



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

No. 311  
 Series of 2025

**SUBJECT : AUTHORITY TO CONDUCT AND ATTEND THE ASSESSMENT OF THE NATIONAL CORN PROGRAM**

In line with the National Corn Program's (NCP) commitment to effective program execution and strategic planning, the NCP is hereby authorized to conduct assessments aimed to ensure the efficiency and effectiveness of the Program.

The activity aims to:

- Evaluate the FY 2025 projects and activities implementation of the different operating units (OUs) relative to physical accomplishments as per Budget Execution Document (BED) 2;
- Assess the efficiency of each OUs relative of their financial performance as per BED 1 (obligation) and BED 3 (disbursement) and;
- Discuss and address the concerns and issues encountered during program implementation.

These activities are essential for improving operational efficiency, ensuring timely and accurate reporting, and reinforcing the NCP's commitment to achieving its mission. The assessments are scheduled to take place on the following dates and venues:

ACTIVITY	DATE	VENUE	FUND SOURCE	NO. OF PARTICIPANTS
FY 2025 1st Quarter Assessment	May 19-23, 2025	XIII	DARFOXIII-Corn	80
FY 2025 Midyear Assessment	July 21-25, 2025	VII	DARFOVII-Corn	80
FY 2025 3rd Quarter Assessment	October 27-31, 2025	III	DARFOIII-Corn	80
FY 2025 Year-end Assessment	December 1-5, 2025	XI	DARFOXI-Corn	80

The staff from the following offices are authorized to attend the above mentioned activity:

OFFICE	Number of Participant/s
Office of the Secretary	3
Office of the Undersecretary for Operations	2
Office of the Assistant Secretary for Operations	1
Office of the Field Operations Service	1


OFFICE	Number of Participant/s
Regional Corn Coordinator	15
Regional Corn Report Officer	15
Agricultural Training Institute	1
Bureau of Agricultural Research	1
Bureau of Plant Industry	1
Bureau of Soils and Water Management	1
Bureau of Agricultural and Fisheries Engineering	1
Farm and Fisheries Clustering and Consolidation Program	1
Monitoring and Evaluation Division	1
Accounting Division	1
Budget Division	1
Field Programs Operational Planning Division	1
Field Programs Coordination and Monitoring Division	1
Philippine Center for Postharvest Development and Mechanization	1
Agricultural Fisheries Information Division	1
Support Staff	14
National Corn Program	16
<b>Total</b>	<b>80</b>

Expenses to be incurred in the conduct of the activities, such as venue/training facilities, food, accommodation, supplies and materials, and other incidental expenses, shall be charged against the funds of the National Corn Program of offices as indicated above, while traveling expenses and per diem of participants shall be charged against their respective offices' funds, subject to the usual 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 26<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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