Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 02
Tuguegarao City, Cagayan
Tel. Nos. 844-1331/1328 Fax Nos. 844-1031
TIN: 0000-845-895 Website: http://rfo02.da.gov.ph
Email: ored.rfo2@da.gov.ph
ISO 9001-2015 Certified No CIP/5310/17/11/1015

DARFO2.FOD-HVCDP.65-2.21-01-01

January 4, 2021

SPECIAL ORDER
No. 49
Series of 2021

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

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 Local Government Units (LGUs), **Mr. Romeo D. Menor**, Administrative Aide I (Utility Worker I) of Sto. Niño, Cagayan, is hereby designated to work under the **High Value Crops Development Program** (**HVCDP**) of DA RFO 02.

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 from January 2021 and shall remain in force until revoked in writing.

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

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 02
Tuguegarao City, Cagayan
Tel. Nos. 844-1331 Fax Nos. 844-1031
TIN: 0000-845-895 Website: http,
Email Address: ored.rfo2@da.gov.ph
ISO 9001-2015 Certified No CIP/5310/17/11/1015

TON 11/4/2020
RECEIVED
DARFOR-RECORDS UNIT

DARFO2-FOD-HVCDP.65-2.20-10-01

January 4, 2021
~~October 29, 2020~~

SPECIAL ORDER
No. ~~230~~
Series of 2020

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

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 Local Government Units (LGUs), **Mr. Romeo D. Menor**, Administrative Aide I (Utility Worker I) of ~~PLGU~~ Sto. Niño, Cagayan, is hereby designated to work under the **High Value Crops Development Program (HVCDP)** of DA RFO 02.

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 ~~retroactively~~ from ~~September 2020~~ January 2021 and shall remain in force until revoked in writing.

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

A food-secure and resilient Philippines with prosperous farmers and fisherfolk

Masagana at Malaas na Buhay

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 02
Tuguegarao City, Cagayan
Tel. Nos. 844-1331 Fax Nos. 844 1031
TIN: 0000-845-895 Website: http://rfo02.da.gov.ph
Email Address: ored.rfo2@da.gov.ph
ISO 9001-2015 Certified No CIP/5310/17/11/1015

DARFO2-FOD-HVCDP.65-2.20-10-01

October 29, 2020

SPECIAL ORDER
No.
Series of 2020

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

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 Local Government Units (LGUs), **Mr. Romeo D. Menor**, Administrative Aide I (Utility Worker I) of PLGU Cagayan, is hereby designated to work under the **High Value Crops Development Program (HVCDP)** of DA RFO 02.

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 retroactively from September 2020 and shall remain in force until revoked in writing.

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

A food-secure and resilient Philippines with prosperous farmers and fisherfolk

Masaganang ANI Mataas na KITA

Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF TUGUEGARAO

DA-RFO NO. 02
RECORDS UNIT
TUGUEGARAO CITY, CAGAYAN
Received by: Dine
Date: 10 6 2020 Time: 4:00
Control No. DARFO02.FAD.GSS.REC.

OFFICE OF THE MUNICIPAL MAYOR

September 1, 2020

10-6-2020

DIR. NARCISO A. EDILLO MA.Ed
Regional Executive Director
Department of Agriculture
Regional Field Office No. 2
Tuguegarao City

Sir:

May I respectfully endorse the attached documents of Mr. ROMEO D. MENOR, Agricultural Extension Worker of this municipality and assigned to propagate fruit-trees and vegetable seedlings and in-charge in the maintenance of the nursery and in the monitoring of the HVCC program of the municipality for the incentive allowance under the HVCC Program as per recommendation of Mrs. ROSALIE S. TOMANENG, the Municipal Agriculturist of this municipality.

Thank you and regards.

HIGH VALUE COMMERCIAL CROPS (HVCC)
RECEIVED
By: Walton
Date: 10-8-2020

Very truly yours,

ATTY. VICENTE G. PAGURAYAN
Municipal Mayor

Republic of the Philippines
Province of Maguindanao
MUNICIPALITY OF [illegible]

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr. Romeo D. Menor had been employed in the office of the Municipal Agriculture as Agricultural Extension Worker-Nursery Aide since January 20[illegible] as Casual Employee [illegible] he is the one in-charge in the propagation of fruit-trees and forest seedlings and also in the maintenance of the Black [illegible] Development Program of the [illegible] [illegible] and [illegible].

