025	Region X
Bookkeeping and Basic Accounting for Non-Accountant	1	August 4-8, 2025	Region IV-A
	2	August 25-29, 2025	Region X
Enterprise Identification and Business Plan Preparation	1	May 5-9, 2025	Region III
	2	June 2-6, 2025	Region III
	3	June 16-20, 2025	Region VII

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	4	July 7-11, 2025	Region XII
	5	July 21-25, 2025	Region XIII
Investment Guide Packaging TOT	1	October 6-10, 2025	Region III
	2	October 20-24, 2025	Region XI

The following offices' representatives are hereby authorized to participate in the activity:

Office/ Agency	Pax
<b>Strategic Planning</b>	
<b>Batch 1: Regions CAR, I, II and III</b>	<b>56</b>
DA-AMAS	4
AMAD (CAR, I, II AND III) 1 rep/Region	4
FCAs (CAR, I, II, III) 10 proponent @ 4 representative/proponent	40
Resource Speakers	2
Driver/Secretariat	6
<b>Batch 2: Regions III, IV-A, IV-B and V</b>	<b>60</b>
DA-AMAS	4
AMAD (III, IV-A, IV-B and V) 1 rep/Region	4
FCAs (III, IV-A, IV-B and V) 11 proponent @ 4 representative/proponent	44
Resource Speakers	2
Driver/Secretariat	6
<b>Batch 3: Regions X, XI, XIII</b>	<b>50</b>
DA-AMAS	4
AMAD (X, XI, and XIII) 1 rep/Region	3
FCAs (X, XI, and XIII) 9 proponent @ 4 representative/proponent	36
Resource Speakers	2
Driver/Secretariat	5
<b>Bookkeeping and Basic Accounting for Non-Accountant</b>	
<b>Batch 1: Regions CAR, I, II, III, 4A, 4B and V</b>	<b>64</b>
DA-AMAS	5
AMAD (CAR, I,II, III, 4A, 4B, V) 1 rep/Region	7
FCAs (CAR, I,II, III, 4A, 4B, V) 21 proponent @ 2 representative/proponent	42
Resource Speaker	1
Driver/Secretariat	9
<b>Batch 2: Regions X, XI, XIII</b>	<b>31</b>
DA-AMAS	5

AMAD (X, XI, XIII) 1 rep/Region	3
FCAs (X, XI, XIII) 9 proponent @ 2 representative/proponent	18
Resource Speaker	1
Driver/Secretariat	4

<b>Enterprise Identification and Business Plan Preparation</b>	
<b>Batch 1: Region I, II, III</b>	<b>39 pax</b>
DA-AMAS	7
DA RFO	
Host RFO	1
AMAD I	2
AMAD II	2
AMAD III	3
FCA (KADIWA: 1 bookkeeper, 1 manager)	
- RFO I - 2 proponents @ 2 representatives per proponent	4
- RFO II - 3 proponents @ 2 representatives per proponent	6
- RFO III - 5 proponents @ 2 representatives per proponent	10
Driver	4
<b>Batch 2: Region II, III, IV-B</b>	<b>39 pax</b>
DA-AMAS	7
DA RFO	
Host RFO	1
AMAD II	2
AMAD III	3
AMAD IV-B	2
FCA (KADIWA: 1 bookkeeper, 1 manager)	
- RFO II - 3 proponents @ 2 representatives per proponent	6
- RFO III - 6 proponents @ 2 representatives per proponent	12
- RFO IV-B - 1 proponent @ 2 representatives per proponent	2
Driver	4
<b>Batch 3: Region VI, VII, VIII</b>	<b>46 pax</b>
DA-AMAS	7
DA RFO	
Host RFO	1
AMAD VI	2
AMAD VII	4
AMAD VIII	2
FCA (KADIWA: 1 bookkeeper, 1 manager)	
RFO VI - 3 proponents @ 2 representatives per proponent	6
RFO VII - 8 proponents @ 2 representatives per proponent	16

Expenses related to the conduct of the activities, including payments for the venue/training facilities, food, accommodation, vehicle rental, supplies, materials, honoraria and travelling expenses for the Resource Speakers and other incidental costs, shall be charged to **DA-AMAS** funds while traveling expenses and per diems of participants shall be charged to the funds of their respective offices, subject to fund availability and adherence to the usual government accounting and auditing rules and regulations.

This order shall take effect immediately and shall be considered revoked upon the completion of the event. All orders, memoranda, and issuances inconsistent with this directive are hereby deemed revoked.

Done this 12<sup>th</sup> day of February, 2025.

For and By the Authority of the Secretary

  
**ATTY. ALLEN KRISTOPHER A. ANARNA, CPA**  
Officer-In-Charge, Office of the Undersecretary for Administration  
(as per Special Order No. 177, Series of 2025)



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