



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**Regional Field Office No. 02**  
Tuguegarao City, Cagayan 3500  
Tel. Nos. (078) 844-1324/1312 Fax Nos: (078) 844-1031/846-9131  
**HVCDP** Tel./Fax No. (078) 846 - 3379

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January 27, 2017

**SPECIAL ORDER No. 21**  
Series of 2017

**SUBJECT : DESIGNATION OF PROVINCIAL LOCAL GOVERNMENT  
UNIT (PLGU) STAFF TO SUPERVISE THE  
IMPLEMENTATION OF THE HIGH VALUE CROPS  
DEVELOPMENT PROGRAM (HVCDP)**

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In the best interest of service and pursuant to the Memorandum of Agreement executed between the Department of Agriculture – Regional Field Office No. 02 (DA-RFO 02) and the Provincial Local Government Unit (PLGU), **Engr. Benjie F. Ubay, Agricultural Technologist of PLGU Cagayan** is hereby designated to work as member of the Provincial **High Value Crops Development Program (HVCDP)** Task Force.

As such, he shall be entitled to incentive allowance based on the guidelines formulated by the Department of Agriculture – Central Office.

This order shall take effect on January 2017 and shall remain in force until revoked in writing.

**LUGRECIO R. ALVIAR JR., CESO III**  
Regional Executive Director



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Republic of the Philippines  
**PROVINCE OF CAGAYAN**  
Tuguegarao City  
**OFFICE OF THE PROVINCIAL AGRICULTURIST**

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**1<sup>st</sup> INDORSEMENT**  
**January 19, 2017**

Respectfully indorsed to **DIR. LUCRECIO R. ALVIAR, JR. CESO III**, Regional Executive Director, Department of Agriculture-Regional Field Office No. 02, San Gabriel, Tuguegarao City the herein Special Order of **Mr. Benjie Ubay**, Agricultural Technologist as a member of the Provincial HVCC Task Force Program, for his information and appropriate action.

  
**PEARLITA LUCIA P. MABASA, DPA**  
CONCURRENT Provincial Agriculturist



Republic of the Philippines  
**PROVINCE OF CAGAYAN**  
Tuguegarao City  
**OFFICE OF THE PROVINCIAL AGRICULTURIST**

January 2017  
Special Order No.  
Series of 2017

Subject: DESIGNATION OF PERSONNEL

In the interest of service, the following personnel is hereby designated as member of the **PROVINCIAL HVCC TASK FORCE**:

**BENJIE F. UBAY**-Agricultural Technologist

As such the above personnel shall perform the following duties and responsibilities, to wit;

1. Assist in the implementation of HVCC program in the province;
2. Assist in the preparation of adequate and accurate reports relative to HVCC program of the province;
3. Assist in maintaining records on HVCC related program.
4. Assist in providing reports and other related data as maybe needed by other agencies;
5. Attend/conduct trainings and seminars related to HVCC programs and activities;
6. Consolidate and prepares monthly reports and assist in updating the Provincial Agriculturist and the Provincial Chief Executive on the status of HVCC program; and;
7. Perform other related works pertaining to agricultural services.

As such, you are expected to perform your designated duties and functions to the best of your skills and ability. This order shall take effect immediately.

For strict compliance.

Recommending Approval:

  
**PEARLITA LUCIA P. MABASA, DPA**  
CONCURRENT Provincial Agriculturist

Approved:

  
**MANUEL N. MAMBA, M.D.**  
Governor

# ACTION PLAN FOR HIGH VALUE CROPS DEVELOPMENT PROGRAM

(JANUARY-DECEMBER, 2017)

Province: Cagayan

STRATEGY/COMPONENT/PROGRAM/ACTIVITY	TARGET LOCATION	TARGET GROUP
<b>A. Conduct of Season long training</b> 1. Cacao Production 2. Vegetable Production	➤ Barangay Cato, Tuao ➤ Barangay Natappian, Solana	➤ Cacao Growers (Tuao, Rizal and Piat) ➤ Vegetable Growers ( & other barangays of Solana)
<b>B. Collect Masterlist</b> 1. Pineapple Growers 2. Vegetable Farmers 3. Ginger growers 4. Onion Growers	➤ Sta. Ana, Allacapan, Ballesteros and Abulug ➤ Iguig, Amulung, Alcala and Baggao ➤ Provincewide/per municipalities ➤ Provincewide/per municipalities	➤ Pineapple Growers ➤ Vegetable Farmers ➤ Ginger growers ➤ Onion Growers
<b>C. Gulayan sa Paaralan Program</b> 1. Distribution of vegetable seeds, seedling trays and organic fertilizers 2. Monitoring and Evaluation	➤ Iguig, Amulung, Enrile and Rizal ➤ Iguig, Amulung, Enrile and Rizal	➤ Selected Secondary School ➤ Selected Secondary School

