



Republic of the Philippines

DEPARTMENT OF AGRICULTURE

Regional Field Office No. 02

Tuguegarao City, Cagayan

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April 6, 2018

SPECIAL ORDER

No. 82

Series of 2018

SUBJECT: DESIGNATION OF AGRICULTURAL EXTENSION WORKERS IN-CHARGE FOR THE IMPLEMENTATION OF ORGANIC AGRICULTURE PROGRAM OF DA RFO 02 IN DIFFUN, QUIRINO AND AUTHORITY TO CLAIM INCENTIVE ALLOWANCE

In the exigency of service, and for the effective and sustainable promotion, propagation and implementation of Organic Agriculture Program in Diffun, Quirino, **Ms. Melba H. Bautista** is designated as Agricultural Extension Worker In-Charge of the Organic Agriculture Program in the said municipality.

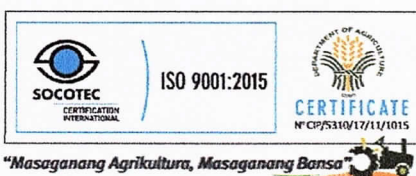
Per guidelines set forth by the Department of Agriculture, she shall perform the following basic functions with utmost responsibility, efficiency and diligence:

- a. Planning/program coordination/supervision and monitoring/validation on the delivery of Organic Agriculture Program interventions within the area of coverage
- b. Submission of provincial accomplishment 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
- 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 RFO-every 4th day of the succeeding month
- g. Quarterly updating of data for the Results-Based Monitoring and Evaluation System (RMES)

Furthermore, Ms. Bautista is authorized to claim monthly incentive allowance amounting to Two Thousand Five Hundred Pesos (₱2,500.00) 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 complying with all the requirements.


LORENZO M. CARANGUIAN, DPA
OIC-Regional Executive Director



6/20/18