



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURE AND FISHERIES STANDARDS**  
"...ensuring consumers' safety and product quality, and contributing to environmental protection, worker's welfare, and enhanced market access."

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0020-MEMB-60-2A1		
Reference Numbers		

December 11, 2020

## Memorandum

**TO : ORGANIC AGRICULTURE DIVISION (OAD)  
STANDARD DEVELOPMENT DIVISION (SDD)  
TECHNICAL SERVICES DIVISION (TSD)  
LABORATORY SERVICES DIVISION (LSD)  
OFFICE OF THE DIRECTOR – ADMINISTRATIVE SERVICES (OD-AS)**

**FROM : OFFICE OF THE OIC-DIRECTOR**

**SUBJECT : CONDUCT OF MONITORING AND EVALUATION SYSTEM  
CONSULTATION ON DECEMBER 15 – 16, 2020 AT 2<sup>nd</sup> FLOOR,  
BAFS CONFERENCE ROOM**

In line with the establishment of BAFS Monitoring and Evaluation System, we would like to invite representatives from each division/service for the conduct of Monitoring and Evaluation System Consultation on December 15 – 16, 2020 at 2<sup>nd</sup> floor, BAFS Conference Room. Specifically, it aims to consult the following:

- Development of Monitoring and Evaluation System Operational Manual;
- Prescribed M&E Forms;
- Drafting and finalization of BAFS Overall Results Framework; Units Results Framework; and BAFS M&E Plan.

Necessary documents will be shared to every division for their advance information via Google drive. Also, attached herewith is the provisional program and timelines of activities for your reference.

For strict compliance.

  
**MYER G. MULA, PhD,**  
RVC  
OFF

BPI Compound, Visayas Avenue,  
Diliman, Quezon City, Philippines  
Trunkline: (632) 928-8741 to 64 loc. 3312  
E-mail: [info.dabafs@gmail.com](mailto:info.dabafs@gmail.com)  
Website: [www.bafs.da.gov.ph](http://www.bafs.da.gov.ph)



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**PROVISIONAL PROGRAM**  
**MONITORING AND EVALUATION**  
**CONSULTATION**

Date and Time	Activity
<b>December 15, 2020</b>	
9:00 AM – 11:00 AM	Finalization of M&E System Operational Manual
11:00 AM – 12:00 NN	Finalization of M&E Prescribed Forms
12:00 NN – 1:00 PM	Lunch
1:00 PM – 2:30 PM	Development of BAFS Overall Results Framework
2:30 PM – 5:00 PM	Development of BAFS Units Results Framework
<b>December 16, 2020</b>	
9:00 AM – 10:00 AM	Finalization of BAFS Overall Results Framework
10:00 AM – 11:00 Am	Finalization of BAFS Units Results Framework
11:00 AM – 11:30 AM	Closing

BPI Compound, Visayas Avenue,  
Diliman, Quezon City, Philippines  
Trunkline: (632) 928-8741 to 64 loc. 3312  
E-mail: info.dabafs@gmail.com  
Website: www.bafs.da.gov.ph



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**TIMELINE OF ACTIVITIES**

<b>Activities</b>	<b>Timeline</b>	<b>Responsible</b>
Finalization of M&E System Operation Manual	December 15, 2020	PMES*
Finalization of Prescribed Forms	December 15, 2020	PMES
Finalization of BAFS Overall Results Framework (ORF)	December 16, 2020	BAFS
Finalization of Units Results Framework (RF)	December 16, 2020	BAFS Units (OAD, SDD, TSD, LSD, OD-AD)
Submission of M&E System Manual and BAFS ORF and RF to OD for approval	December 18, 2020	PMES
Launching of M&E System	January 2021	BAFS

\*PMES – Planning, Monitoring and Evaluation Section

BPI Compound, Visayas Avenue,  
 Diliman, Quezon City, Philippines  
 Trunkline: (632) 928-8741 to 64 loc. 3312  
 E-mail: [Info.dabafs@gmail.com](mailto:Info.dabafs@gmail.com)  
 Website: [www.bafs.da.gov.ph](http://www.bafs.da.gov.ph)



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