



Misagang Agrikultura,  
Mabuhay na Ekonomiya

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL RESEARCH  
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Reference No. 2024- 239  
November 11, 2024

**MEMORANDUM FROM THE DIRECTOR**

**TO : ALL REGULAR AND BANNER PROGRAM FOCALS**

**SUBJECT : GUIDANCE ON THE PREPARATIONS FOR THE DA-BAR CY 2024 PROGRAM ASSESSMENT WORKSHOP**

This pertains to the conduct of the assessment of the performance of various regular and banner programs on their physical and financial accomplishments, spearheaded by the Team Management Committee (TMC) and participated in by all heads of technical divisions, heads of budget and accounting units, and key members of the Bureau's commodity and thematic program teams. The CY 2024 Program Assessment Workshop will be conducted from November 28 to 29, 2024, in Subic, Zambales.

In view of this, all regular and banner programs are advised to prepare your presentations for the activity. For advance reference of the Team Management Committee (TMC), kindly upload your presentations to the online folder: <https://bit.ly/ProgramAssessmentWorkshop> on or before **November 15, 2024 (Friday), 5:00 PM**. Please refer to the table below for the general guidance of the activity:

Step	Process	Description
1	Accomplish the presentation slides	<p>a. Please download the presentation template provided in the online folder</p> <p>b. Fill-out the required details and information as guided by the presentation template:</p> <ul style="list-style-type: none"> <li><i>FY 2024 Physical Performance Assessment</i>  Indicate the annual targets of each performance indicator and its physical accomplishments for FY 2024. Include the links to documents as a means of verification for the accomplishments.</li> <li><i>FY 2024 Financial Performance Assessment</i>  Report the financial performance of the program through including the annual appropriation (based on GAA) as well as the obligation and disbursement.</li> </ul>

		<ul style="list-style-type: none"> <li>● <i>FY 2024 Projects Funded</i>  Enumerate the new and ongoing projects funded for FY 2024. For the ongoing projects, provide updates or accomplishments.</li> <li>● <i>FY 2024 Technologies Developed/Commercialized</i>  List all the technologies supported for development and commercialization of the program during FY 2024 and provide a brief description/highlights/updates of the technology.</li> <li>● <i>Program Management Activities</i>  Present the program management activities which may include en banc reviews conducted, program meetings conducted (within or outside BAR) and monitoring (M&amp;E) activities conducted. Provide also photo documentation of the activities.</li> <li>● <i>FY 2024 Implementation of Various R&amp;D</i>  Provide the processes for the implementation of various R&amp;D, discussing the team assessment in terms of quality and timeliness of service. Include the best practices from the program that can be adopted. Reflect the challenges encountered and indicate the action implemented as well as the support needed from the management and other BAR functional units.</li> <li>● <i>FY 2025 Physical Targets</i>  Present the quarterly and annual targets for FY 2025 on each performance indicator.</li> <li>● <i>FY 2025 Financial Targets</i>  Provide the financial targets for FY 2025 (actual obligation and disbursement).</li> <li>● <i>FY 2026 Proposed R4D Activities</i>  Present the initial proposed R4D activities FY 2026, including the implementing agency, location, research strategy, and budget allotment.</li> </ul>
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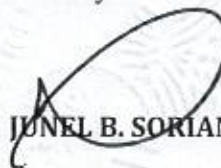


		<ul style="list-style-type: none"> <li>• <i>BAR R4D Program Focals</i></li> </ul> <p>Present the current structure of the R4D Program Focals indicating the lead focal and other R4D focals.</p>
2	Submit outputs	<p>a. Upload the workshop presentations at <a href="https://bit.ly/BannerProgramPresentations">https://bit.ly/BannerProgramPresentations</a></p> <p>b. Please send an official email at <a href="mailto:planning@bar.gov.ph">planning@bar.gov.ph</a> to notify them of the submitted presentations.</p>

Should you have any concerns or clarifications, please look for **Mr. Gian Carlo R. Espiritu** of the Planning and Monitoring Unit (PMU) at local number 2138, respectively, or email us at [planning@bar.gov.ph](mailto:planning@bar.gov.ph).

For immediate compliance.

Thank you.


  
**JUNEL B. SORIANO, PhD**

