



Reference No. 2024- 210
October 17, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION, SECTION, AND UNIT HEADS

SUBJECT : NOMINATION OF THE DA-BAR DIVISIONAL PLANNING AND REPORT OFFICERS

In order to facilitate faster and more efficient internal coordination and to ensure compliance with the reportorial requests from the Department of Agriculture (DA) and other oversight agencies, we kindly request the submission of the names of your nominated planning and report officers of your respective division/office.

As report officers, they shall provide the necessary support and assistance to the Planning and Monitoring Unit (PMU) and be responsible of the following functions:

1. Spearhead discussions, prepare, and consolidate their respective division's/office's plans and reports and other planning and monitoring- related requirements for submission to PMU, such as but not limited to:
 - a. Performance Commitment Review (PCR) reports
 - b. Program/project level data (i.e. targets, accomplishments, and other salient narrative/technical contents)
 - c. Services enrolled in the DA-BAR Citizens Charter Handbook
2. Participate and provide the needed information and updates in the planning and monitoring-related meetings and activities of the Bureau.

May we request for your response **on or before October 23, 2024 (Wednesday)** following the format below:

Division/Unit	Name	Position	Designation
<i>e.g. PDD</i>	<i>Juan Dela Cruz</i>	<i>Project Development Officer I</i>	<i>a. Planning Report Officer b. Technical Staff, PDD-PPES</i>

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