



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

OCT 03 2022

Advisory No. 242, s. 2022

September 15, 2022

In compliance with DepEd Order (DO) No. 8, S. 2013  
This advisory is issued for the information of DepEd officials,  
personnel/staff, as well as the concerned public.

AGRICULTURE FOR A BETTER PHILIPPINES

Attached is a letter from Ms. Ma. Eliza Jijeth V. Dela Cruz, Doctor in Information Technology Student dated September 13, 2022 on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.

Participation of public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s, 2005 entitled Instituting Measures to increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Moreover, schools are reminded of the "No Collection and No selling of Tickets Policy" stipulated in DepEd Order Nos. 19 and 40, s. 2008 and RA Nos. 4206 and 5546.

  
**NERISSA ROXAS-LOMEDA PhD**  
OIC-Assistant Schools Division Superintendent

VAB/ Agriculture for a Better Philippines  
242/September 15, 2022



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**Fwd: Agriculture For A Better Philippines**

1 message

**Dominico Idanan** <dominico.idanan@gmail.com>  
To: DepEd Muntinlupa <sdo.muntinlupa@gmail.com>

Tue, Sep 13, 2022 at 8:20 PM

----- Forwarded message -----

From: **Ma. Eliza Jijeth Delacruz** <ma\_eliza\_jijeth\_delacruz@dlsu.edu.ph>  
Date: Fri, Sep 9, 2022 at 3:51 PM  
Subject: Agriculture For A Better Philippines  
To: Ma. Eliza Jijeth Delacruz <ma\_eliza\_jijeth\_delacruz@dlsu.edu.ph>

To Whom It May Concern;

I, Miss Jijeth dela Cruz, am writing this letter to introduce myself and De La Salle University Manila that I represent. I am a graduating doctorate student that aims to provide actionable changes to improve the business growth of Agriculture Small and Medium Enterprises in Luzon (Agri SMEs) through my study.

Having said that, I humbly request for your assistance in referring Agri SMEs around the region that can participate in the said study. Thus, I was able to get the details of your organization from the Department of Agriculture's list of accredited civil society organizations. I am looking forward to your support in elevating the Agriculture sector of our country through its Agri SMEs. I am herewith enclosing documents to provide more details about the study.

Documents:

1. Details of Agri SME Participants
2. Informed Consent Form for Agri SMEs
3. Process of the study (Proseso ng pananaliksik)

Thank you so much and God bless po.

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Sincerely,


Ma. Eliza Jijeth V. dela Cruz, MSIT, TOGAF 9.1  
Doctor in Information Technology Student / 11986077  
College of Computer Studies

**DISCLAIMER AND CONFIDENTIALITY NOTICE**

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**3 attachments**

 **Informed Consent Form.pdf**  
99K

 **Details of Agri SME participants.pdf**  
70K

 **Proseso ng Pananaliksik.pdf**  
470K

## **Informed Consent Form**

### **PURPOSE OF THE STUDY**

Good Day! I am Jijeth dela Cruz, a candidate for the DIT in DLSU. I am working on a research entitled Enterprise Architecture Viability of Agricultural Small-and Medium-Enterprises for Business Growth to evaluate the factors and resources that will contribute to the success of the agribusinesses. You are invited to take part of this study because your organization is connected to the agricultural value chain that plays a significant role in the Philippine economy.

Before you decide to participate in this study, it is important that you understand why the research is being done and what your participation will involve. Please read the following information carefully and feel free to ask the researcher if there is anything that is not clear or if you need more information.

The purpose of the study is to evaluate possible strategies to strengthen your organization, particularly to identify the resources and capabilities that can help in achieving competitiveness over other organizations. As this study focuses on intensifying the agricultural sector of our country, I believe that your organization plays an important role in the field of agriculture.

### **STUDY PROCEDURES and DURATION**

I would like to request your help in answering questions pertaining to your experiences in the workplace, specifically with the use of both manual and technological tools. The experiences and knowledge about the current business tasks and resources can help develop initial answers on how to improve your organization.