Prepared by:

**BENJIE F. UBAY**

Agricultural Technologist

Reviewed by:

**PLARIDEL J. TUSCANO**

Agriculturist II/Prov'l HVCDP Coordinator





Republika ng Pilipinas  
Lalawigan ng Kagayan  
Tuguegarao

TANGGAPAN NG GOBERNADOR

Ginoo / Gng. / Bb.: **BENJIE F. UBAY**  
Mr./Mrs./Ms. **Alcala, Cagayan**



Kayo ay nahirang na AGRICULTURAL TECHNOLOGIST, SG-10 na  
You are hereby appointed as

may katayuang Permanent sa Provincial Agriculturist Office, Tuguegarao City, Cagayan  
with a (Status) at the (Agency)

sa pasahod na Two Hundred Seven Thousand Sixty (P207,060.00) piso per annum.  
with a compensation rate of pesos per annum.

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subalit di aaga sa petsa ng pagpirma ng  
The effectivity date of this appointment shall be the date of actual assumption by the appointee but not earlier than the date of issuance of

puno ng tanggapan o appointing authority.  
the appointment which is the date of the signing of the appointing authority.

Ang appointment na ito ay Original bilang kapalit ni  
This appointment is (Original, Promotion, atbp.) vice

Vacant na ----- at ayon sa Plantilya  
who (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Blg. 32.46 Pahina 351  
Item No. Page

Sumasainyo,  
Very truly yours,

APPROVED AS PERMANENT  
BY AUTHORITY OF THE ACTING FIELD DIRECTOR

ALVARO T. ANTONIO  
Governor  
Puno ng Tanggapan  
Head of Agency

07-01-2015  
Petsa ng Pagpirma  
Date of Signing

Victoria R. Liban  
VICTORIA R. LIBAN  
SUPERVISING HUMAN RESOURCE SPECIALIST  
Awtorisadong Opisyal  
Komisyon ng Serbisyo Sibil  
Authorized Official/Civil Service Commission

7-30-15

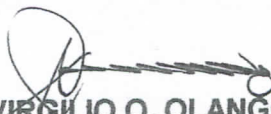
Petsa  
Date

## SERTIPIKASYON

Ito ay nagpapatunay na lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ayon sa CSC MC No. 40, s. 1998 ay nasunod na, narebisa ko at napatunayang nasa ayos.

Ang posisyon ay nalathala sa CSC Bulletin Publication Week # 11- 2015 noong  
(The position was published at) (on)  
March 16, 2015.

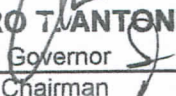
This is to certify that all requirements and supporting papers pursuant to MC # 40, s. 1998 have been complied with, reviewed and found to be in order.

  
**VIRGILIO O. OLANGCO**  
Prov'l Human Resource Development Officer  
(Personnel Officer/HRMO)

## SERTIPIKASYON

Ito ay pagpapatunay na ang nahirang ay nagdaan sa pagsusulit ng Personnel Selection Board at kwalipikado.

This is to certify that the appointee has been screened and found qualified by the Promotion/Personnel Selection Board.

  
**ALVARO T. ANTONIO**  
Governor  
Chairman  
Personnel Selection Board

## MGA NOTASYON

ANUMANG BURA O PAGBABAGO SA AKSIYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AY MAGPAPAWALANG BISA SA PAGHIRANG NA ITO MALIBAN KUNG ANG PAGBABAGO AY NASULAT NA KINUMPIRMA NG KOMISYON.

Petsa ng Paglabas sa KSS/Komisyon

### Mga Pagbibigyan ng Kopya:

- |                   |                                      |
|-------------------|--------------------------------------|
| Orihinal          | - Kopya ng Nahirang                  |
| Pangalawang Kopya | - Para sa Komisyon ng Serbisyo Sibil |
| Pangatlong Kopya  | - Para sa Ahensya                    |



1. Name of Employee

UBAY

(Family Name)

BENJIE

(Given Name)

F.

(M.I.)

2. Department, corporation or Agency  
Local Government

3. Bureau or Office

Provincial Government of Cagayan

Office of the Provincial Agriculturist

4. Department/Branch/Division

5. Work Station/Place of Work

Office of the Provincial Agriculturist

Tuguegarao City, Cagayan

6. Pres. Approp. Act

Board Res.

Ord. No.

Item No.

6b. Pres. Approp. Act

Board Res.

Ord. No.

