

Memorandum Reference No. M18-03-114

Guidelines in the Operationalization of the Extension Program for Agri-Fisheries and National Development (ExPAND): Increasing Productivity of Farmers and Fishers Through Agriculture and Fisheries Extension (AFE) Grants

March 05, 2018

The memorandum aims to provide catalytic financing for agriculture and fisheries extension. It serves as reference and guide to all operating units of the Institute involved in the ExPAND Program.

Salient Extension Provisions

VI. IMPLEMENTATION STRATEGIES AND MECHANISMS

To operationalize the program, the following strategies and mechanisms shall be engaged by all operating units:

A. Program Management

- The implementation of this Program shall be under the oversight of the ATI Directorate with full support from the Central Office Divisions.
- In the Regional Training Centers, the Center Directors and their Assistants shall provide oversight in the implementation of the Program in the Regions with the full support of all operating units under them.
- Overall, the Institute shall take full responsibility in ensuring the effective and efficient implementation of the Program for the ultimate benefit of the farmers and fishers.

B. Formation of the AT! Clearinghouse Committee and Clearinghouse Secretariat at the National and Regional Levels

- The composition of the AT! Clearinghouse at the Central Office functions of which are specified in the AFE Grant System Manual and Special Order No. 15 Series of 2017 shall be amended in consideration of personnel movements.
- The RTCs shall also form their clearinghouse and clearinghouse secretariat, functions of which are specified in the AFE Grant System Manual and Special Order No. 399 Series of 2017.
- The RTCs AFE grants coordinator shall cascade learnings on AFE grants system to the PMT and the clearinghouse.

C. Proposal Generation The RTCs can generate fundable project proposals from several strategies that include but are not limited to the following:

- Development of full-blown project proposals from the activities identified in the Regional AFE Operational Plans (FY 2018);
- Capacitate LGU, NGA, SUC and Private Sector on project proposal development;
- Utilize the results of Community Needs Assessment to come up with project proposals; and
- Call for proposals through ICT (website, social media).

D. Institutionalization of AFE Grants System at the National and Regional Levels The funds approved for the program allows fund transfers to ESPs, NGAs including SUCs, and LGUs hence, the AFE grant system should be referred to in operationalizing the system.

- The guidelines and procedures specified in the AFE Grant System Manual shall be followed from the call for proposals, application screening to the approval of proposals.
- MOU/MOA preparation and signing should ensue for approved proposals. It should be clearly stipulated in the MOU/MOA the obligations and responsibilities of the implementer that would include the submission of technical and financial documents as required by the project/activity covered by the grant.

- Disbursement of funds in tranches should only be facilitated after all requirements are complied by the implementer.
- E. Implementation of AFE Projects Once a finding is received, the grant recipient can start the implementation of the approved AFE project/activity within the approved project duration or until the end of FY 2018, whichever shall apply.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)