



Republic of the Philippines
DEPARTMENT OF AGRICULTURE

**Regional Field Office No. 02
Tuguegarao City, Cagayan**

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January 2, 2020

SPECIAL ORDER

No. 02

Series of 2019

SUBJECT : DESIGNATION AND AUTHORITY TO CLAIM INCENTIVE ALLOWANCE AS AGRICULTURAL EXTENSION WORKER, IN-CHARGE OF THE ORGANIC AGRICULTURE PROGRAM OF THE DA RFO 02

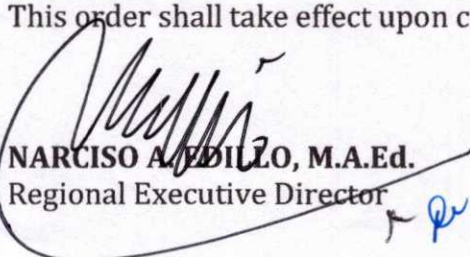
In the exigency of service, and for the effective and sustainable promotion, propagation and implementation of Organic Agriculture in Diffun, Quirino, **Mr. Ryan S. Calub** is hereby designated as Agricultural Extension Worker, In-charge of the Organic Agriculture Program in the said municipality.

Per guidelines set forth by the Department of Agriculture, he shall perform the following basic functions with utmost responsibility, efficiency and diligence:

- a. Planning/Program Coordination/Supervision and Monitoring/Validation on the delivery of Organic Agriculture Program interventions within the area of coverage;
- b. Submission of Municipal Accomplishments vis-à-vis Targets;
- c. Conduct of field visits/validation and rendering of technical assistance to the farmer-beneficiaries;
- d. Promotion and advocacy of organic farming systems; and
- e. Monthly updating of Organic Agriculture database following the prescribed forms;
- f. Monthly report on the delivery of program interventions using the prescribed forms
 1. MLGU to PLGU-every 2nd day of the succeeding month
 2. PLGU to the RFU-every 4th day of the succeeding month
- g. Quarterly updating of Data for the Results-Based Monitoring and Evaluation System(RMES)

Furthermore, Mr. Calub is authorized to claim monthly incentive allowance amounting to Three Thousand Pesos (₱3,000.00) from the Organic Agriculture Fund of the Department of Agriculture Regional Field Office No. 02 subject to existing accounting and auditing rules and regulations.

This order shall take effect upon compliance with all the requirements.


NARCISO A. EDILLO, M.A.Ed.
Regional Executive Director



DA-DOS, Matatag at Maayos