The researcher wishes to request a 2-day schedule for conducting the study. On the first day, site visits will be conducted. And the 2nd day will be focused on conducting surveys and interviews. It is acceptable to conduct the study in two (2) different days depending on the availability of the participants. A quick debriefing session will also be conducted to the participants for the familiarization upon conducting the agenda.

1. The first agenda is to visit the organization for familiarization. This will develop answers about the current business environment and culture. The researcher will do observation of the participant's day-to-day work schedule and procedure. (Duration: 45-60 minutes)
2. The second agenda is for the participants to answer a short survey form. This will be conducted to evaluate if technology is helpful in your organization. This will only consist of 16 questions. (Duration: 3-5 minutes)
3. The last agenda is to conduct interviews to the participants. This will evaluate the needed tangible and intangible resources that can help your organization expand by being competitive. The interview will also be voice recorded, with the permission of the participants, for the intent to document and transcribe the interview. (Duration: 30-45 minutes)

Thus, there will be no sensitive information to be asked that can potentially harm the organization, as well as the participants.

## **VOLUNTARY PARTICIPATION**

Your participation in this study is voluntary. It is up to you whether or not you decide to participate. If you decide to participate, you will be asked to sign this consent form. After you sign this consent form, you are still free to withdraw at any time and without giving a reason. Withdrawing from this study will not affect the relationship you have, if any, with the researcher. If you withdraw from the study before data collection is completed, your data will be destroyed.

## **RISKS**

The researcher does not anticipate that there are any risks associated with your participation. However, if you feel any potential risks such as discomfort, distress, and anxiety during the interview, you may decline to answer any or all questions and you may withdraw your participation at any time if you choose.

## **BENEFITS**

Research is designed to benefit society by gaining new knowledge. The researcher hopes that the information from this study may benefit you and your organization by generating new knowledge pertaining to the resources and capabilities that may develop business growth. A token of appreciation will be given after the interview, as an appreciation for your participation.

## **CONFIDENTIALITY**

Your responses in this research will be anonymous. Every effort will be made by the researcher to preserve your confidentiality, including the following:

1. Assigning codes/pseudonyms for participants that will be used on all research notes and documents
2. Keeping notes, interview transcriptions, and any other personal identifiers in a safe cabinet that only the researchers will have access to

## **CONTACT INFORMATION**

If you have any questions at any time about this study, or if you experience any non-normative sensations as a result of participation, you may contact the researcher whose contact information is on the first page. If you have any questions regarding your rights as a research participant, or if problems arise which you do not feel you can discuss with the Principal Investigator, please feel free to contact the Director of the Research Ethics Office, Dr. Nelson B. Arboleda, Jr., at REO@dlsu.edu.ph or by calling (632) 524-4611 local 513.

## CONSENT

I have read the provided information, or it has been read to me. I have had the opportunity to ask questions about it and any questions I have been asked have been answered to my satisfaction. I understand that I will be given a copy of this form, and the researcher will keep another copy on file. I consent voluntarily to be a participant in this study.

Print Name of Participant \_\_\_\_\_

Signature of Participant \_\_\_\_\_

Date \_\_\_\_\_  
Day/month/year

Print Name of Researcher \_\_\_\_\_

Signature of Researcher \_\_\_\_\_

Date \_\_\_\_\_  
Day/month/year

## Details of Agri SME participants

Criteria	Indicators
Enterprise Size	Small and Medium Enterprises
Number of Employees	10-99 employees in Small Enterprises
	100 - 199 employees in Medium Enterprises
Asset Range	3,000,001 - 15,000,00 for Small Enterprises
	15,000,001 - 100,000,00 for Medium Enterprises
Registration Requirements	Business Permit
	BIR (Bureau of Internal Revenue) Permit
	Provides official receipt or sales invoice
Expertise	At least 2 years in the field

