



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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**SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION**
RELEASED
BY: _____
DATE: _____ **AUG 25 2020**

MEMO-PPSPD-2020-Aug-030

August 17, 2020

MEMORANDUM CIRCULAR NO. 9

Series of 2020

OFFICE OF THE MANAGER III
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)
Received by : JM
Date : 8/25/20
Time : 145 pm
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**SUBJECT : GUIDELINES IN MONITORING THE ACCOMPLISHMENTS OF THE
BLOCK FARM PROGRAM**

I. Rationale

The block farm program was launched in 2012 through a partnership agreement between SRA and DAR which focused on the agrarian reform beneficiaries as major participants of the program. The program was institutionalized through RA 10659 otherwise known as the Sugarcane Industry Development Act of 2015 (SIDA). SIDA mandates to promote the competitiveness of the sugarcane industry and maximize the utilization of sugarcane resources, and improve the incomes of farmers and farm workers, through improved productivity, product diversification, job generation, and increased efficiency of sugar mills.

The block farm program is one of the major farm productivity programs mandated by RA 10659 to boost the production of sugarcane and sugar and increase the incomes of sugarcane farmers / planters and farm workers.

SRA Memorandum Circular No. 7, series of 2017, provides for the *Guidelines of the Different Program Components of the Block Farm Program* which spells out the individual implementation guideline of each government-funded intervention to SRA-Accredited Block Farms such as start-up capital, high-yielding variety nursery, among others. The Guidelines also provides the details of monitoring activities and the type of report to be undertaken by the Block Farm Technical Personnel in close supervision by the Mill District Officers (MDOs) of SRA.

In order to establish the process of monitoring the accomplishments and outcomes of the Block Farm Program, the SRA hereby publishes these guidelines. Further, the monitoring report of the technical personnel shall include a sex disaggregated data of the farmers who are enrollees of the block farm program as an attribution to the gender and development commitment of SRA.



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"A food-secure Philippines with prosperous farmers and fisherfolk"

II. Reportorial Requirements

1. The SRA monitoring officers (MDOs / Technical Personnel / PPSPD) shall follow the template of the various types of monitoring reports to be submitted to PPSPD, the Administrator and to COA as provided below:

Table 1. Template of Various Monitoring Reports of the Block Farm Program

Type of Report	Content	Prepared by	Reviewed and Approved by
Quarterly workplan of activity	Quarterly plan of activities with indicator and target per activity per Block Farm per GAA	Block Farm Technical Personnel	Reviewed by MDO and approved/consolidated by Block Farm Coordinator/ Chief Agriculturist
Monthly accomplishment report per Block Farm	<ul style="list-style-type: none"> Accomplished activities vs. target activities Problems encountered 	Block Farm Technical Personnel	Reviewed by MDO and approved by Block Farm Coordinator/ Chief Agriculturist
Quarterly fund utilization report	Fund utilization per activity	Finance Department	Consolidated by Block Farm Coordinator
Consolidated quarterly and financial accomplishment report per activity	<ul style="list-style-type: none"> Summary / consolidated quarterly and physical accomplishment report Analysis on fund utilization vs. physical accomplishment Action plan for problems encountered 	PPSPD assigned staff	Block Farm Coordinator (conforme) Reviewed by SPMES Chief Approved by PPSPD Manager
PPSPD monitoring report	<ul style="list-style-type: none"> Validation report on quarterly accomplishment reports (field monitoring and validation of sampled block farm) 	PPSPD Monitoring Personnel	Reviewed by SPMES Chief Approved by PPSPD Manager

2. All reports gathered from the field by the technical personnel shall be properly signed and endorsed to their immediate superiors and attested by the block farm Chairperson.

III. Process Flow of Monitoring Reports

1. The process flow of monitoring the block farm implementation and accomplishments shall be strictly followed as provided for in **Annex A**;
2. Any deviation to the process flow and missing signatories shall be ground for returning back the report to the concerned monitoring officer;
3. The process flow of these guidelines shall be included in the SRA QMS process flow.

