



Reference No. 2025- 01-12
January 09, 2025

MEMORANDUM

TO : **DR. ANTHONY B. OBLIGADO, MNSA**
Head, Program Development Division

RAYMOND PATRICK L. CABRERA
Head, Program Monitoring, Evaluation and Linkaging Division

SALVACION M. RITUAL
Head, Knowledge Management and Information Systems Division

MELODY T. MEMITA
OIC Head, Administrative and Finance Division

DA-BAR COMMODITY TEAMS

FROM : **GIAN CARLO R. ESPIRITU**
Head, Planning and Monitoring Unit

SUBJECT : **REQUEST FOR ISSUES AND ASSISTANCE/SUPPORT NEEDED BY DA-BAR FOR 2025**

Relative to the conduct of the 1st DA Management Committee (ManCom) Meeting on **20 January 2025**, we are submitting a request to all concerned units and divisions for the identification of issues, challenges, and any forms of assistance or support needed by the Bureau to enhance the implementation of its programs and projects for the upcoming year.

To ensure that the Bureau's priorities and concerns are properly addressed, we request that each division/unit submit **10 major issues** which will provide the opportunity for the DA ManCom to assess the needs of DA-BAR and approve appropriate actions, ensuring that the Bureau is fully supported in the coming year.

We will appreciate the submissions of the necessary information in the attached format no later than **15 January 2024**, to give PMU ample time to package your responses.

Thank you.



Division/Unit: _____

No.	Issues/Challenges/Assistance or Support Needed	Recommended Actions/s
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Prepared by: _____

Noted by: Division/Unit Head

