



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

## MEMORANDUM ORDER

No. 18  
Series of 2022

**SUBJECT : STRENGTHENING THE MANAGEMENT AND IMPLEMENTATION OF THE NATIONAL LIVESTOCK PROGRAM IN THE REGIONAL FIELD OFFICES THROUGH THE CREATION OF THE REGIONAL LIVESTOCK PROGRAM MANAGEMENT TEAM**

### I. BACKGROUND

In recent years, the National Livestock Program (NLP) conducted reform initiatives focusing on the review of Major Final Outputs (MFOs), Performance Indicators (PIs), and Projects, Programs and Activities (PAPs) to ensure consistency with the Department of Agriculture's OneDA Reform Agenda. These initiatives are also built on previous planning and budget initiatives (*i.e.*, OPIF processes) and existing processes (Philippine Development Plan, Public Investment Plans) to ensure coherence with the national and regional goals and objectives.

The NLP recorded the highest budget allocation for FY 2022 with the approval of the Swine Recovery and Repopulation (INSPIRE) Program. Hence, there is a need to strengthen and enhance the existing program management capacities of NLP in the regional field offices to ensure that the targets of these programs, as well as other livestock projects and activities are met or surpassed, and the budget allocation are effectively utilized at the end of each fiscal year.

### II. OBJECTIVES

In line with DA's continuing efforts to improve all the components of the public sector management cycle (*i.e.*, planning, budgeting, implementation, monitoring, and evaluation), NLP will enhance its program management system in the regional field offices through the creation of the Regional Livestock Project Management Team (RLPMT) to reinforce evidence-based decision-making, transparency, good governance and accountability.

Specifically, this Memorandum Order is being issued with the following objectives:

1. *To provide inputs supporting evidence-based decisions.* The NLP Program Management System enables evidence-based decision-making related to current and future programming for the NLP Project Management Office (NLP-PMO).

  
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- a. Evidence respecting outcomes/impacts attributable to the project/program;
  - b. Outcome/Impact of the program/project vis-à-vis targets;
  - c. The extent to which outcomes/impacts of the program contributes with national priorities or regional goals or objectives; and
  - d. Prioritization of commodities production support
2. *To enable continuous program improvement.* The NLP Program Management System promotes feedback and learning to project/program managers and other stakeholders to further improve their implementation. Among the key areas to observe are:
    - a. Physical accomplishments vis-à-vis timeline
    - b. Services delivered (*i.e.*, number of beneficiaries per service vs. targets)
    - c. Repayment schemes (*e.g.*, animal dispersals, animal outlay)
    - d. Issues encountered and measures implemented to address these issues.
    - e. Best practices implemented.
  3. *To ensure effective program fund utilization.* The NLP Program Management System will provide evidence-based findings on the status of fund utilization, both positive and negative regarding the NLP projects/programs, to the implementing units and other concerned parties.

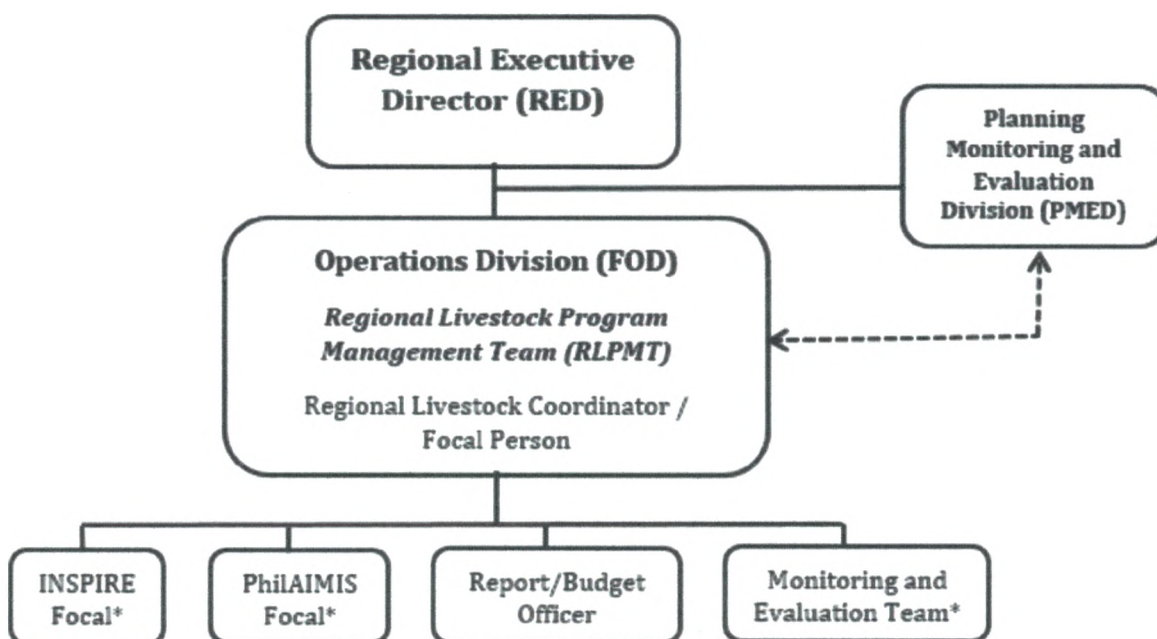
### III. CREATION OF THE REGIONAL LIVESTOCK PROGRAM MANAGEMENT TEAM

A Regional Livestock Program Management Team (RLPMT) is hereby organized to provide overall supervision and coordination in the implementation of all Livestock and Poultry programs and projects. Additionally, the RLPMT shall be responsible for the timely monitoring and evaluation of physical and financial statuses. A Special Order shall be issued on the composition of the RLPMT.

