



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
BUREAU OF AGRICULTURAL RESEARCH  
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104  
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

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## MEMORANDUM FROM THE DIRECTOR

**TO :** ALL DIVISIONS, SECTIONS, AND UNITS

**SUBJECT :** INTERNAL GUIDELINES FOR THE FORMULATION OF THE  
DA-BAR FY 2025 PLAN AND BUDGET PROPOSAL

To further provide information on the FY 2025 Plan and Budget Calendar of Activities issued through a Memorandum from the Director No. 2023-102 dated December 28, 2023, please find attached the bureau's internal guidelines for planning, budgeting, and formulating programs, projects, and activities. Further, the guidelines contain the necessary policy frameworks, strategies, priority areas, and details of major activities in view of formulating the bureau's plan and budget for FY 2025.

For strict compliance.

  
JUNEL B. SORIANO  
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# INTERNAL GUIDELINES FOR THE FORMULATION OF THE DA-BAR FY 2025 PLAN AND BUDGET PROPOSAL

## I. INTRODUCTION

The Department of Budget and Management (DBM) released its guidelines for the formulation of each department's FY 2025 Plan and Budget proposals through the National Budget Memorandum No. 149 series of 2023<sup>1</sup>. Likewise, the Department of Agriculture (DA) has drafted its guidelines for the preparation of the DA's FY 2025 Plan and Budget Proposals through a Memorandum dated September 07, 2023. The guidelines released aimed to guide all DA Operating Units, including Attached Agencies and Corporations, in the preparation of their respective FY 2025 proposals. In view of the guidance given by the two oversight agencies, a set of internal guidelines are hereby drafted and formulated to provide directions necessary for the efficient and effective funding and implementation of research for development programs, projects, and activities in the agriculture and fisheries sector for the year 2025 of the bureau and its partner implementing agencies.

## II. POLICY AND PLANNING FRAMEWORK

The bureau's FY 2025 Plan and Budget Proposal shall anchor on the following A&F-related laws and issuances as identified by the department. This includes:

- a. Republic Act (RA) 8435- Agriculture and Fisheries Modernization Act (AFMA)
- b. RA No. 10068, as amended by RA No. 11511- Organic Agriculture Act
- c. RA No. 10611- Food Safety Act
- d. RA No. 10601- Agricultural and Fisheries Mechanization Law
- e. RA No. 11321 - Sagip Saka Act
- f. Commodity Industry Roadmaps 2022-2025
- g. Ambisyon Natin 2040
- h. Sustainable Development Goals (SDGs) 2030
- i. 8-point Socioeconomic Agenda and Philippine Development Plan (PDP) 2023-2028
- j. National Agriculture and Fisheries Modernization and Industrialization Plan (NAFMIP) 2021-2030

## III. PREPARATORY ACTIVITIES IN VIEW OF FORMULATING THE DA-BAR's FY 2025 PLAN AND BUDGET PROPOSAL

### A. Review of Indicative FY 2025 Plan and Budget Proposals (DA-BAR)

All divisions, sections, units are instructed to prepare and submit their respective indicative work and financial plans for FY 2025 based on the 2024 budget ceiling **on or before January 31, 2024**. The work plans shall be consolidated by the

<sup>1</sup> National Budget Call for FY 2025 dated December 2023



Procurement Unit (PU), Budget Unit (BU), and the Planning and Monitoring Unit (PMU) to serve as reference in crafting the bureau's overall FY 2025 proposal.

**B. Conduct of the FY 2025 Internal Budget Forum (DA) - February 6, 2024 (DA)**

The DA's Planning and Monitoring Service- Program Development Division and the Financial Management Service- Budget Division shall lead and facilitate the conduct of the Internal Budget Forum, which aims to provide guidance and direction to all DA-OUs in crafting their respective PBPs for FY 2025, including specific instructions and additional guidelines from the FY 2025 Budget Call issued by the DBM.

**C. Submission of indicative line-up of R4D PPAs to the Office of the Director for consideration**

In view of the FY 2025 Plan and Budget workshops to be conducted by the DA's National Banner Programs, all commodity team leaders are instructed to craft a document containing the list for indicative line up of R4D PPAs FY 2025. Specifically, this includes the following:

1. Continuing PPAs (i.e. *Phase 2, 3,... onwards*)
2. New (i.e. *as received and evaluated*)
3. Required/advised by the Banner Program Directorate
4. Suggested and recommended proposals or research areas proposed by the Commodity team for inclusion in FY 2025 line up (i.e. *this may come from the NAREA 2023-2028, Call for proposals etc.*)

The PMU shall disseminate a template for reference by the commodity teams to be signed by the commodity team lead and noted by the Director.

**D. DA-BAR Internal Budget Hearing FY 2025 PBP- February 2024 (DA-BAR)**

In view of the scheduled FY 2025 Technical Review Workshop by the DA, an internal budget hearing shall be conducted by the bureau on **February 15-16, 2023** (*tentative*) to evaluate, assess, and determine the strategic allocation of the bureau's financial resources relative to the targeted line-up of R4D PPAs to be funded and supported by the bureau FY 2025.