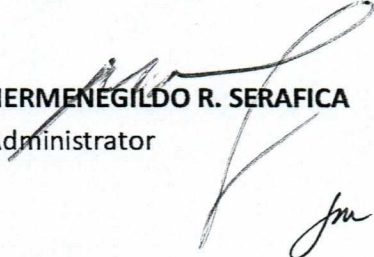


IV. Individual Templates of the Various Types of Monitoring / Accomplishment Reports

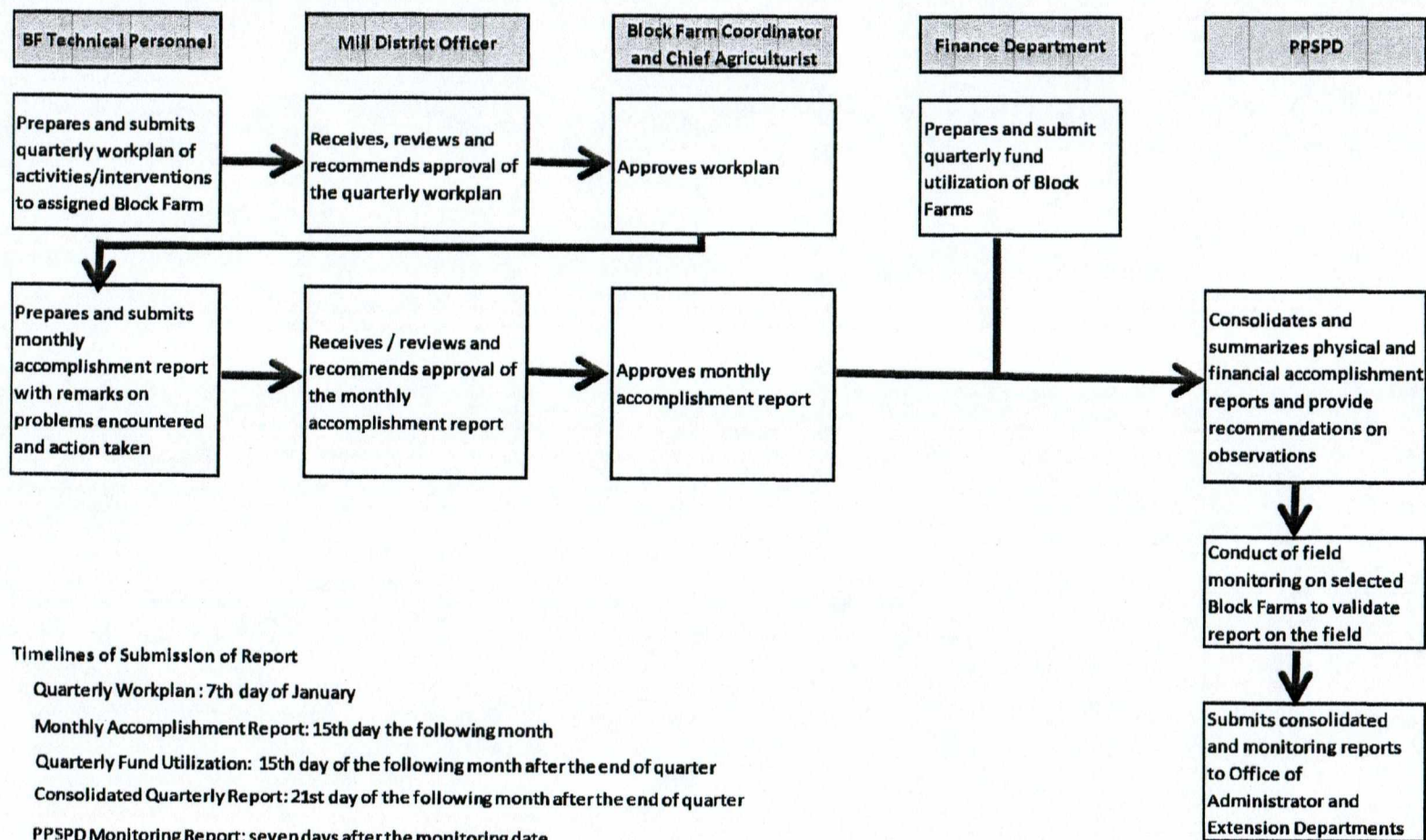
1. The details of the Block Farm Quarterly Workplan of Activities shall be based on Annex B-1 which shall be attached to the cash advance voucher, copy furnished PPSPD as basis for evaluating the attainment of accomplishments;
2. The details of the Monthly Accomplishment Report per Block Farm shall be based on Annex B-2 which shall be submitted to the PPSPD not later than the 15th day of the following month;
3. The details of the Consolidated Quarterly and Financial Accomplishment Reports shall be based on Annex B-3 with observations and recommendations from PPSPD which shall be submitted to Office of the Administrator and Extension Departments not later than 15th day of the following month after the end of the quarter;
4. The details of the PPSPD Monitoring Report shall be based on Annex B-4 which shall be submitted to the Office of the Administrator and Extension Departments not later than a week after the field monitoring and validation was conducted.

