



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 13, Series 2013

SUBJECT : COMPOSITION OF THE IFSU PROJECT TEAM FOR THE MARKET-ORIENTED AGRI-TECHNOLOGY AND AGRI-EXTENSION SERVICES (AES) COMPONENT OF THE AGRARIAN REFORM COMMUNITY CONNECTIVITY AND ECONOMIC SUPPORT SERVICES (ARCESS) PROJECT

DATE : AUGUST 5, 2013

1. The Department of Agrarian Reform (DAR) tapping the fund of the Agrarian Reform Community Connectivity and Economic Support Services (ARCESS) Project (ARCESS) has approved the funding of the project's component entitled "Market-Oriented Agri-Technology and Agri-Extension Services (AES)".
2. The Ifugao State University (IFSU) is to implement the project in the provinces of Benguet, Mt. Province and Ifugao using the fund transferred by DAR.
3. To ensure the successful conduct of the project, a project team is hereby organized composed of the following:

Technical/Managerial Staff	Position	Tasks/Role/function/Responsibility
Serafin L. Ngohayon, PhD.	Team Leader	Supervise the overall activities of IFSU Team as Service provider for the Agri-technology and Agri-extension services of the DAR-ARCESS Project.
Dr. Napoleon K. Taguiling	Project Coordinator and Training & coaching Specialist for Benguet	Supervise, coordinate and implement all activities of IFSU team as Service provider for the Agri-technology and Agri-extension services of the DAR-ARCESS Project particularly for Benguet Province. Spearhead preparation of farm management plan, CSF manuals, techno guide, and training design, modules/manuals and report preparation
Dr. Jose G. Daniels	Project Coordinator & Training & coaching Specialist for Mt. Province	Supervise, coordinate and implement all activities of IFSU team as Service provider for the Agri-technology and Agri-extension services of the DAR-ARCESS Project particularly for Mountain Province. Spearhead preparation of farm management plan, CSF manuals, techno guide, and training

		design, modules/manuals and report preparation
Dr. Robert T. Ngidlo	Project Coordinator & Training and coaching Specialist for Ifugao	Supervise, coordinate and implement all activities of IFSU team as Service provider for the Agri-technology and Agri-extension services of the DAR-ARCESS Project particularly for Ifugao Province. Spearhead preparation of farm management plan, CSF manuals, techno guide, and training design, modules/manuals and report preparation
Prof. Rumedia Camat Prof. Venus Fagyan	On-call Experts	Serve as experts on harvesting and initial processing
For. Milton Dulay	On-call Expert	Serve as expert on Nursery management and plantation establishment and management.
Joseph Ngohayon	On-call Expert	Serve as expert on root crops production, organic fertilizer production
Dr. Teresita Allig	On-call Expert	Serve as expert on soil testing and fertility management, pest and diseases control
Nathaniel Dimog Dr. Wedy Lannaon, Esperanza Ballitoc	On-call Experts	Serve as experts on farm management, Soil and water conservation, Plantation maintenance
Other Experts	On-call Experts	Specific experts shall be hired based on identified needs within the duration of the project
Juliet Daniels, CPA	Finance manager	Manage fund disbursement and assist in report writing
Marites Bumidang	Project Staff Level 1	Assist in the preparation of training design, modules/manuals and report writing
<i>For evaluation of applicants</i>	Agriculture Technician (Full time)	Serve as overall project coordinator and training and coaching specialist - Assist in the coaching preparation of training design, modules, documentation of training activities and preparation of training reports.
<i>For evaluation of applicants</i>	Agriculturist (Full time)	Serve as crop specialist and team leader - Assist in the preparation of training design, modules, documentation of training activities & preparation of training reports.
<i>For evaluation of applicants</i>	Clerk	Encode training documents, reports, modules, techno-guides.
Lester Madino	Training staff	Serve as on-call training staff during trainings for Benguet
Phyllis Ngidlo	Training staff	Serve as on-call training staff during trainings for Ifugao
Annabelle Matic	Training staff	Serve as on-call training staff during trainings for Mt. Province



4. IFSU Project Team (IFSU-PT). The IFSU-PT is to do the following functions:
 - a. Undertake the actual implementation of the project in the provinces of Benguet, Mt. Province and Ifugao.
 - b. Produce and submit the deliverables as stipulated in the Terms of Reference and work and financial plans;
 - c. Prepare a comprehensive account, in written literature, on the various activities done in relation to the project implementation;
 - d. Write and submit a project summary/terminal report.
5. The above stated functions shall be on top of the regular functions of the identified employees in #3. All activities shall be done on weekends and outside office hours.
6. The project team leader and project team members are to be given monthly honoraria equal to or lower than the prescribed rates for D&D activities adopted by the Department of Agrarian reform (DAR) or Department of Science and Technology (DOST) chargeable against the allotted fund in the project.
Honoraria rates will be as follows:

Program leader	:	PhP8,800.00/month
IFSU Project Staff Members Level 3	:	PhP7,500.00/ month
IFSU Project Staff Members Level 1	:	PhP4,800.00/month
On call Experts	:	PhP300.00/ hour
Part Time training staff	:	PhP360/day
7. Mr. Florencio Dimog, Vice Chairperson of the University's Bids and Awards Committee (BAC) shall act as chairman when it comes to purchases related to this ARCESS Project.
8. The program/Project shall be implemented within 12 months period from May 30, 2013 to May 30, 2014.

For the commitment of all concerned offices and employees.


SERAFIN L. NGOHAYON, PhD
 University President

Copy furnished : - VP for RDET
 - Director for R and D
 - Campus Directors
 - Concern employees



The first part of the document
 discusses the importance of
 maintaining accurate records
 and the role of the
 management team in
 ensuring compliance with
 all applicable laws and
 regulations.

This section outlines the
 key objectives of the
 project and the expected
 outcomes. It also provides
 a detailed overview of the
 project's scope and the
 resources required to
 complete it successfully.

The following table provides
 a summary of the project's
 key milestones and the
 estimated completion dates.
 This information is intended
 to provide a clear overview
 of the project's progress
 and to ensure that all
 stakeholders are aware of
 the current status.

The project team has
 identified several key
 risks that could impact the
 project's success. These
 risks have been categorized
 based on their potential
 impact and likelihood of
 occurrence. The project
 manager will be responsible
 for monitoring these risks
 and implementing mitigation
 strategies as needed.

The project budget is
 estimated to be approximately
 \$1,000,000. This budget
 includes all direct and
 indirect costs associated
 with the project, including
 personnel, materials, and
 overhead expenses. The
 project manager will be
 responsible for ensuring
 that the project is completed
 within the allocated budget.

The project team has
 identified several key
 stakeholders who will be
 impacted by the project's
 outcomes. These stakeholders
 include the project sponsor,
 the project manager, the
 project team, and the
 project's end users. The
 project manager will be
 responsible for identifying
 the needs and expectations
 of these stakeholders and
 ensuring that the project
 meets their requirements.

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