All concerned technical divisions are instructed to prepare the line up of R4D PPAs for FY 2025 Tier 1 and/or Tier 2. These include, but are not limited to, the new proposals evaluated for funding, and/or next Phase (e.g. Phase 2, 3,...n) of funded projects. The line-up of R4D PPAs will be used and presented by the Planning Monitoring Unit and Budget Unit during the DA Technical Review Workshops

Relative to the setting of physical targets, all concerned technical divisions and program focals are instructed to craft and align their respective Performance Indicator Capture Sheets based on the standardized format to be disseminated by the bureau's PMU. This is in line with the bureau's initiative on harmonizing and standardizing the submission of PICS related documents to the Department.



**E. Review and presentation of indicative FY 2025 Work and Financial Plans (WFP) of sections and units**

The PU and BU shall spearhead the conduct of a workshop among sections and units of the bureau to review the submitted indicative FY 2025. This will serve as an input to the Technical Review Workshops to be conducted by the DA in view of formulating the Department's FY 2025 Plan and Budget Proposal.

**F. Conduct of Technical Review Workshops (TRWs) - February 19-23, 26 to March 1, and March 04-08, 2024 (DA)**

The PMS-PPD and the FMS-BD will spearhead the conduct of the TRWs, which will be held in three clusters. This activity aims to convene all OUs to discuss in detail their respective FY 2025 PBP.

All OUs shall present their proposals using the prescribed template. This shall include the top five Tier 2 proposals of each OUs that will be prioritized during the deliberation of the Department's Tier 2.

All OUs shall incorporate the general agreements and specific instructions agreed upon into their respective FY 2025 PBPs.

In view of the bureau's presentation of R4D PPAs, the following information is requested to be updated by the program focals under the source file. Specifically, the following columns shall be filled-up by concerned technical divisions of the bureau:

- a. Column F: Project Title
- b. Column H: Lead Implementing Agency
- c. Column I: Type of Implementer
- d. Column K and L: IA Address and IA Congressional District and Province
- e. Column M and P: IA Region and Project Site/s
- f. Column AA to AD: Technology/ies/Project Description
- g. Column AO: FY 2025 Target Budget Requirements
- h. Column AP: Target Quarter of Funding
- i. Column AZ: Technical Investment Area
- j. Column BE: DA-Level Indicators

**G. Conduct of Philippine Council for Agriculture and Fisheries- National Sectoral Committees (PCAF-NSC) - February, March, and April 2024 (DA)**

The PCAF shall call for the conduct of the NSC Meetings. These meetings shall serve as a consultative mechanism that will involve the private sector in the review and monitoring of the DA's priority programs

With this, all concerned divisions/sections/units are instructed to incorporate the comments and recommendations to be forwarded by PCAF and the councils in view of crafting the bureau's FY 2025 PBB.

**H. Conduct of Internal Budget Hearing (IBH) - March 18-22, 2024 (DA)**



The PMS-PPD and FMS BD shall spearhead the conduct of the IBH. This activity aims to convene the Department's Management Committee (ManCom) and concerned technical staff to discuss the DA's FY 2025 PBP and ensure its alignment with the DA's thrusts and strategic agenda.

Relative to this, all concerned divisions/sections/units of the bureau are instructed to strengthen and enhance the details of the lined-up R4D PPAs FY 2025. Furthermore, comments from the TRWs and NSC meetings must be ensured to be incorporated within the proposal of the bureau upon presentation to the DA for the IBH.

**I. Conduct of Inputting to Online Submission of Plan and Budget Proposals (OSBP)- April 1-5 2024 (DA)**

All OUs shall finalize the BP forms and ensure its accuracy in accordance with the agreements made during the TRWs and IBH.

The bureau's PMU and BU shall lead the accomplishment of the BP forms in coordination with the bureau's technical and administrative divisions. All concerned divisions/sections/units are instructed to review and vet the data and information within the BP forms to be encoded and uploaded to the DBM's system.

**J. Submission of FY 2025 PBP to DBM (Printed Copies)- April 2024 (DA)**

The DA PMS-PPD and FMS-BD shall facilitate the packaging of the Department's FY 2025 PBP, prior submission (printed copies) to the DBM within the specified deadline in the Budget Call.

To this, all OUs are expected to submit their respective printed FY 2025 PBPs to the PMS-PPD and FMS-BD for review, consolidation, and packaging.

**K. Conduct of Technical Budget Hearing (TBH) with DBM - May 2024 (DA)**

Spearheaded by the DBM, in coordination with the PMS-PPD and FMS-BD, a technical budget hearing (TBH) shall be conducted to evaluate the Priority Tier 2 Proposals of DA. All concerned OUs are required to participate in the TBH and may be requested to present and defend their respective Tier 2 proposals.

Prior to the TBH, PMS-PPD and FMS-BD shall conduct a desk review and deliberation of Tier 2 proposal; results of which shall be discussed and endorsed to the Undersecretaries for Policy, Planning, and Regulations and Finance. Final list of prioritized proposals shall be endorsed to the Office of the Secretary for submission to the DBM.

