

11 November 2024

MEMORANDUM

TO :

RTD DENNIS I. TACTAC, ABE	MS. RHODA A. GALBAN
ENGR. MARK HARRY G. PASTOR	MR. DEO G. RIVERA
MS. IRENE P. TACTAC	MS. VIDA V. CACAL
MR. IÑIGO C. MARTINEZ, JR., CPA	ENGR. AMIE D. TACLA
ENGR. ANTHONY O. YANES	ENGR. JEFFRY M. FERRER
ENGR. MENZHIEL G. CONZAGA	ENGR. RHONALYN T. GUIANG
MR. GOLDSTON MARK S. SILLATOC	ENGR. JAYSON M. RECLUSADO
ENGR. KARYLLE PEARL TABIN	ENGR. DAVID T. IGNACIO
MS. FRANCES ANNE D. BALBAS	ENGR. REGIE A. VALITE
MR. KHRISTIAN GLENN A. GARCIA	

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



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 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 11:00AM- 12:00PM 1:00PM - 2:00PM	Arrival Registration and Lunch Opening Preliminaries Opening Prayer National Anthem DA Hymn Acknowledgement of Participants Welcome Message	RPCO 1
2:00PM - 6:00 PM	Lecture / Workshop Proper <ul style="list-style-type: none"> • Session 1: Storage of Fresh Produce • 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 	NPCO/PSO/RPCO
Day 2		
8:00 AM – 6:00 PM	Continuation of Lecture / Workshop <ul style="list-style-type: none"> • 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 	NPCO/PSO/RPCO



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	<ul style="list-style-type: none">• Session 9: Conflict Management	
	Continuation of Lecture / Workshop <ul style="list-style-type: none">• 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		
8:00AM – 9:00AM	Continuation of Lecture / Workshop <ul style="list-style-type: none">• Session 14: Operation and Maintenance Monitoring and Evaluation for Buildings/Civil Works• Session 15: Orientation & Tools in Operation & Maintenance Audit with the Members of the ROMAT	ALL Participants will form a group and will be provided with locations that will be evaluated
9:00AM-12:00PM		
12:00PM - 6:00 PM	On-site: Field Work Project site: Hotel Building/Facilities <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Presentation 2: Updated Operation and Maintenance	Proponent Groups



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12:00PM – 1:00 PM 1:00PM onwards	<p>Plan and Budget per Proponent Group</p> <ul style="list-style-type: none">• Open Forum and sharing <p>Awarding of Certificates of Completion and Certificate of Recognition</p> <p>Lunch Homebound</p>	All
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