



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

No. 799

Series of 2024

SUBJECT: CREATION OF A RIGHT-SIZING TEAM FOR THE OPTIMIZATION OF THE PRDP SCALE-UP WORKFORCE

In the exigency of service and in order to evaluate and recommend optimal staffing levels and operational efficiency improvements for PRDP Scale-Up, a Right-sizing Team is hereby created as follows:

Chairperson : **CHARIE SARAH D. SAQUING**
I-SUPPORT Component

Co-Chairperson : **ATTY. ARMANDO R. CROBALDE JR.**
I-SUPPORT Component

Members:

Dir. ARIODEAR C. RICO

Engr. ROY M. ABAYA

I-BUILD Component

Atty. ABRAHAM P. GUIAO

Procurement Unit

ACQUILYN E. MORILLO

I-PLAN Component

Dir. HONORIO C. FLAMEÑO

Geomapping & Governance Unit

KAREN S. MARTE

Monitoring, Eval & Learning Unit

CHERYL C. SUAREZ

InfoACE Unit

MA. MALENA V. VASQUEZ

Economics Unit

Dir. JUNIBERT E. DE SAGUN

LENY G. PECSON

I-REAP Component

RENATO P. MANANTAN

Institutional Development Unit

BATHSHEBA P. APARILLA

Social & Env't Safeguard Unit

ARNOLD C. JAURIGUE

Finance Unit

NOEL G. DATO

Accounting Unit

JOEY ANDREW T. ALBOS

Budget Unit

Secretariat :

RIC JOSE B. MARTIR

Administrative Unit

PRISCILA JOYCE F. GUIWA

Office of the National Deputy
Project Director

MARIA CHARMELA A. FAMOR

Office of the National Deputy Project Director



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RESPONSIBILITIES OF THE RIGHT-SIZING TEAM:

1. Conduct in-depth analysis and deliberation on the output submitted by the NPCO, RPCO, PSO, and Components and hold consultations, round table discussions and/or workshop, when needed;
2. Perform a strategic fit analysis to ensure that the right-sizing plan aligns with DA organizational goals;
3. Develop a strategy for organic employees to manage their time spent on PRDP task and their primary tasks on DA;
4. Conduct legal review to ensure actions and plans comply with regulations. Seek assistance from Legal Services when necessary;
5. Develop a detailed Right-sizing Action Plan for the approval of the PRDP National Project Director;
6. Ensure provision of support and resources, in the form of trainings and/or career-pathing, to employees affected by changes;
7. Ensure that an effective communication strategy is in place to help all stakeholders ie., employees, suppliers, and LGU counterparts informed and engaged;
8. Conduct regular review meetings to evaluate progress against set objectives and adopt an agile approach to make real-time adjustments based on feedback and changing circumstances;
9. Perform all tasks inherent and necessary in order to achieve the above stated functions and directives; and
10. Perform all functions that may be directed by the PRDP National Project Director and/or PRDP National Deputy Project Director.


RESPONSIBILITIES OF THE SECRETARIAT:

1. Schedule and organize meetings for Right-sizing Team.
2. Document minutes of meetings and disseminate information as needed.
3. Ensure that all documents and reports are maintained with accuracy and confidentiality.
4. Assist in the preparation of presentation materials and other documents as required by the Right-sizing Team.

As such, they are expected to perform the duties and responsibilities described above in addition to their present assignments. All expenses in the conduct of the activity shall be charged to PRDP funds subject to usual accounting and auditing rules and regulations.

This Order shall take immediately and shall remain in force unless otherwise revoked in writing.

Done this 5th day of JUNE, 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-PRDP-SO20240524-00036