



Reference No. 2024-12- 03
December 26, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR STAFF

SUBJECT : CONDUCT OF SPECIAL FLAG CEREMONY EVERY FIRST MONDAY OF THE MONTH FOR CY 2025

In line with our thrust for the coming year, we are earnestly looking for pertinent activities that will continuously promote the Bureau's service and our relevance to the agriculture and fisheries sector. Accordingly, to further strengthen our efforts in the implementation of our projects and programs, at the same time fostering innovation for more meaningful and doable collaborations, the management will be implementing a special flag ceremony **every first Monday of the month**, starting January of 2025.

We will make certain that we will be inviting notable officials from the various government agencies to deliver their respective messages, inspiring thoughts and practical tips that will hopefully motivate everyone to perform better, harnessing their insights and cultivating knowledge for a better bureau.

In light of this, the following are the respective assignments for the conduct of the DA-BAR Flag Raising Ceremony for CY 2025, to wit:

DATE	HOST DIVISION	INVITED OFFICIAL/S <i>(for every 1st Monday)</i>
JANUARY 2025		
January 6	Office of the Director (OD)	Undersecretary for Policy, Planning and Regulations
January 13	Office of the Assistant Director (OAD)	
January 20	Planning and Monitoring Unit (PMU)	
January 27	Compliance Office	
FEBRUARY 2025		
February 3	Program Development Division PDD-Project Packaging and Evaluation Section (PPES)	Regional Executive Director
February 10	(PDD)-Technology Management Section (TMS)	

DATE	HOST DIVISION	INVITED OFFICIAL/S <i>(for every 1st Monday)</i>
February 17	PDD-Impact Evaluation and Policy Section (IEPS)	
February 24	PDD-Institutional Development Section (IDS)	
MARCH 2025		
March 3	Program Monitoring, Evaluation and Linkaging Division (PMELD) - Research Linkages Section (RLS)	Provincial/Local Government Unit
March 10	PMELD-Monitoring and Evaluation Section (MES)	
March 17	PMELD-International R4D Relations Section (IRRS)	
March 24	PMELD-Results Management Section (RMS)	
March 31	PMELD-Research Linkages Section (RLS)	
APRIL 2025		
April 7	Knowledge Management and Information Systems Division (KMISD) - Applied Communication Section (ACS)	Undersecretary for Special Concerns and for Official Development Assistance (ODA)-Foreign Aid/Grants
April 14	(KMISD)-Scientific Literature System Section (SLSS)	
April 21	KMISD-Information Management Section (IMS)	
April 28	KMISD-SLSS	
MAY 2025		
May 5	Administrative and Finance Division (AFD)-Records Unit (RU)	Undersecretary for Finance
May 12	AFD-Human Resource Management Unit (HRMU)	
May 19	AFD-Procurement Unit	
May 26	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)	
JUNE 2025		
June 2	Office of the Director (OD)	Undersecretary for Livestock
June 9	Office of the Assistant Director (OAD)	

DATE	HOST DIVISION	INVITED OFFICIAL/S <i>(for every 1st Monday)</i>
June 16	Planning and Monitoring Unit (PMU)	
June 23	Compliance Office	
June 30	Office of the Assistant Director (OAD)	
JULY 2025		
July 7	Biotechnology Program Office	Undersecretary for High Value Crops
July 14	AFD-Transportation Maintenance and Services Unit (TMSU)	
July 21	AFD-Cash Unit (CU)	
July 28	AFD-Property and Supply Unit (PSU)	
AUGUST 2025		
August 4	Program Development Division (PPD) - Institutional Development Section (IDS)	House of the Representatives
August 11	PDD-TMS	
August 18	PDD-IEPS	
August 26 (Tuesday)	PDD-PPES	
SEPTEMBER 2025		
September 1	PMELD-MES	Senate of the Philippines
September 8	PMELD-RMS	
September 15	PMELD-IRS	
September 22	PMELD-RMS	
September 29	PMELD-RLS	
OCTOBER 2025		
October 6	KMISD-SLSS	Undersecretary for Administration
October 13	KMISD-ACS	

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DATE	HOST DIVISION	INVITED OFFICIAL/S <i>(for every 1st Monday)</i>
October 20	KMISD-IMS	
October 27	KMISD-SLSS	
NOVEMBER 2025		
November 3	AFD-Budget Unit (BU)	Private Partner/s
November 10	AFD-Accounting Unit (AU)	
November 17	AFD-Records Unit (RU)	
November 24	AFD-Building Maintenance, Security and General Utility Services Unit (BMSGUSU)	
DECEMBER 2025		
December 1	Office of the Director (OD)	Office of the Secretary
December 9 (Tuesday)	Office of the Assistant Director (OAD)	
December 15	Planning and Monitoring Unit (PMU)	
December 22	Compliance Office	
December 29	Planning and Monitoring Unit (PMU)	

Further, the program for every first Monday of the month shall follow this format:

TIME	ACTIVITY
08:00 AM	Flag Ceremony Office of the Director
08:10 AM	Director's Message JUNEL B. SORIANO, PhD Director Introduction of Guest Speaker JOELL H. LALES Assistant Director
08:40 AM	Inspirational Message

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Guest Speaker

08:50 AM

Other activities that may be included

Please be guided accordingly.

JUNEL B. SORIANO, PhD