The RLPMT organizational structure is shown in *Figure 1*.

The RLPMT shall be composed of at least ten (10) members, including Contract of service and Permanent personnel. Each team shall be headed by the Regional NLP Program Coordinator or Focal as the Team Leader, and the Regional Report Officer as his/her alternate. Consistent to the current thrust and priorities of the program, the Regional LPMT shall designate five (5) personnel who will focus on monitoring and evaluation of the NLP Projects, Programs, and Activities (please refer to *Annex A. List of DA NLP Programs, Projects and Activities*).

**Figure 1. Organizational Structure of the Regional Livestock Program Management Team.**



*\*Additional Staff needed*

### COMPOSITION and TERMS OF REFERENCE

The following are the members of the RLPMT and their respective duties and functions:

**Regional Livestock Coordinator/Focal** (preferably a Veterinarian or Animal Science Specialist)

1. Supervise and coordinate the implementation of livestock programs and projects;
2. Coordinate with NLP-PMO and DA-PMED regarding actions/recommendations agreed upon during the exit conference and conduct implementation of the same;
3. Inspect, evaluate and counter-check completed projects with regard to the conformance to the requirements and agreements set forth in the approved Memorandum of Agreements (MOA), Plan of Work (POW), etc;

#### Report/Budget Officer

1. Coordinate with DA-PMED for the evaluation and monitoring of DA-NLP Funded programs and projects;
2. Recommend hiring of additional staff to facilitate the implementation of the NLP programs and projects;

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3. Prepare and consolidate monitoring and evaluation reports on financials, for submission to the NLP-PMO (Special Order no. 756 S. 2020), copy furnished the NLP Director, NLP Regional Program Coordinator, and NLP Senior Technical and Planning Officer;

#### **Monitoring and Evaluation Team**

1. Submit data on the Agriculture and Biosystems Engineering Management System (ABEMIS);
2. Geotag NLP-funded projects and facilities established;
3. Monitor ongoing DA-NLP programs and projects to ensure timely implementation and reporting (see also *Annex A. DA NLP Programs and Projects*), including NLP-funded Agricultural Training Institute (ATI) projects and the activities under INSPIRE Program (*Memorandum Circular no. 01 S. 2022*);
4. Coordinate with concerned Local Government Units (LGUs), Farmer Cooperatives and Associations (FCAs), and other project proponents on the scheduled date of the monitoring/validation to facilitate preparation of logistic support;
4. Coordinate/Conduct of exit conference with the LGUs and other concerned offices on the results of the monitoring/validation of the team;

#### **INSPIRE Program Coordinator/Focal (preferably a Veterinarian or Animal Science Specialist)**

1. Submit data on ABEMIS;
2. Prepare monitoring and evaluation reports on the INSPIRE Program, for submission to the Interagency-Livestock Data Analytics Group (Special Order no. 133 S. 2021), copy furnished the NLP Director, NLP Regional Program Coordinator, and NLP Senior Technical and Planning Officer; and
3. Perform other relevant tasks as may be needed and/or instructed.

#### **PHILAIMIS Coordinator/Focal**

1. Lead the regional data gathering, consolidation and initial analysis of livestock industry collected from the LGUs;
2. Oversee the local Philippine Animal Industry Management Information System (PHILAIMIS) encoder in the LGUs (Annex B)
3. Prepare initial analysis on the collected data for submission to the Interagency-Livestock Data Analytics Group (Special Order no. 133 S. 2021), copy furnished the NLP Director, NLP Regional Program Coordinator, and NLP Senior Technical and Planning Officer; and
4. Perform other relevant tasks as may be needed and/or instructed.

#### IV. BUDGETARY REQUIREMENT

The NLP shall allocate adequate funds annually to ensure the implementation of livestock programs and projects, and to strengthen the capacity of the workforce of the NLP Program in the regions. These include funds for:

- a. Recruitment and selection of staff;
- b. Salary and other remuneration based on education, experience, trainings and other qualifications;
- c. Human resource capacity and capability development activities to improve and or enhance competence and qualifications of personnel;
- d. Operation, maintenance, and contingency expenses; and
- e. External professional services fees.

#### V. SUPPLEMENTARY GUIDELINE AND AMENDMENTS

A supplementary guideline may be issued by the DA-RFOs as it deemed necessary to facilitate orderly implementation.

#### VI. SEPARABILITY CLAUSE

If any provisions or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

#### VII. EFFECTIVITY

This Memorandum Order shall take effect immediately upon signing and shall supersede other issuances that inconsistent herewith.

Done on this 4<sup>th</sup> day of March 2022.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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