THIS CERTIFICATION [illegible] Municipal [illegible] [illegible] [illegible]

[illegible] day of [illegible] [illegible] [illegible].

ATTY. VICENTE G. PAGURAYAN
Municipal Mayor

Republic of the Philippines
Province of [illegible]
MUNICIPALITY OF [illegible], MINC

OFFICE OF THE MUNICIPAL AGRICULTURIST

[illegible] 3, [illegible]

DIR. NARCISO A. EDILLO MA. Ed
Regional Executive Director
Department of Agriculture
Regional Field Unit No. [illegible]
[illegible]

[illegible]

[illegible] Mr. ROMEO D. MENOR, [illegible] Municipal [illegible] Worker, [illegible] the [illegible] Municipal Agricultural [illegible] of [illegible] [illegible] Agricultural Extension Worker [illegible] the [illegible] [illegible] municipal programs in the municipality and he [illegible] [illegible] Worker [illegible] Nursery [illegible] the municipality [illegible] [illegible] the [illegible] program of the municipality.

Thus, we [illegible] [illegible] and [illegible] and [illegible] and [illegible] nursery [illegible] and [illegible] the [illegible] program of the municipality.

[illegible] approval.

[illegible]

[illegible]

ROSALIE S. TOMANENG
Municipal Agriculturist

Republic of the Philippines
Province of [illegible]
MUNICIPALITY OF [illegible], [illegible]

OFFICE OF THE MUNICIPAL AGRICULTURIST

ACTUAL DUTIES AND RESPONSIBILITIES OF AGRICULTURAL EXTENSION WORKERS (AEWs)

1. Draft plans for approval [illegible] the agricultural programs [illegible] barangay plan of [illegible] covered and implement [illegible] in his/her area of coverage;

2. Gather and update [illegible] and other [illegible] which [illegible] basis in formulating [illegible] and programs;

3. Disseminate information to farmers and other [illegible];

4. Demonstrate [illegible] management practices and techniques;

5. Coordinates and monitors the implementation of agricultural plans and programs with the other project in accordance with the local needs, resources and potentials of the barangay covered;

6. Establish and maintain [illegible] farms [illegible] multiplier effect in the transfer of packages of technology;

7. Submit monthly [illegible] accomplishment reports; and

8. Perform other functions as may be required by the higher supervisor.

Specifically, the Municipal Extension Worker shall perform the following duties and responsibilities:

1. Assist farmers and livestock in the transfer of packages of technology for agricultural production systems and strategies in integrated pest management through farm and home visits, conduct of farmers classes and attendance in farmers meetings; and

2. To organize and [illegible] farmers associations to be [illegible] for support assistance.

Republic of the Philippines

CAGAYAN STATE UNIVERSITY

Tuguegarao City

Piat Campus

OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

MENOR, Romeo D.
Name

Bachelor of Science in Agriculture(Horticulture)
Course

Brgy Norte, Sto Nino Cagayan
Address

June 2001
Date of Admission

SHS Form 138 A
Entrance Credential

Status of Admission

Intermediate School

Sto Nino Cagayan
High School

Date of Honorable Dismissal

Prepared by

Ofelia J. Fernandez
Unit Registrar

Checked by

Remarks

For general purposes.

OR# 2880213 5-16-05

GRADING SYSTEM

98	99-100%	84	86%
95	96-98%	81	83%
92	93-95%	78	80%
	90-92%	75	77%
89	87-89%	5.00	Failure

SAMUEL E. GASPAR
University Registrar

July 5, 2005
Date Issued

(Not valid without University Seal)

