



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
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SPECIAL ORDER

No. 310

Series of 2024

SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 300 AUTHORITY TO PARTICIPATE IN THE PRESENTATION OF INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR THE YEAR 2025

This is to formally amend Special Order No. 300, regarding the scheduled meeting of **PRESENTATION OF INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR THE YEAR 2025** initially set for 9:00 AM , to be held on September 25-26.

The meeting time and program flow has been revised as follows:

New Meeting Date & Time: 1:30 PM onwards for September 25, 2024
9:00 AM onwards for September 26, 2024

Venue: Same Venue

The program flow is attached herewith for your reference. All other provisions of the original Special Order shall remain in full force and effect.

For your guidance and compliance.

Done this 16th day of September 2024.

JUNEL B. SORIANO, PhD
Director





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**PRESENTATION OF INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN FOR FY
 2025**
Program Flow

TIME	ACTIVITY	SPEAKER/PRESENTER
DAY 1		
1:30 - 1:40 PM	Preliminaries	
	Prayer	
	Roll call and Acknowledgement of Participants	
	Run through of Program of Activities	
1:40 - 2:00 PM	Presentation of Proposed Budget for CY 2025 & Proposed Budget for WFP and PPMP	MARILOU C. OREN Head, Budget unit
2:00 PM - 2:30 PM	Presentation of Procurement Processes	JUDITH A. MAGHANOY Head, Procurement unit
2:30 PM	Presentation of Indicative PPMP for 2025 with Open Forum	Assigned staff/head for each Division/Unit
2:30 - 2:50 PM	Cash Unit	
2:50 - 3:10 PM	Budget Unit	
3:10 - 3:30 PM	Accounting Unit	
3:30 - 3:50 PM	Records Unit	
3:50 - 4:10 PM	Procurement Unit	
4:10 - 4:30 PM	Compliance Office	
4:30 - 5:00 PM	OAD	
5:00 PM	END OF DAY 1	

TIME	ACTIVITY	SPEAKER/PRESENTER
DAY 2		
9:00 - 9:10 AM	Preliminaries	
	Roll call and Acknowledgement of Participants	
9:10 AM	Continuation of Presentation of Indicative PPMP for 2025 with Open Forum	Assigned staff for each Division/Unit
9:10 - 9:50 AM	PDD	
09:50 - 10:30 AM	PMELD	
10:30 - 11:10 AM	KMISD	
11:10 - 11:50	HRMU	
12:00 NN - 1:00 PM	LUNCH	
1:00 PM - 1:40 PM	TMSU	
1:40 PM - 2:30 PM	BMSGUSU	
2:30 - 2:40 PM	Procurement Unit	
2:40 - 3:00 PM	PSU	

3:00 - 3:20 PM	PMU	
3:20 - 3:40 PM	OD	
3:40 - 4:30 PM	BIOTECH	
5:00 PM	END OF DAY 1	