

Republic of the Philippines Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Ave., Diliman, Quezon City

Philippines 1101 T!N 000-784-336 SUGAR REGULATORY ADMINISTRATION RECORDS SECTION

DATE:

MEMO-RDE-ODA-2018-JUL- O2O

MEMORANDUM ORDER NO.

Series of 2018

July 13, 2018

OFFICE OF THE MANAGER III

PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT [PPSPD]

Received by: Date

Time

TO

ALL MILL DISTRICT OFFICERS

R, D & E MANAGERS / OIC

AGRICULTURAL EXTENSION CHIEF AGRICULTURISTS / OIC

FOCAL PERSONS OF SIDA PROJECTS

MIS-QUEZON CITY EMILIA R. CHU

FROM

HERMENEGILDO R. SERAFICA

Administrator

ENDORSED BY:

ROSEMARIE'S. GUMERA

OIC, Deputy Administrator for R, D & E

SUBJECT

Preparation and Signatories of OPSI Certificates

Outreach Program for the Sugar Industry (OPSI) training is a regular training conducted by the MDOs in the sugarcane mill districts or in the SRA research stations which is among the requirements of SRA for farmers to qualify for loan assistance through the Socialized Credit Program (SCP) pursuant to the implementing rules and regulations of the program signed by SRA and Landbank of the Philippines (LBP).

In view of the above, the preparation of the OPSI Certificates of participation shall be centralized at the Office of the Deputy Administrator / OIC for R, D & E. All MDOs are directed to email the scanned copy of OPSI attendance sheet, certified true and correct by the concerned MDO, to the Office of the R, D & E Deputy Administrator / OIC (using info@sra.gov.ph, srahead@sra.gov.ph addresses: emvramoschu@yahoo.com) within one day after the conduct of such training.

The Office of the R, D & E Deputy Administrator / OIC shall immediately prepare the certificates of OPSI training participation to be signed by the following officers:

- 1. MDO who conducted / organized the training
- 2. Administrator
- 3. In the absence of the Administrator, the R, D & E Deputy Administrator / OIC shall sign in behalf of the Administrator

The Office of the R, D & E Deputy Administrator shall mail the original copies of the certificates signed by the Administrator to concerned MDOs or the certificates be picked up by the MDOs in SRA Quezon City or Bacolod City offices, whichever is more practical. The MIS unit of the Planning, Policy and Special Projects Department shall maintain a database of OPSI participants which shall be stored in the SRA main server and should be made available when needed by SRA management. An information system of OPSI participants shall be developed by MIS so that demographics of farmers and validity date will be reflected in the report generated by the system.

For your reference, attached is the attendance sheet template. OPSI training certifications shall be valid for three (3) years in order to update the knowledge of the farmers on any technological advancement in sugarcane farming after 3 years.

Cooperation of all concerned are enjoined to ensure that those issued with certificates of participation have actually attended OPSI trainings, relieve any external pressures for the issuance of training certifications and maintain a centralized database of farmers and participants.

gold

ATTENDANCE SHEET

OUTREACH PROGRAM FOR THE SUGAR INDUSTRY (OPSI) TRAINING – 1st LEVEL SUGAR REGULATORY ADMINISTRATION

Mill District:Names	Venue:		Date Conducted:				
	Residence Address (Sitio/Barangay/Municipality)	Farm Location/s (Barangay/Municipality)	Size/s of Farm, Has.	AGE	GENDER (Pls Check)		SIGNATURE
					Male	Female	
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Certified True & Correct:

Name & Signature of SRA MDO

