



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 309
Series of 2025

SUBJECT : AUTHORITY TO CONDUCT AND PARTICIPATE IN THE 2025 NATIONAL MONITORING, EVALUATION, AND LEARNING (MEL) COORDINATION MEETING

In the exigency of service, the Philippine Rural Development Project (PRDP) is hereby authorized to conduct the 2025 National Monitoring, Evaluation, and Learning Coordination Meeting on March 4 to 7, 2025 in Cebu, Philippines (Region VII).

The objectives of the activity are as follows:

- To gather inputs and feedback on the enhanced MEL Operations Manual for the Scale-Up Project specifically on the proposed mechanisms and monitoring instruments;
- To orient the MEL counterparts on the latest Sidlan updates, specifically on the registration of templated reports for automation; utilization of the updated WFP and Finance Modules; and the proper implementation of the Role-Based Access Control (RBAC) feature; and
- To discuss the implementing guidelines and tools to be utilized in the operationalization of the Knowledge Management Framework in the MEL Unit across all levels.

The participants identified in Attachment 1 are hereby authorized to participate in the said activity.

The expenses in the conduct of the activity such as food, venue, vehicle rental, accommodation, and other incidental expenses shall be charged against the PRDP NPCO funds while travelling expenses, per diems and other incidental expenses shall be chargeable against the funds of their respective offices, subject to the existing accounting and auditing rules and regulations.

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

Done this 26th 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
(Per Special Order No. 177, Series of 2025)



DA-CO-PRDP-SO20250213-00008

ATTACHMENT 1: LIST OF PARTICIPANTS

Office	Number of Participants
Office of the Secretary	3
Office of the National Project Director	1
Office of the National Deputy Project Director	2
NPCO I-SUPPORT Component	2
NPCO MEL Unit	12
PSO North Luzon (MEL Unit)	2
RPCO CAR (MEL Unit)	2
RPCO 1 (MEL Unit)	2
RPCO 2 (MEL Unit)	2
RPCO 3 (MEL Unit)	2
PSO South Luzon (MEL Unit)	3
RPCO 4A (MEL Unit)	2
RPCO 4B (MEL Unit)	2
RPCO 5 (MEL Unit)	2
PSO Visayas (OPD/ODPD, MEL Unit, Administrative Unit, InfoACE)	6
RPCO 6 (MEL Unit)	2
RPCO 7 (MEL Unit)	4
RPCO 8 (MEL Unit)	2
PSO Mindanao (MEL Unit)	5
RPCO 9 (MEL Unit)	2
RPCO 10 (MEL Unit)	2
RPCO 11 (MEL Unit)	2
RPCO 12 (MEL Unit)	2
RPCO 13 (MEL Unit)	2
RPCO BARMM (MEL Unit)	2
TOTAL	70