



July 31, 2023

**SPECIAL ORDER**

No. 294

Series of 2023

**Subject: DESIGNATION OF MUNICIPAL LOCAL GOVERNMENT UNIT STAFF TO ASSIST  
IN THE IMPLEMENTATION OF RICE PROGRAM**

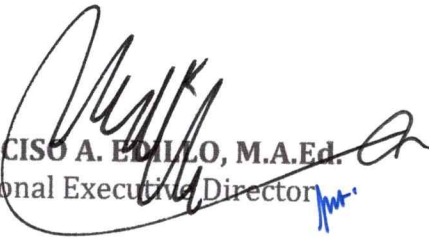
Pursuant to the Memorandum of Agreement executed between the Department of Agriculture Regional Field Office No. 02 (DA RFO 02) and the Local Government Units (LGUs), **MS. MARY JANE M. REYES, Agricultural Technologist** of the municipality of **San Mateo, Isabela** is hereby designated to work under Rice Program of DA RFO 02.

As an Agricultural Technologist, **Ms. Reyes** shall perform the duties and responsibilities inherent to her designation but are not limited to the following:

1. Assist in the distribution of farm inputs to farmers in the assigned barangay, and facilitate the submission of the masterlists of farmer beneficiaries with accomplished client satisfaction feedback forms to DA RFO 02;
2. Conduct profiling, registration and updating of farmer records in the Registry System for Basic Sectors in Agriculture (RSBSA);
3. Promote appropriate agricultural technologies to farmers either through technical briefing, seminar and training;
4. Conduct technology demonstration on rice-based farming systems;
5. Facilitate the grouping of farmers into clusters, and strengthening of farmer cooperatives and associations in the assigned barangay;
6. Coordinate with other National Government Agencies for the development of the local rice industry;
7. Conduct pest and disease surveillance, early warning and control in the assigned barangay;
8. Assist farmers in applying and claiming crop insurance to the Philippine Crop Insurance Corporation;
9. Prepare and submit monthly accomplishment report, planting and harvesting report, and damage report in case of natural calamity to DA RFO 02; and
10. Do other related tasks as deemed necessary.

Relative to this, **Ms. Reyes** shall be entitled to incentive allowance based on the guidelines formulated by the Department of Agriculture Central Office.

This shall take effect retroactively on July 7, 2023. All orders inconsistent herewith are deemed revoked.

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