		SUBJECTS	GRADES Final	GRADES Re-exam	Credit
First Semester 2001-2002					
English	11	Study & Thinking Skills	3		3
Filipino	11	Sining ng Pakikipagtalastasan	inc	3	3
Math	11	College Algebra	5		0
Chemistry	11	General Chemistry	3		4
Comp Sc	11	Introduction to Computer Science	2.5		3
Soc Sc	11	General Psychology	3		3
Soc Sc	12	Philippine History	3		3
P E	11	Physical Fitness	2.5		2
Second Semester 2001-2002					
English	12	Writing in the Discipline	2.25		3
Filipino	11	Pagbasa at Pagsulat sa Iba't-Ibang Disipline	2.5		3
Soc Sc	11	Politics & Governance w/ Phil Government	inc	2.75	3
Human	11	Introduction to Humanities	inc	2.75	3
Philos	11	Moral Philosophy	3		3
Comp Sc	1	Introduction to Computer science 2	3		
PE	12	Rhythmic Activities	3		2
Per dev		Personality Development	2		1
First Semester 2002-2003					
English	13	Speech Communication	2.5		3
English	14	Philippine Literature	3		3
Filipino	13	Retorika	2.5		3
Crop Sc	11	Principles of Crop Production	2.5		3
An Sc	11	Fundamentals of Animal Science	2.75		3
Crop Prot	11	General Entomology	2.5		3
P E	13	Individual/Dual Sports/Games	2.75		2
Botany	11	General Botany	3		3
Second semester 2002-2003					
English	15	World Literature	2.5		3
Soc Sc	11	Society & Culture w/ Family Planning	2.25		3
Soil Sc	11	Fundamentals of Soils science	3		3
Horti	11	Fundamentals of Horticulture	inc	2.25	3
Zoology	11	General Zoology	2.5		3
An Sc	12	Introduction to Livestock & Poultry Production	2.75		3
Crop Prot	1	General Plant Pathology	4	3	3
PE	14	Team Sports/Games	2.5		2
Chemistry	12	Organic Chemistry	inc	3	3
First Semester 2003-2004					
Micro	11	General Microbiology	2.5		3
Plt Physio	11	General Plant Physiology	2.5		3
Ag Eng'g	11	Farm Structure & Machinery	2.5		
Ag Econ	11	Fundamentals of Farm Management	3		3
Soc Sc	15	Basic Economics w/ Taxation & Ag. Reform	3		
Major	55	Principles of seed Technology	2		3
Major	56	Plant Growth & Development	2		
Second Semester 2003-2004					
Soc Sc	16	Life Works & Writings of Rizal	2.5		3
English	16	Technical Report Writing	inc	2.25	
Ag Eng'g	12	Irrigation & Drainage	3		3
Ag Econ	12	Agricultural Entrepreneurship	3		3
Statistics	11	Statistical Method of Research	3		
Genetics	11	General Genetics	2.25		
Major	57	Plant Propagation & Nursery Management	1.75		3
Major	58	Pomology & Orchard Management	2.25		3
Envi Sc	11	Introduction to Environmental Science	2.25		3
Seminar	99	Seminar in Major Subjects	2.25		3
Major	59	Farming Systems & Sustainable Agriculture	1.25		3
Major	60	Post Harvest Handling & Processing	inc	2	

x-x-x-x-xcontinued next page x-x-x-x

Republic of the Philippines

CAGAYAN STATE UNIVERSITY

Tuguegarao City

Piat Campus

OFFICE OF THE REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

MENOR, Romeo D.
Name

Bachelor of Science in Agriculture(Horticulture)
Course

Sitio Norte, Sto. Nino, Cagayan
Address

June 2001
Date of Admission

HPS Form 138 A
Entrance Credential

Status of Admission

Intermediate School

Sto. Nino Cagayan
High School

Dismissal

Checked by

Ofelia J. Fernandez
Unit Registrar

Checked by

Remarks

For Board Examination purposes only.

OR# 2580213 5-16-05

GRADING SYSTEM

1.00	99-100%	2.25 - 1.16%
1.25	96-98%	1.50 - 1.14%
1.50	93-95%	75-70%
1.75	90-92%	100 - 75%
2.00	87-89%	100 Failure

SAMUEL E. GASPAR
University Registrar

July 5, 2006
Date Issued

(Not valid without the University Seal)