For your guidance and compliance.

Approved (By Authority of the Sugar Board):


HERMENEGILDO R. SERAFICA
Administrator

Process Flow of Block Farm Monitoring Reports



Timelines of Submission of Report

Quarterly Workplan : 7th day of January

Monthly Accomplishment Report: 15th day the following month

Quarterly Fund Utilization: 15th day of the following month after the end of quarter

Consolidated Quarterly Report: 21st day of the following month after the end of quarter

PPSPD Monitoring Report: seven days after the monitoring date

Quarterly Workplan
Sugarcane Block Farm

Mill District: _____
Block Farm : _____
GAA: _____
Address: _____

Total Enrollees: _____
Women Enrollees: _____
Men Enrollees: _____

Total Area: _____
Area Owned by Women: _____
Area Owned by Men: _____

	Activities / Interventions	Indicator	Year 2020											
			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1														
2														
3														
4														
5														
6														
7														
8														

Prepared by:

Block Farm Technical Personnel

Recommending Approval:

Mill District Officer

Approved by:

Block Farm
Coordinator

Chief Agriculturist

Conforme:

Block Farm Chairman / Manager

Monthly Accomplishment Report
Sugarcane Block Farm

Mill District: _____
 Block Farm : _____
 GAA: _____
 Address: _____

Total Enrollees: _____
 Women Enrollees: _____
 Men Enrollees: _____

Total Area: _____
 Area Owned by Women: _____
 Area Owned by Men: _____

	Activities / Interventions	Indicator	Target for Q1 2020	Actual Feb. 2020	No. of Beneficiaries		Total Accomplished for Q1	% Accomplished	Narrative	
					Men	Women			Remarks (ex. Issues & Concerns)	Action Taken by Technical Personnel
1										
2										
3										
4										
5										
6										
7										
8										
				Total						

Prepared by: _____
 Block Farm Technical Personnel

Recommending Approval: _____
 Mill District Officer

Approved by: _____
 Block Farm Coordinator Chief Agriculturist

Conforme: _____
 Block Farm Chairman / Manager

Consolidated Quarterly Report
Sugarcane Block Farm

GAA: _____ Total No. of Enrollees: _____ Total No. of Area: _____
 Total No. of Block Farms: _____ No. of Men Enrollees: _____ Area Owned by Men: _____
 No. of Women Enrollees: _____ Area Owned by Women: _____

	Activities / Interventions	Indicator	1st Quarter 2020									
			Physical Accomplishments					Financial Accomplishments				
			Target	Actual	%	Beneficiaries		Remarks	Target	Actual	%	Remarks
						Men	Women					
1												
2												
3												
4												
5												
6												
7												

	Major Observations	Recommendations
1		
2		
3		
4		

Prepared by:

Conforme:

Reviewed by:

Approved by:

PPSPD Monitoring Personnel

Block Farm Coordinator

Chief, SPMES-PPSPD

Manager III, PPSPD



PPSPD Monitoring Report

Date of Monitoring: _____

Date of Report: _____

Name of Block Farm : _____

Address: _____

Mill District: _____

GAA: _____

I. Deliverables / Interventions Received by the Block Farm

For the 1st Quarter 2020						
	Deliverables Reported			As Validated		Remarks
	Interventions	In Units	Date Conducted	In Units	Date Delivered	
1						
2						
3						
4						
5						
6						

II. Documentation

III. Observations and Recommendations

Prepared by:

Reviewed by:

Approved by:

PPSPD Monitoring Personnel

Chief, SPMS-PPSPD

Manager III, PPSPD