



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
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**SPECIAL ORDER**

No. **768**

Series of 2024

**SUBJECT: CREATION OF A TECHNICAL WORKING GROUP ON THE FORMULATION OF GUIDELINES FOR THE IMPLEMENTATION OF PRESIDENTIAL ADMINISTRATIVE ORDER (PAO) NO. 20, SERIES OF 2024, "FURTHER STREAMLINING ADMINISTRATIVE PROCEDURES AND POLICIES AND REMOVING NON-TARIFF BARRIERS ON THE IMPORTATION OF AGRICULTURAL PRODUCTS"**

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The Presidential Administrative Order (PAO) No. 20, Series of 2024 directs the Department of Agriculture, in coordination with the DTI and/or DOF to undertake measures to further streamline administrative procedures and policies on the importation of agricultural products, and removing non-tariff barriers. As such, a **TECHNICAL WORKING GROUP FOR THE FORMULATION OF GUIDELINES FOR THE IMPLEMENTATION OF PRESIDENTIAL ADMINISTRATIVE ORDER (PAO) NO. 20, SERIES OF 2024** is hereby created and shall be composed of the following:

**CHAIRPERSON: ATTY. ASIS G. PEREZ**  
Undersecretary for Policy, Planning, and Regulations

**VICE CHAIRPERSON: ATTY. PAZ J. BENAVIDEZ II**  
Assistant Secretary for Policy and Regulations

**MEMBERS:**

**DRUSILA ESTHER E. BAYATE**  
Undersecretary for Fisheries

**CARLOS C. CARAG**  
OIC, Office of the Assistant Secretary for DA Inspectorate and Enforcement

**GERALD GLENN F. PANGANIBAN**  
Director, Bureau of Plant Industry

**ISIDRO M. VELAYO JR.**  
OIC, Director, Bureau of Fisheries and Aquatic Resources

**PABLO LUIS S. AZCONA**  
Administrator, Sugar Regulatory Administration

**LARRY R. LACSON**  
Administrator, National Food Authority



BAGONG PILIPINAS



Masaganang Agrikultura,  
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**CONSTANTE J. PALABRICA**

Assistant Secretary for Swine and Poultry and  
OIC, Director, Bureau of Animal Industry

**CLARITA M. SANGCAL**

Executive Director, National Meat Inspection Service

**ATTY. GAVINO ALFREDO C. BENITEZ**

OIC, Administrator, National Dairy Authority

**DEXTER R. BUTED**

Administrator, Philippine Coconut Authority

**JULIETA B. LANSANGAN**

Executive Director, Fertilizer and Pesticide Authority

**JEROME D. BUNYI**

OIC, Policy Research Service

**ATTY. WILLIE ANN M. ANGSYI**

Director, Legal Service

The TWG shall formulate the Implementing Guidelines of the above Order and coordinate with the DTI, DOF, and BOC for its issuance. Further, pursuant to Section 1 of PAO No. 20, Series of 2024, they shall perform the following:

1. Streamline procedures and requirements in the licensing of importers, minimize processing time of applications for importation, and exempt licensed traders from submission of registration requirements, subject to existing law, rules and regulations;
2. Subject to consultation with the National Economic and Development Authority Committee on Tariff and Related Matters, facilitate importation of certain agricultural products beyond the authorized MAV and reduce or remove administrative fees relative thereto, subject to existing laws, rules and regulations;
3. Streamline procedures and requirements for the issuance of Sanitary and Phytosanitary Import Clearance (SPSIC); and
4. Take concrete steps to improve logistics, transport, distribution and storage of imported agricultural products.

The TWG may invite resource persons and/or experts from other concerned agencies, operating units, or private sector, as necessary, during meetings. Further, the concerned DA Agencies shall publish in the Official Gazette or in a newspaper of general circulation their respective guidelines on the streamlined procedure, requirements, and policies.



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The TWG shall be assisted by a Secretariat composed of the following:

**SECRETARIAT**

HEAD: **ATTY. JOMILA MAY B. FUGABAN**  
ASSISTANT HEAD: **JERRY A. LORESCO**  
MEMBERS: **MAGNOLIA B. AGULLANA**  
**EDEN B. BANIAGA**  
**RONA N. ERESAM**

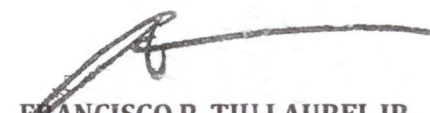
The Secretariat shall have the following functions:

1. Submit regular reports to the Secretary through the Chairperson, TWG / Undersecretary for Policy, Planning, and Regulations;
2. Finalize the Notice of Meeting and Agenda for the approval of the Secretary or the Chairperson, TWG/ Undersecretary for Policy, Planning, and Regulations;
3. Finalize the Minutes of the Meeting to be presented to the members of the TWG for their adoption and approval;
4. Ensure that the proceedings of meetings are confidential and well documented;
5. Coordinate with the TWG members;
6. Serve as the repository of documents;
7. Provide technical and administrative assistance to every meeting of the TWG;
8. Monitor and coordinate compliance of the members to orders/instructions and deliverables before the next scheduled meeting; and
9. Perform other functions as directed by the TWG and the Secretary.

They are entitled to travelling expenses, per diem, and incidental expenses in the performance of their functions, duties and responsibilities in view of their designations, chargeable against the funds of their respective offices and other available funds, subject to existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 31<sup>st</sup> day of MAY 2024.

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *A*



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