		SUBJECTS	GRADES Final	GRADES Re-exam	Credit
Continued from page 1.					
First Semester 2004-2005					
UGT	100a	Undergraduate Thesis	In progress		
Elective	1	Weeds & Their Control	2.25		3
Math	11	College Algebra	3		3
Physics	11	General Physics(Mechanics & Heat)	3		3
NSTP	11	National service Training Program	2		3
Second Semester 2004-2005					
Major	61	Floriculture & Landscape Gardening	1.75		3
Elective	12	Mushroom Production	2.5		3
Ag Ext	11	Principles of Agricultural Extension	3		3
UGT	100b	Undergraduate Thesis	2		5
Math	12	Plane Trigonometry	3		3
NSTP	12	National service Training Program	2		3

Thesis Title " PERFORMANCE OF DIFFERENT TYPES OF SCION ON THE GRAFT-TAKE AND GROWTH OF RAMBUTAN (Nepheplum lappaceaum L.)

GRADUATED FROM THE DEGREE BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN HORTICULTURE ON MARCH 30, 2005.

Note:

"As per Section 2 of Department Order 61 s. 1975 dated December 8, 1975 the CAGAYAN STATE UNIVERSITY being STATE UNIVERSITY is EXEMPT from ISSUING a ORDER for GRADUATION".

X-X-Xnothing followsx-

Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
REGIONAL TRAINING CENTER - REGION 02
SAN MATEO CENTER
Malasin, San Mateo, Isabela

awards this

CERTIFICATE OF APPRECIATION

to

ROMEO D. MENOR

for wisdom and professional expertise as "RESOURCE PERSON" during the conduct of the "TRAINING COURSE ON CACAO PRODUCTION, PEST AND DISEASE MANAGEMENT" conducted on August 13-15,2014 at Rizal, Cagayan

Given this 15th day of August 2014 at Rizal Cagayan

RENATO A. MAGUIGAD
Center Director

TRAINING OFFICE
Research, Extension and Training

Central Luzon State University

Science City of Muñoz, Nueva Ecija, Philippines
GTI-01203-0884

awards this

Certificate of Participation

to

Romeo D. Menor

for actively participating in the Training on Vegetable Production held on December 7-8, 2009 at the Central Luzon State University, Science City of Muñoz, Nueva Ecija.

TEODORA T. BATTAD Director for Training	TEOTIMO M. AGANON Vice President for Research, Extension, and Training	RUBEN C. SEVILLEJA President

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cabagan, Isabela

Commission on Higher Education (CHED) -National Agriculture and Fisheries Education System (NAFES) 2

This is to certify that

Romeo D. Menor

has successfully completed a

3-Day Trainor's Training on Sexual and Asexual Propagation of Superior Mango Varieties, Nursery Establishment, Financial Management and Marketing

Under the CHED-NAFES 2 Project with the title "*Propagation of Superior Mango Varieties for Poverty Alleviation of Farmers in Region 2*" held on September 20-22, 2017 at Bulwagan ng Hilagang Sierra Madre CVPED Building, ISU, Garita Heights, Cabagan, Isabela.

LITO S. GUZMAN, JR., PhD.
Program Leader, CHED-NAFES 2

ADORA B. AMUGAUAN, PhD.
Extension Director

AMBROSE HANS G. AGGABAO, PhD.
Cluster Executive Officer

CS Form No. 1
Revised 2012

APPOINTMENT TRANSMITTAL AND ACTION FORM

For Use of Regulated Agencies Only

Civil Service Commission
CAGAYAN BATANES FIELD OFFICE
RECEIVED

AGENCY LOCAL GOVERNMENT UNIT- STO. NIÑO, CAGAYAN

CSCFO In Charge

For CSCRO/FO's Use:
Date Received
Control No.
Date/Time
Rcvg Officer

INSTRUCTIONS
1. Fill out the data needed in the form completely and accurately
2. Do not abbreviate entries in the form
3. Accomplish the Checklist of Common Requirements and sign the certification
4. Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office in-Charge together with the original copies of appointments and supporting documents

No.	NAME OF THE APPOINTEE/S: Last Name	First Name	Name Extension (Jr., II)	Middle Name	POSITION TITLE (indicate parenthetical title if applicable)	SALARY (JOB/PAY GRADE)	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT for Temporary, Casual, Contractual Appointments (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION: DATE (indicate period of publication mm/dd/yyyy to mm/dd/yyyy)	PUBLICATION: MODE (CSC Bulletin of Vacant Positions)	CSC ACTION: A = Approved or D = Disapproved	CSC ACTION: Date of Action (mm/dd/yyyy)	CSC ACTION: Date of Release (mm/dd/yyyy)	Agt. Receiving Officer
1	MENOR	ROVEO		DAGDAGAN	Administrative Aide (Utility Worker)	9,408.00	CASUAL	2/03/2020 to 6/30/2020	ORIGINAL	2/3/2020						
								NOTHING FOLLOWS								

CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete

MARGARITA VISITACION M. NARCISO
HRMO

Date

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

CS Form No. 34-E
Series of 2017

Republic of the Philippines
PROVINCE OF CAGAYAN
MUNICIPALITY OF STO. NIÑO

RECEIVED
Control No. 2020 0601
Date/Time MAR 02 2020
Rcvg Officer

PLANTILLA OF CASUAL APPOINTMENTS

Department/Office: OFFICE OF THE MUNICIPAL AGRICULTURIST

Source of Funds: GENERAL FUND

INSTRUCTIONS:

NAME OF APPOINTEE/S				POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/JOB/PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		ACKNOWLEDGEMENT OF APPOINTEE	
Last Name	First Name	Name Extension (Jr/III)	Middle Name				From (mm/dd/yyyy)	To (mm/dd/yyyy)	Signature	Date Received
MENOR	ROMEO		DAGDAGAN	Administrative Aide I (Utility worker I)	9,408.00	427.64	2/3/2020	6/30/2020		2-3-20

NOTHING FOLLOWS

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017 as amended, have been complied with, reviewed and found in order.

MARGARITA VISITACION M. NARCISO
HRMO

Date

CERTIFICATION

This is to certify that funds are available pursuant to Appropriation Ordinance No. 01 series of 2019

GLICÉRIO D. DELA CRUZ
Municipal Budget Officer

Date

CERTIFICATION AND SIGNATURE OF APPOINTING OFFICER/AUTHORITY

This is to certify that all pertinent provisions of Sec. 325 of RA 7160 Local Government Code of 1991 have been complied with in the issuance of appointments of the above

ATTY. VICENTE G. PAGURAYAN
Municipal Mayor

Date

CSC NOTATION

MA. SOCORRO AMY TAMAYAO
Supervising Human Resource Specialist

CSC Office

MAR 3 2020

Date

Note: Effectivity of appointment is not earlier than February 3, 2020

139-9-_____

ROUTING SLIP

2

DATE: Oct. 6, 2020

TO: RTD ROBERTO / ATTY-GENE
MS. CAROL

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

- ☑ FOR YOUR APPROPRIATE ACTION
- ☐ FOR YOUR INFORMATION/FILE & REFERENCE
- ☐ FOR YOUR REVIEW/COMMENTS/ RECOMMENDATION/VALIDATION
- ☑ DRAFT REPLY/ FOR YOUR ACKNOWLEDGEMENT

_____

- ☐ RUSH
- ☐ URGENT
- ☐ FOR CIRCULATION & DISSEMINATION
- ☐ FOR SCHEDULE
- ☐ ATTEND/REPRESENT ME
- ☐ _____

PLEASE CONSOLIDATE & SUBMIT TO MY OFFICE ON OR BEFORE

_____

REMARKS:

For your review & further action.

ROUTING SLIP

DATE Oct

TO Michelle / Warm

FROM : **CAROL P. ALBAY**
Agriculturist II/
HVCDP Focal Person

- [x] FOR YOUR APPROPRIATE ACTION
- [ ] FOR YOUR INFORMATION
- [ ] FOR YOUR REVIEW/COMMENTS
- [ ] FOR DISSEMINATION
- [ ] FOR FILE/REFERENCE
- [x] PLEASE DRAFT REPLY
- [ ] PLEASE MONITOR/FOLLOW-UP
- [ ] PLEASE RETURN/FORWARD TO
- [ ] URGENT
- [ ] PRIORITY
- [ ] REMINDER
- [ ] LET US DISCUSS
- [ ] PLEASE ATTEND
- [ ] PLEASE REPRESENT THE OFFICE
- [ ] FOR SCHEDULE

REMARKS:

Draft a reply. Please include this as Example when for HVCP 9: & cc SCKC