



**BAS-RECORDS
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JUL 07 2006

April 3, 2006

By: John Time: 2:40

Special Order
No. 191
Series of 2006

SUBJECT: Creation of the BAS Project Management Group for the Barangay Agricultural Profiling Survey (BAPS) in Support of GMA Rice Program in Cordillera Administrative Region (CAR)

In the interest of the service and in order to facilitate the conduct of Barangay Agricultural Profiling Survey (BAPS), the BAS Project Management Group is hereby created.

A. Project Management Committee

The Project Management Committee shall provide the overall direction and guidance in the smooth implementation of the project activities. It will be composed of officials and staff of the BAS who shall steer the activities of their specific concerns/teams as follows:

Name

- | | |
|--|---------------------------|
| 1. Director Romeo S. Recide | Project Manager |
| 2. Assistant Director Maura S. Lizarondo | Assistant Project Manager |
| 3. Juanito Y. Yabes | Members |
| 4. Lucena F. Carreon | -do- |
| 5. Amelia P. Caparas | -do- |
| 6. Ratelieta T. Millendez | -do- |
| 7. Roberto M. Dalag | -do- |
| 8. Minda C. Mangabat | -do- |

B. Implementing Team

The Project Implementing Teams shall have the following composition and terms of reference:

1. Survey Methods Team

- | | |
|---------------------|-------------|
| Amelia P. Caparas | Team Leader |
| Lucena F. Carreon | Members |
| Rosalinda M. Garcia | -do- |
| Alfonsa T. Quitain | -do- |
| Arlene V. Zapanta | -do- |
| Eduardo L. Dumlao | -do- |
| Jocelyn F. Abrenica | -do- |

- Develop sampling design for the project;

- b. Prepare survey instruments (questionnaire and manual of operations);
- c. Assist in the conduct of trainings and seminar/workshop;
- d. Ensure the timely data processing, generation, and release of estimates;
- e. Review and analyze survey results and estimates; and,
- f. Submit periodic reports to the Project Management Group thru the Secretariat.

2. Systems Development Team

Rodrigo N. Labuguen	Team Leader
Melynda Socorro G. Santos	Members
Editha L. Balcera	-do-
Ripol O. Abalos	-do-
Ma. Juvy S. Agbayani	-do-
Rebecca R. Layug	-do-
Amelia B. Villaflor	-do-

- a. Analyze, design and develop data entry application program;
- b. Develop, debug, and test run tabulation programs;
- c. Prepare coding and editing guidelines; and,
- d. Prepare system documentation.

3. Data Encoding Team

William B. Rolluda	Team Leader
Elpidio G. Boniog	Members
Esperanza E. Punzalan	-do-
Simplicia P. Yambao	-do-
Elvin R. Reyes	-do-
Ma. Victoria A. Razon	-do-
Lochinvar S. Tadeo	-do-
Rodrigo C. Navarro, Jr.	-do-

- a. Assign code and encode data from BAPS questionnaires;
- b. Correct errors and update data files;
- c. Generate output tables; and,
- d. Convert output tables into Excel format.

4. Financial Management Team

Gloria C. Altez	Team Leader
Amadeo D. Lucido	Members
Rosario Aydo	-do-
Rebecca Coroza	-do-
Felicidad M. Magno	-do-
Daria M. Ilao	-do-

- a. Manage the project funds in accordance with the project work and financial plan;
- b. Prepare the project financial and related reports;
- c. Provide financial liaison services with the donor agency; and,
- d. Submit progress report to the Project Management Group thru the Secretariat.

5. Field Operations Team

Ratelieta T. Millendez	Team Leader
Beatriz Hubilla	Members

Orlando P. Pacapac	-do-
Augusto T. Kalngan	-do-
Jimmy P. Godio	-do-
Andres P. Mamanteo	-do-
Canuto C. Tawali	-do-
Wilson T. Lizardo	-do-

- a. Coordinate the conduct of the survey and other statistical activities under the project;
- b. Facilitate the issuance and submission of technical, administrative and financial documents attendant to the implementation of the survey and other statistical concerns of the project;
- c. Assist in the conduct of trainings and seminar/workshop; and,
- d. Submit periodic report to the Project Manager thru the Secretariat.

6. Project Report

Roberto M. Dalag	Team Leader
Minda C. Mangabat	Members
Juanito Y. Yabes	-do-
Eduardo Sanguyo	

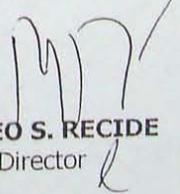
- a. Prepare monthly and final statistical report and technical report relevant to project;
- b. In coordination with the Project Management Group, improve the packaging and existing dissemination material and publication materials; and,
- c. Submit periodic reports to the Project Manager thru the Secretariat.

7. Secretariat/Documentation Team

Gani G. Ngolob	Team Leader
Teofilo D. Malecdan	Members
Rima R. Bayao	-do-
Marie Jane M. Gonzales	-do-

- a. Prepare the pre-implementation requirements of the project;
- b. In coordination with the Project Implementing Team, provide liaison services with the Secretariat of the DA RFU CAR;
- c. Take the lead in documenting the overall operations of the project;
- d. Perform other functions assigned by the Project Manager; and,
- e. Submit periodic reports to the Project Manager.

Expenses to support the Group/Teams in discharging their respective responsibilities including being resource persons during the conduct of seminar, workshop, and training will be charged against the project funds subject to the usual accounting and auditing rules and regulations.


ROMEO S. RECIDE
Director