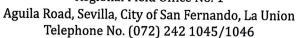


Regional Field Office No. 1





11 November 2024

MEMORANDUM

TO

RTD DENNIS I. TACTAC, ABE

ENGR. MARK HARRY G. PASTOR

MS. IRENE P. TACTAC

MR. IÑIGO C. MARTINEZ, JR., CPA

ENGR. ANTHONY O. YANES ENGR. MENZHIEL G. CONZAGA

MR. GOLDSTON MARK S. SILLATOC

ENGR. KARYLLE PEARL TABIN

MS. FRANCES ANNE D. BALBAS

MR. KHRISTIAN GLENN A. GARCIA

MS. RHODA A. GALBAN

MR. DEO G. RIVERA

MS. VIDA V. CACAL

ENGR. AMIE D. TACLA

ENGR. JEFFRY M. FERRER

ENGR. RHONALYN T. GUIANG

ENGR. JAYSON M. RECLUSADO

ENGR. DAVID T. IGNACIO

ENGR. REGIE A. VALITE

FROM:

THE OIC-REGIONAL EXECUTIVE DIRECTOR

SUBJECT:

ATTENDANCE TO THE CONDUCT OF OPERATION AND MAINTENANCE

TRAINING FOR COMPLETED I-REAP POST-HARVEST FACILITIES/

CIVIL WORKS UNDER PRDP

You are hereby directed to attend/ send a representative to the above-mentioned activity on 26-29 November 2024 at Kabaleyan Cove Resort, San Carlos City, Pangasinan.

Attached is the schedule of activities, for your reference.

For your compliance.

JOHN B. PASCUAL, DVM



Regional Field Office No. 1 Aguila Road, Sevilla, City of San Fernando, La Union Telephone No. (072) 242 1045/1046



OPERATION AND MAINTENANCE TRAINING FOR COMPLETED I-REAP POST HARVEST FACILITIES/ CIVIL WORKS UNDER PRDP

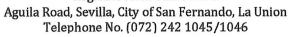
November 26-29, 2024 Kabaleyan Cove Resort, San Carlos City, Pangasinan

SCHEDULE OF ACTIVITIES

| DAY/TIME | ACTIVITIES | Resource Speaker / Facilitator |
|-----------|--|-----------------------------------|
| Day 1 | | |
| 11:00AM | Arrival | RPCO 1 |
| 11:00AM- | Registration and Lunch | |
| 12:00PM | Opening Preliminaries | |
| 1:00PM - | Opening Prayer | |
| 2:00PM | National Anthem | |
| | DA Hymn | |
| | Acknowledgement of Participants | |
| | Welcome Message | |
| | | NPCO/PSO/RPCO |
| | Lecture / Workshop Proper | NI CO/I SO/ICI CO |
| 0.00014 | Session 1: Storage of Fresh | |
| 2:00PM - | Produce | |
| 6:00 PM | Session 2: Introduction to Post | |
| | Harvest Management | |
| | Session 3: Introduction to | |
| | Operation and Maintenance of | |
| | Post Harvest Facilities | |
| | Session 4: Operation and | |
| | Maintenance Organizational | |
| | Requirements for Post | |
| | Harvest Facilities | |
| Day 2 | | |
| 8:00 AM - | Continuation of Lecture / Workshop | NPCO/PSO/RPCO |
| 6:00 PM | Session 5: Facilitation and | |
| | Conduct of Meeting | |
| | Session 6: Effective | |
| | Committee Work | |
| | Session 7: Leadership Skills | |
| | and Roles of Officers and | |
| | Members | |
| | Session 8: Decision Making | |



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| | Session 9: Conflict Management | |
|-----------------------|---|---|
| · | Management Continuation of Lecture / Workshop Session 10: Constitution and By-Laws Session 11: Formulation of Resolutions Session 12: Financial Aspect of the Operation and Maintenance of Post Harvest Facilities Session 13: Technical Aspect of Operation and Maintenance of Postharvest Facilities | |
| Day 3 | of Foother vote Fundamento | |
| 8:00AM - 9:00AM | Continuation of Lecture / Workshop Session 14: Operation and Maintenance Monitoring and Evaluation for Buildings/Civil Works Session 15: Orientation & Tools in Operation & Maintenance Audit with the | ALL Participants will form a group and will be provided with locations that will be evaluated |
| 12:00PM | Members of the ROMAT | |
| 12:00PM - 6:00 PM | On-site: Field Work Project site: Hotel Building/Facilities | |
| | Workshop 1: Consolidation of the on-site /field work audit findings Presentation 1: On-site /field work audit findings Workshop 2: Drafting of Updated Operation and Maintenance Plan Workshop 3: Formulating the Operation and Maintenance Re-Entry Plan | |
| Day 4 | | |
| 8:00 AM – 12:00 PM | Presentation per Proponent Group • Presentation 2: Updated Operation and Maintenance | Proponent Groups |





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| | | T The state of the |
|----------------------|---|--|
| | Plan and Budget per Proponent Group Open Forum and sharing | |
| 12:00PM - 1:00 PM | Awarding of Certificates of Completion and Certificate of Recognition | All |
| 1:00PM | Lunch | |
| onwards | Homebound | |