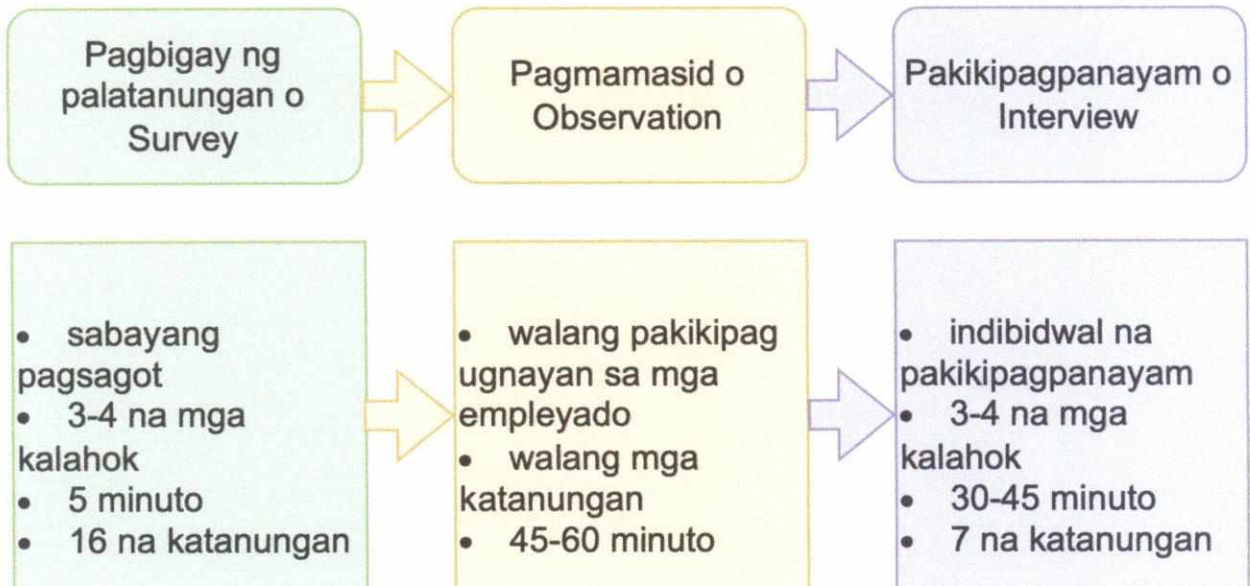
## Types of Agri SMEs based on the Value Chain

Type	Description
Farm Inputs	Designs, assembles and manufactures key equipment and resources
Farm Production	Farmers who harvest crops, raise aquatic life, poultry and livestock
Logistics, Trade and Distribution	Provide logistics, trade and distribution services
Processors	Packages agricultural products for selling to traders and patrons
Wholesale Traders	Procures raw and packaged products directly from the farmers and processors for exporting and selling to retailers
Retail Traders	Sells raw and packaged products to consumers through retail markets

## Proseso ng Pananaliksik



- 1-2 may-ari o owner
- 2-3 empleyado na matagal nang nanunungkulan (3 taon o higit pa)