Item No. 32.46

7. Salary

Authorized

Actual

Salary: P 207,060.00/annum

7b. Other Compensation

ACA/PERA: P2,000.00

8. Official Designation of Position

Agricultural Technologist

9. Working of Proposed Title

Agricultural Technologist

10. OCPC classification of this Position

11. Occupation Group Title (Leave Blank)

12. For Local Government Position, check government unit and unit's class

Municipality

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

City

4<sup>th</sup>

5<sup>th</sup>

6<sup>th</sup>

Province

x

13. Statement of Duties and Responsibilities

(If more space is needed, please attach additional Sheets)

90% - Performs technological work such as crops, livestock and related products, land use and its classification and farm management;

- Coordinate and monitor seed production, seed certification and seed distribution;
- Coordinate and inspect seed deliveries and distribution;
- Conduct inventory of seed stocks;
- Works and monitors individual farmers/laborers on his/her assignment according to well defined procedures and techniques;
- Provide technical assistance to local farmers in the different barangays in increasing level and real income on rice, corn, crops, vegetables and fruit bearing trees production;
- Conduct Technical briefing, Technology Demonstration in Organic Agriculture to increase and enhance productivity level on all crops;
- Initiate organizations, clubs, farmers day celebration to motivate farm laborers to perform actively and effectively his/her routine works in the farm;
- Prepares monthly report on progress and procurement plan and

10% - And perform other related function as required by the immediate supervisor.

100%

14. Position Title of Supervisor

Supervising Agriculturist

15. Position Title of Next Higher Supervisor

Provincial Agriculturist

16. Names, Title and Item Numbers of those you directly supervise (if more than seven (7) list only by their item nos. and titles.)

Farm Foreman, Farm worker II, Farm Worker I

17. Machines, equipment, tools, etc. used regularly in performance of work.

18. Contacts

	Occasional	Frequent
General Public	[ ]	[X]
Other Agencies	[X]	[ ]
Supervisors	[ ]	[X]
Management	[ ]	[X]
Others (Specify)	[X]	[ ]

19. Working Condition

Normal Working Condition	[X]
Field Work	[ ]
Exposed to Varied Weather	[ ]
Field Trips	[ ]
Others Specify	[ ]

20. I CERTIFY that the above answer are accurate and complete.

July 01, 2015

(Date)

BENJIE F. UBAY

(Signature of Employee)

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. Described briefly the general function of the unit or station.

As specified in item No. 13

22. Described briefly the general functions of the position.

As specified in item No. 13

23. Indicate the required qualification by years and kind education considered in filling up vacancy for this position. ((Keep the position in mind rather than the qualifications of the present incumbent). This item should be filled for all positions other than teaching.)

Education: Bachelor's degree relevant to the job.

Experience: None Required

Training: None Required

Eligibility: RA 1080 (Agriculturist)

24. Licenses or Certificates required to do this work, if any.

25. I HEREBY CERTIFY that the above answers are accurate and complete.

July 01, 2015

(Date)

WILLIARD T. BASSIG

Supervising Agriculturist

Signature and Title of Immediate Supervisor

25. APPROVED :

July 01, 2015

(Date)

MILDRED S. ABELLA

Provincial Agriculturist





Republic of the Philippines  
Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
CLSU Compound, Science City of Muñoz, Nueva Ecija

*Awards this*

# CERTIFICATE OF COMPLETION

to  
**Benjie F. Ubay**

*for having satisfactorily completed the*

**Training Course on Mechanization  
and Postharvest Technologies  
for Soybean, Corn and Cassava**

Conducted on March 15-17, 2016

at Department of Agriculture-Isabela Experiment Station, Gamu, Isabela

*Given this 17th day of March 2016*

  
**EDUARDO T. CAYABYAB, Ph.D.**  
Chief, TMTD

  
**REX L. BINGABING**  
Director IV





Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND MECHANIZATION**  
CLSU Compound, Science City of Muñoz, Nueva Ecija

*This*

# CERTIFICATE OF COMPLETION

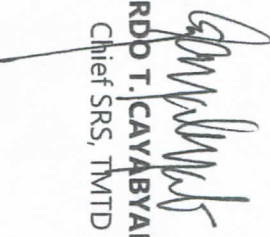
*is awarded to*

**Benjie F. Zibay**

*for having satisfactorily completed the*

## **Seminar-Workshop on Postharvest and Mechanization of High Value Crops**

Conducted on June 19-22, 2012 at PhilMech,  
Science City of Muñoz, Nueva Ecija  
Given this 22nd day of June 2012.

  
**EDUARDO T. CAYAABYAB, Ph.D.**  
Chief SRS, TMTD

  
**REX L. BINGABING**  
Director IV

