



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
Strategic Planning	
Batch 1: Regions CAR, I, II and III	56
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
Batch 2: Regions III, IV-A, IV-B and V	60
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
Batch 3: Regions X, XI, XIII	50
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
Bookkeeping and Basic Accounting for Non-Accountant	
Batch 1: Regions CAR, I, II, III, 4A, 4B and V	64
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
Batch 2: Regions X, XI, XIII	31
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

Enterprise Identification and Business Plan Preparation	
Batch 1: Region I, II, III	39 pax
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
Batch 2: Region II, III, IV-B	39 pax
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
Batch 3: Region VI, VII, VIII	46 pax
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

RFO VIII - 2 proponents @ 2 representatives per proponent	4
Drivers	4
Batch 4: Region XI and XII	35 pax
DA-AMAS	7
DA RFO	
Host RFO	1
AMAD XI	3
AMAD XII	3
FCA (KADIWA: 1 bookkeeper, 1 manager)	
RFO XI - 4 proponents @ 2 representatives per proponent	8
RFO XII - 5 proponents @ 2 representatives per proponent	10
Drivers	3
Batch 5: Region IX and XIII	42 pax
DA-AMAS	7
DA RFO	
Host RFO	1
AMAD IX	2
AMAD XIII	5
FCA (KADIWA: 1 bookkeeper, 1 manager)	
RFO IX - 1 proponent @ 2 representatives per proponent	2
RFO XIII - 11 proponents @ 2 representatives per proponent	22
Drivers	3


Training of Trainers on Investment Guide Packaging	
Batch 1: Region CAR, I, II, III, IV-A, IV-B, V	45 pax
DA-OSEC	1
Office of A/S for Agribusiness, Marketing, and Consumer Affairs	1
DA-AMAS	18
Resource Speakers	2
DA RFO (CAR, I, II, III, IV-A, IV-B, V)	14
Host Region	1
Driver/Secretariat	8
Batch 2: Region VI, VII, VIII, IX, X, XI, XII, XIII	48
DA-OSEC	1
Office of A/S for Agribusiness, Marketing, and Consumer Affairs	1
DA-AMAS	18
Resource Speakers	2
DA RFO (VI, VII, VIII, IX, X, XI, XII, XIII)	16
Host Region	1
Driver/Secretariat	9

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 12th 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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