



July 21, 2023

SPECIAL ORDER

No. 285

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. FENORA MARTINEZ, OIC- Municipal Agriculturist** of the municipality of **Burgos, Isabela** is hereby designated to work under the Rice Program of DA RFO 02.

As a Municipal Agriculturist, **Ms. Martinez** shall perform the duties and responsibilities inherent to her designation but are not limited to the following:

1. Prepare and submit a Rice Industry Development Plan as a basis for program implementation in the municipality;
2. Supervise the distribution of agricultural inputs to farmers, and submit weekly status reports of distribution and its masterlists of farmer-beneficiaries with accomplished client satisfaction feedback forms to DA RFO 02;
3. Supervise the profiling, registration, and updating of farmer records in the Registry System for Basic Sectors in Agriculture (RSBSA);
4. Promote appropriate agricultural technologies to farmers either through technical briefing, seminars, or training;
5. Supervise the conduct of technology demonstration on rice-based farming systems;
6. Facilitate the grouping of farmers into clusters, and strengthening of farmer cooperatives and associations in the assigned barangay;
7. Coordinate with other National Government Agencies for the development of the local rice industry;
8. Supervise and monitor the conduct of pest and disease surveillance, early warning, and control in the municipality;
9. Facilitate and encourage farmers in applying crop insurance, and non-crop agricultural insurance to the Philippine Crop Insurance Corporation, and facilitate claiming of indemnification;
10. Submit accomplishment report, planting, harvesting report, standing crop, and damage report as the need arises to DA RFO 02

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

This shall take effect on July 3, 2023. All orders inconsistent herewith are deemed revoked.


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