



Masaganang Agrikultura,  
Maunlad na Ekonomiya

Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
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**SPECIAL ORDER**

**NO. 251**

Series of 2025

**SUBJECT : AUTHORITY TO CONDUCT THE FY 2025 AMAS-AMAD QUARTERLY ASSESSMENT AND PLANNING WORKSHOP AND FY 2026 BUDGET EXECUTION DOCUMENTS (BEDS) PREPARATION WORKSHOP**

In the interest of service and for the implementation of its programs, projects, and activities, the Department of Agriculture - Agribusiness and Marketing Assistance Service (DA-AMAS) and the DA Regional Field Offices - Agribusiness and Marketing Assistance Divisions (DA-RFOs-AMADs) are hereby authorized to conduct the FY 2025 AMAS-AMAD Quarterly Assessment and FY 2026 Budget Execution Documents (BEDSs) Preparation Workshop. The following schedules are as follows:

<b>Workshop Title</b>	<b>Date</b>	<b>Venue</b>	<b>Fund Source</b>
AMAS-AMAD Q1 Accomplishment Assessment Workshop	April 22-25, 2025	Region V	DA-RFO V
AMAS-AMAD Q2 Accomplishment Assessment Workshop	July 15-18, 2025	Region VII	DA-RFO VII
AMAS-AMAD Q3 Accomplishment Assessment Workshop	October 21-24, 2025	Region III	DA-RFO III
AMAS-AMAD Q4 Accomplishment Assessment Workshop	December 2-5, 2025	MIMAROPA	DA-RFO MIMAROPA
FY 2026 Budget Execution Documents (BEDs) Preparation Workshop	August 12-15, 2025	CALABARZON	DA-AMAS

The above-mentioned workshops aim to:

1. Review the AMAS-AMAD FY 2025 Quarterly Physical and Financial Performance;
2. Discuss, review, and strategize the implementation of AMAS/AMAD PAPs;
3. Identify and assess operational and administrative issues/concerns, and come up with remedial actions/recommendations to enhance the implementation of program and projects;
4. Discuss strategies on how to strengthen the monitoring of AMAS-AMAD PAPs;



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5. Prepare the FY 2026 Plan and Budget Proposal during the AMAS-AMAD 1st Quarter Assessment and FY 2026 Planning workshop
6. Prepare and finalize the AMAS-AMADs BEDs 1, 2 and 3 during the AMAS-AMAD FY 2026 BEDs Preparation Workshop; and
7. Conduct site visits to the beneficiaries of DA-AMAS/DA-RFO-AMADs programs and projects, and document their best practices

The participants from the following offices are hereby authorized to attend:

<b>PARTICIPANTS</b>	<b>NUMBER OF PAX</b>
<b>Office of the Secretary</b>	2
<b>Office of the Assistant Secretary for Agribusiness, Marketing, and Consumer Affairs</b>	3
<b>Agribusiness and Marketing Assistance Service</b>	
Office of the Director	3
Agribusiness Industry Support Division	3
Agribusiness Promotion Division	3
Market Development Division	3
AMAS Secretariat	3
<b>DA-Banner Programs</b>	
National Corn Program	1
National Rice Program	1
National Livestock Program	1
National Organic Agriculture Program	1
High Value Crops Program	1
Halal Food Industry Development Program	1
<b>Planning and Programming Division</b>	1
<b>Monitoring and Evaluation Division</b>	1
<b>Budget Division</b>	1
<b>Accounting Division</b>	1



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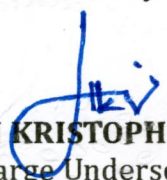
<b>Agribusiness and Marketing Assistance Division</b>	48
<b>Host Regional Officials</b>	3
<b>Host Regional Secretariat and Drivers</b>	7
<b>TOTAL</b>	88

Expenses to be incurred in the conduct of the activities such as payment for venue/training facilities, food, accommodation, vehicle rental, supplies and materials, and other incidental expenses shall be chargeable against the funding source as indicated above, while travelling expenses and per diems of participants are chargeable against the funds of their respective offices, subject to availability of funds and the usual government accounting and auditing rules and regulations.

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

Done this 14<sup>th</sup> day of February, 2025.

For and By the Authority of the Secretary

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



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