



BAGONG PILIPINAS

Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR

25 July 2024

**THE PRESIDING OFFICER AND MEMBERS**  
Sangguniang Panlungsod  
This City



Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is a letter from City Agriculturist Evangeline P. Calubaquib, DPA relative to the creation of Agricultural and Biosystems Engineering (ABE) positions pursuant to DA-DBM-CSC-DILG Memorandum Circular No. 02 series of 2020, for your information and appropriate action.

Thank you!

In the name of public service,

**MAILA ROSARIO S. TING-QUE**  
City Mayor

*Copy furnished:*

- *Department of the Interior and Local Government*
- *City Agriculture Office (c/o Dr. Evangeline Calubaquib)*
- *City Legal Office (c/o Atty. Vanessa Herrero-Verbo)*



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City



FIVE

**OFFICE OF THE CITY AGRICULTURIST**

26 June 2024

**HON. MAILA ROSARIO S. TING-QUE**  
*City Mayor*  
This City

OFFICE OF THE CITY MAYOR

**RECEIVED**

Date: JUN 26 2024

Time: 11:35 Am

By: DEAN KENNETH T. BANGUN

Thru: **OPHELIA EDUARDENE M. PARALLAG**  
*Supervising Administrative Officer, HRMO*

Dear Ma'am:

May we formally endorse and request your approval for the Creation and Funding of Agricultural and Biosystems Engineering (ABE) positions in our office, in compliance with the Department of the Interior and Local Government (DILG) Memorandum signed by DILG Secretary ATTY. BENJAMIN C. ABALOS, JR. dated April 5, 2024, and the DA-DBM-CSC-DILG Joint Memorandum Circular No. 02 series of 2020.

The DILG Memorandum emphasizes that it is imperative for our Local Government Units to establish ABE positions such as Engineers I, II, III, and IV in the City Agriculture Office. These positions are essential for effective coordination, monitoring, and implementation of agricultural and biosystems projects, ensuring alignment with national directives and standards.

Furthermore, the DA-DBM-CSC-DILG Joint Memorandum Circular No. 02 series of 2020 provides implementing guidelines and parameters on the strengthening and establishment of ABE groups, aiming to enhance technical capabilities and promote sustainable agricultural practices within LGUs.


We are confident that the creation of these positions will significantly contribute to the enhancement of our agricultural sector, bolstering our capacity to meet local needs and comply with national mandates effectively.

Thank you for considering our request. We look forward to your positive response and guidance on the next steps toward the creation and funding of these essential Agricultural and Biosystems Engineering positions.

Please see attached letter from the Office of the City Local Government Operations Officer, MR. FERNANDO T. CALABAZARON III giving emphasis of the aforementioned memoranda to the City Mayor and a subsequent response letter from the City Administrator, MR. JUANITO A. CALUBAQUIB.

Thank you and More Power.

Very truly yours,

  
**EVANGELINE P. CALUBAQUIB, DPA**  
*City Agriculturist*



RELEASED

2:00

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
TUGUEGARAO CITY, CAGAYAN  
2<sup>nd</sup> Floor, Tuguegarao City Hall, Enrile Boulevard, Carig Sur, Tuguegarao City  
[dilg.tugcity@gmail.com](mailto:dilg.tugcity@gmail.com)

OFFICE OF THE CITY LOCAL GOVERNMENT OPERATIONS OFFICER

April 15, 2024

APR 15 2024  
2:05 PM  
[Handwritten signature]

HON. MAILA ROSARIO S. TING-QUE  
City Mayor  
Tuguegarao City, Cagayan

THRU : MR. JUANITO A. CALUBAQUIB  
City Administrator

Ma'am:

We are respectfully providing you a copy of the Memorandum from Secretary of the Interior and Local Government Benjamin C. Abalos, Jr., dated April 5, 2024, with the subject, **"Coordination and Monitoring of LGUs on the Creation of their Agricultural and Biosystems Engineering Offices,"** for your information and reference.

In this connection, we would like to respectfully emphasize paragraph 7 of the Memorandum highlighting Item 5.4 of the DA-DBM-CSC-DILG Joint Memorandum Circular No. 02, Series of 2020, which states:

*"5.4. The budgetary requirements for personnel services (PS), maintenance and other operating expenditures, and capital outlay for the strengthening or creation of ABE unit at the provincial, city, and municipal levels, and the creation of corresponding Engineer (ABE) positions shall be sourced from the General Fund of the LGU concerned and included in the Appropriation Ordinance, subject to Sections 76 and 325(a) of RA No. 7160."*

Moreover, the City Government of Tuguegarao is required to submit quarterly report to Bureau of Agriculture and Fisheries Engineering (BAFE) thru email address: [ppmd@bafed.gov.ph](mailto:ppmd@bafed.gov.ph).

Thank you and our warmest regards.