Note that only Tier 2 proposals submitted through the OSBP system will be considered and accommodated.

**L. Submission of DA's counterproposal (June to July 2024) (DA)**



Upon receiving the DBM-recommended budget, all concerned divisions/sections/units of the bureau are instructed to update their respective physical targets and BP forms for submission to the DBM.

**M. FY 2025 PBP Budget Execution Documents (BEDs) Workshop (August 2024) (DA-BAR)**

Upon the issuance of NEP, the BU and PMU shall conduct a BEDs Workshop to strategically plan and allocate the resources of the bureau based on various activities and R4D PPAs to be supported and funded. All concerned divisions are instructed to provide relevant information and details in preparation for the budget hearing deliberations to be conducted from August to November 2024. Specifically, the following columns within the source file FY 2025 are expected to be updated by program focals and commodity team leads:

- a. Column F: Project Title
- b. Column H: Lead Implementing Agency
- c. Column I: Type of Implementer
- d. Column K and L: IA Address and IA Congressional District and Province
- e. Column M and P: IA Region and Project Site/s
- f. Column AA to AD: Technology/ies/Project Description
- g. Column AO: FY 2025 Target Budget Requirements
- h. Column AP to AX: Target Quarter and Month of Funding
- i. Column AZ: Technical Investment Area
- j. Column BE: DA-Level Indicators

The physical and financial targets of the divisions indicated in PICs and BEDs should be aligned to their respective Performance Commitment Review (PCR) forms. Lastly, the PMU and BU, in coordination with PDD, PMELD, and KMISD shall prepare the bureau's previous and current financial and physical accomplishments in preparation for the scheduled budget deliberations.

Further, relative to the issuance of NEP, the PMU and BU shall facilitate the updating of the bureau's BP forms and PICS, for submission to the PMS-PPD and FMS-BD.

All concerned OUs are reminded to ensure that all updates/changes are properly communicated with concerned implementers/counterparts.

**N. FY 2025 Budget Deliberations (August to October 2024)**

All OUs are required to participate and defend their respective proposals in a series of budget deliberations to be conducted by the house of representatives and senate of the Philippines.

**1. FY 2025 Budget Deliberations (House of Representatives (HOR))**

The Committee on Appropriations of the House of Representatives holds public hearings on the proposed Budget. The Committee then sponsors the recommended General Appropriations Bill (GAB) before the House in plenary.



In view of this, the PMU and BU facilitate the packaging of the bureau's presentation and other relevant materials relative to the deliberation proper. Furthermore, all concerned technical divisions/sections/units are instructed to ensure that all relevant information and details, specifically, the following columns within the source file FY 2025, are updated by program focals and commodity team leads:

- i. Column F: Project Title
- ii. Column H: Lead Implementing Agency
- iii. Column I: Type of Implementer
- iv. Column K and L: IA Address and IA Congressional District and Province
- v. Column M and P: IA Region and Project Site/s
- vi. Column AA to AD: Technology/ies/Project Description
- vii. Column AO: FY 2025 Target Budget Requirements
- viii. Column AP to AX: Target Quarter and Month of Funding
- ix. Column AZ: Technical Investment Area
- x. Column BE: DA-Level Indicators

## **2. FY 2025 Budget Deliberations (Senate of the Philippines)**

Once the House Committee on Appropriations approves the GAB, the House formally transmits the document to the Senate for further deliberation. The Senate Committee on Finance sponsors the GAB in plenary, which then approves the Senate version of the GAB.

## **3. FY 2025 Plenary Deliberations (HOR and Senate)**

Once approved by the Senate, the HOR and Senate each form a panel of lawmakers that will form part of the Bicameral Conference Committee (Bicam). The committee then votes for the finalization of the GAB, for submission to the President.

### **O. Submission of revised BEDs and PICS based on Congress and Senate deliberations**

After the budget deliberation, all OUs are instructed to revise their proposals accordingly, based on the comments and recommendations raised by the policy makers

BU and PMU shall spearhead the finalization of the bureau's revised BEDs and PICS in coordination with the concerned divisions. The revised documents will be presented to the management prior to the presentation in the TRW for FY 2025 BEDs based on NEP.

### **P. Technical Review Workshop (TRW) for FY 2025 BEDs based on the NEP**

A TRW shall once again be conducted, prior submission of the revised BEDs and PICS, to facilitate the updating of FY 2025 BEDs of the OUs based on NEP.



**Q. Submission of BEDs and PICS based on NEP (DA) (October 14-18, 2024)**

Based on the conducted TRW, all OUs shall update and revise their respective BEDs and PICS. The DA PMS-PPD and FMS-BD shall facilitate the packaging of the Department's FY 2025 BEDS and PICS (based on NEP), prior submission to the DBM within the specified deadline in the Budget Call.

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**IV. ANNEXES**

**A. FY 2025 DA INTERNAL PLAN AND BUDGET GUIDELINES**

**B. FY 2025 PLAN AND BUDGET CALENDAR OF ACTIVITIES**

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