## Mga Detalye

### 1. Survey / Pagbigay ng Palatanungan

Mga tanong	Labis na di pagsang- ayon	Di sang- ayon	Walang kinikili- ngan	Sang- ayon	Labis na pagsang- ayon
Kailangan natin ng kompyuter at iba pang mga teknolohiya para magampanan ang mga tungkulin (katulad ng pagiimbentaryo, paglista ng pang araw araw na benta, impormasyon ng mga ahente at mamimili) ng epektibo at organisado					
Ang mga kagamitang may kinalaman sa teknolohiya (katulad ng kompyuter, selpon, mahalagang impormasyon), kung meron man, ay madaling magagamit ng lahat ng mga empleyado para mapabuti ang pagganap sa mga gawain.					
Ang mahusay na pag dedesiyon ay kailangan sa paglago ng benta at pagpapabuti ng ugnayan sa mga ahente at mamimili					
Ang mga kagamitang may kinalaman sa teknolohiya (tulad ng kompyuter, selpon, at iba pang sistema at aplikas na ginagamit sa negosyo) ay kailangang madaling magamit					
Ang paggamit ng teknolohiya ay makakatulong sa kalidad ng trabaho o gawain					
Sa tulong ng teknolohiya, ang negosyo ay maaaring makakuha ng mga mamimili kahit saan mang lugar					
Kinakailangang mapabuti ang relasyon sa mga mamimili sa pamamagitan ng magandang serbisyo kahit pagkatapos ng pagbili sa pamamagitan ng paggamit ng iba't ibang teknolohiya katulad ng selpon, social media at website					
Kinakailangang mamuhunan sa mga software at hardware na teknolohiya para mabawasan ang gastos na dala ng manual na aktibidad					
Kinakailangan na kumuha ng mga empleyado na maalam sa paggamit ng teknolohiya					
Ang mga regular na gawain (pag iimbak ng mga produkto, pag kontak sa mga ahente, pag anunsyo ng mga produkto) ay ginagamitan ng teknolohiya					
Kami ay eksperto na sa paggamit ng internet at iba pang teknolohiya					
Ang may ari at mga empleyado ay marunong gumamit ng kompyuter at iba pang kagamitang may kinalaman sa teknolohiya					
Kami ay may katamtamang kaalaman at kasanayan sa paggamit ng teknolohiya					
Ang mga pagsasanay at iba't ibang programa sa teknolohiya ay kinakailangan sa pagpapalawak ng kaalaman					
Ang may ari at mga empleyado ay bukas sa paggamit ng mga teknolohiya para mapabuti ang kalidad ng mga gawain					
Suportado ng mga may ari ang paggamit ng mga teknolohiya para mapalago pa ang negosyo					



## 2. Observation / Pagmamasid

### English Version

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#### **Checklist for site visits**

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- 1 The primary tasks of the enterprise that drives the business
  - 2 The technological tools utilized to carry out tasks
  - 3 The culture of the enterprise (organizational culture: behavior, values and practices of the employees)
  - 4 The core competencies of the enterprise (skills and knowledge of the employees and physical assets)
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### Tagalog na Bersyon

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#### **Mga Kinakailangan sa Obserbasyon**

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- 1 Mga pangunahing gawain na siyang nagpapatakbo ng negosyo
  - 2 Mga teknolohiya na ginagamit at iba pang mga kagamitan na nakakatulong sa pagpapatakbo ng negosyo
  - 3 Ang kultura o ang mga pag-uugali, pakikipag-kapwa at mga gawi ng mga empleyado (organizational culture for example: behavior, values and practices of the employees)
  - 4 Ang mga natatanging kakayahan ng mga namamahala at ng mga empleyado
-

### 3. Interview / Pakikipagpanayam

#### English Version

No.	Guide Questions
1	What are the possible resources to generate internal funds and to raise external capital?
2	Does the location of the enterprise have an impact in doing business?
3	What are the software and hardware and other technological tools and infrastructures that Agri SMEs should invest in for business growth?
4	What are the primary characteristics and functions that Agri SMEs should look for when incorporating technology to improve business performance and processes?
5	What are the organizational tangible assets (equipments, vehicles, etc.) and how can these assets deliver business growth to the enterprise?
6	In the human capital context, what are the skills and organizational culture that the Agri SMEs must possess?
7	How can the enterprise protect private data and information from various security issues?

#### Tagalog na Bersyon

No.	Mga Katanungan
1	Ano-ano ang mga paraan na posibleng mapagkuhanan ng pondong pang negosyo?
2	Ano ang posibleng maging kalamangan o kawalan (advantage or disadvantage) ng lokasyon ng establisimyento?
3, 4	Pagdating sa usapang teknolohiya, ano-ano ang mga teknolohiyang pangunahing makakatulong sa paglago ng negosyo? (software and hardware) At ano ang mga katangian na hinahanap sa mga gagamiting teknolohiya?
5	Ano-ano ang mga maituturing na propyedad o assets ng inyong establisimyento na siyang nakakatulong sa pagpapatakbo ng negosyo at sa paanong paraan ang mga ito nakakatulong sa pagpapalago ng negosyo?
6	Sa konteksto ng mga manggagawa, ano-ano ang mga nararapat na katangiang taglayin upang magampanan ang bawat tungkulin?
7	Paano mapapanatiling kumpidensyal at ligtas ang mga importanteng impormasyon ng establisimyento?