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Republic of the Philippines  
Autonomous Region in Muslim Mindanao  
DEPARTMENT OF AGRICULTURE AND FISHERIES  
ORG Compound, Cotabato City



**MEMORADUM**  
Series of 2016

**FOR : DIVISION CHIEFS/UNIT HEADS/PROGRAM COORDINATORS**  
Department of Agriculture and Fisheries  
Autonomous Region In Muslim Mindanao  
ORG Compound, Cotabato City

**FROM : REGIONAL SECRETARY**  
DAF-ARMM

**SUBJECT : SUBMISSION OF REQUIRED DOCUMENTS FOR THE DAF-ARMM WEBSITE**

**DATE : 31 AUGUST, 2016**

DEPARTMENT OF AGRICULTURE AND FISHERIES - ARMM  
**RELEASED**  
Date 8/31/16 Time 3:06pm  
By: \_\_\_\_\_  
Records Section

The Department of Agriculture and Fisheries-Autonomous Region in Muslim Mindanao (DAF-ARMM) is currently upgrading its website in order to provide relevant and updated information to the stakeholders and the general public on the goals and objectives, programs and services, operational and policy guidelines, status of previous and on-going projects, work and financial plans, accomplishments and other activities.

Anent to this, all Division Chiefs/Unit Heads/Program Coordinators are requested to submit to the Assistant Secretary being the focal person in website development in hard and electronic copies of the following necessary documents, to wit:

- a) Brief description or profile of the Unit;
- b) Programs and Services;
- c) Operational and Policy guidelines if any;
- d) Brief profile of the responsible personnel in the Unit;
- e) Work and Financial Plans for the last 3 years;
- f) Physical and Financial Accomplishments since 2014;
- g) Geo-tagged and relevant pictorials of project areas and beneficiaries; and,
- h) Other information that you deem necessary for the website.

You are further requested to submit the above documents on or before the 15<sup>th</sup> of September 2016. Please include Facebook Account of your Unit/Division so that it can be linked to our website. Subsequent updating of the physical and financial accomplishments shall be done one week before end of every quarter.

For immediate compliance. Thank you very much.

**ALEXANDER G. ALONTO, JR**  
Regional Secretary