Very respectfully yours,

FERNANDO T. CALABAZARON III  
CLGOO  
DILGTUGCITY

ABE



Republic of the Philippines  
Province of Cagayan  
TUGUEGARAO CITY

OFFICE OF THE CITY ADMINISTRATOR

22 April 2024

MR. FERNANDO T. CALABAZARON III  
CIGOO  
DILG-Tuguegarao City

Sir,

As a rejoinder of a letter dated April 15, 2024, pursuant to the Memorandum on Coordination and Monitoring of LGUs on the Creation of Agricultural and Biosystems Engineering Office, the city undertook the initiative to establish and strengthen Agricultural and Biosystems Engineering (ABE).

Upon the collective effort of the city officials, a City Resolution No. 474-08-2021 was approved on November 11, 2021. The said resolution approved the Devolution Transition Plan (DTP) that provided the City Government with roadmap to ensure strategic, systematic and coherent action toward the full implementation of functions services and facilities to be fully devolved by National Government Agencies (NGA) concern, to which ABE was given importance because of its vital role in the nation's development, as they design and implement machinery and systems for Agri-fisheries mechanization, irrigation, farm to market road, and other rural infrastructure.

This was given further emphasis under Section 2, Annex F-1 on Establishment of Agricultural and Biosystems Engineering through the creation of ABE Section such as appointment and capacitation of ABE personnel.

May this initiative or action stand ready for a sustainable advancement in agricultural innovation and sustainable development propelled by the committed endeavor of the city as being fostered in the above-mentioned Memorandum.

Thank you and More power.

Very respectfully yours,

JUANITO A. CALABAZARON III  
City Administrator

## **Job Description for Agricultural and Biosystems Engineering Section**

**Engineer IV:** Leads and oversees the planning, design, and management of complex agricultural and biosystems engineering projects, including irrigation systems and postharvest facilities, while also coordinating regulatory activities and national government programs.

**Engineer III:** Administers and coordinates the construction, operation, and maintenance of various agricultural infrastructure projects, ensuring compliance with regulatory standards and efficient project management.

**Engineer II:** Provides technical expertise in the implementation of agricultural engineering projects, including surveying, design evaluation, and coordination with government agencies and stakeholders.

**Engineer I:** Assists in the planning and design of agricultural infrastructure projects, conducts feasibility studies, and supports the implementation of regulatory activities and national government programs.

## **Agricultural and Biosystems Engineering Section Duties and Responsibilities**

### **ENGINEER IV:**

1. Lead and oversee the provision of agricultural engineering services, ensuring quality and adherence to standards.
2. Manage and coordinate the construction, operation, maintenance, and improvement of various agricultural and fisheries infrastructure projects.
3. Supervise the registration of agricultural and fishery machinery and facilities, and enforce regulatory activities.
4. Coordinate with national government agencies on the implementation of relevant programs and projects.
5. Take a leadership role in delivering basic agricultural and biosystems engineering services.
6. Lead the pilot testing and commercialization of agricultural, fisheries, and biosystems engineering technologies.
7. Provide advanced training and extension activities to farmers, fisherfolk, and technicians, coordinating with relevant agencies.
8. Assist in organizing and operating Agricultural and Fishery Mechanization Committees.
9. Lead the planning, design, and management of communal irrigation systems.

**ENGINEER III:**

1. Provide technical expertise in agricultural engineering services and project management.
2. Assist in supervising the construction, operation, maintenance, and improvement of infrastructure projects.
3. Support the registration and enforcement of regulations for agricultural and fishery machinery and facilities.
4. Assist in coordinating with national government agencies on project implementation.
5. Assist in delivering basic agricultural and biosystems engineering services.
6. Support pilot testing and commercialization efforts of technologies.
7. Conduct training and extension activities under supervision.
8. Assist in organizing and supporting Agricultural and Fishery Mechanization Committees.
9. Assist in the planning, design, and management of irrigation systems.

**ENGINEER II:**

1. Provide technical support in agricultural engineering services and project implementation.
2. Participate in the construction, operation, maintenance, and improvement of infrastructure projects.
3. Assist in the registration and enforcement of regulations for machinery and facilities.
4. Support coordination efforts with national government agencies.
5. Assist in the delivery of basic engineering services.
6. Support pilot testing and commercialization activities.
7. Participate in training and extension activities.
8. Support the organization and operation of Mechanization Committees.
9. Assist in planning and design activities for irrigation systems.

**ENGINEER I:**

1. Assist in providing agricultural engineering services and project support.
2. Participate in construction, operation, maintenance, and improvement projects.
3. Assist in registration and enforcement activities.
4. Support coordination with national agencies.
5. Participate in basic service delivery.
6. Support pilot testing efforts.
7. Participate in training and extension activities.
8. Assist in Mechanization Committee operations.
9. Support planning and design activities.