



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1647
Series of 2024

SUBJECT : RECONSTITUTION OF THE PROJECT STEERING COMMITTEE, PROJECT MANAGEMENT OFFICE, AND THE TECHNICAL WORKING GROUPS FOR THE ESTABLISHMENT OF THE COLD EXAMINATION FACILITY FOR AGRICULTURE (CEFA)

In view of the appointments and change of assignments of officials and to facilitate the implementation of the project, the members of the Project Steering Committee and Technical Working Groups for the establishment of the Cold Examination Facility for Agriculture (CEFA) Project is hereby reconstituted and shall be composed of the following:

A. PROJECT STEERING COMMITTEE

Chairperson : DEOGRACIAS VICTOR B. SAVELLANO
Undersecretary for Livestock

Vice-Chairperson : DANIEL ALFONSO N. ATAYDE
Assistant Secretary for Logistics

CARLOS C. CARAG
Assistant Secretary for DA Inspectorate and Enforcement

Members :

DIOSAMIA M. SEVILLA, MSc
Officer-in-Charge, Director, BAI

CLARITA M. SANGCAL, DVM
Executive Director, NMIS

ISIDRO M. VELAYO JR., MDM
Officer-in-Charge, Director, BFAR

GERALD GLENN F. PANGANIBAN, Ph.D.
Director, BPI

ENGR. ARIODEAR C. RICO
Director, BAFE

The functions, duties, and responsibilities of the Project Steering Committee are as follows:

1. Provide overall direction and policy guidance for the implementation and operationalization of the project;
2. Provide policy advice and support to the project, including the review of the progress and overall project outputs;
3. Conduct regular and special meetings as the need arises; and
4. Perform operational oversight, project coordination, and other functions as maybe needed for the implementation of the project.

B. PROJECT MANAGEMENT OFFICE

The Director of the Bureau of Animal Industry shall serve as the **Project Director of the CEFA Project**. The Project Director shall:

- Provide overall leadership and management guidance to the Project Management Office (PMO);
- Endorse the hiring of Contract of Service (COS) personnel of the PMO upon the recommendation of the Project Manager;
- Approve the Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP), Plans and Budget Proposal (PBP), and other relevant planning, financial, and procurement documents upon the recommendation of the Project Manager;
- Review and recommend policies and proposed action for the approval of the Project Steering Committee; and
- Ensure the timely submission of accomplishments and/or project milestones.

There shall be a **Project Manager** who shall oversee the day-to-day operations of the PMO. The Project Manager shall:

- Direct and supervise the day-to-day operations of the PMO;
- Facilitate overall coordination between and among the Project Steering Committee, the TWGs, and personnel of the PMO;
- Recommend the hiring of COS personnel and reassignment of plantilla officers/employees to the PMO, as may be necessary;
- Spearhead the preparation of the Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP), Plans and Budget Proposal (PBP), and other relevant planning, financial, and procurement documents;
- Recommend the conduct of meetings to resolve matters arising from project implementation;
- Conduct all activities as may be necessary to ensure timely accomplishment of project milestones; and
- Perform the functions, duties, and responsibilities and such others as directed by the CEFA Project Steering Committee and the CEFA Project Director.



C. TECHNICAL WORKING GROUPS (TWGs)

It shall be the responsibility of the Chairperson of each Technical Working Group to seek nominations from all concerned DA Agencies for Members that will comprise each respective TWGs. Once members of each TWG has been identified, the list shall be forwarded to the Office of the PMO for the issuance of Supplemental Special Order by the Secretary.

The following TWGs are hereby reconstituted and shall be composed of the following:

1. TWG on Harmonization of Quarantine Policies:

Chairperson: Assistant Secretary for Policy and Regulations
Vice-Chairperson: Assistant Secretary for DA Inspectorate and Enforcement

Members:

- Bureau of Animal Industry (3)
- Bureau of Plant Industry (3)
- Bureau of Fisheries and Aquatic Resources (3)
- National Meat Inspection Service (3)
- DA Legal Service (2)
- Policy Research Service (2)
- Office of the Undersecretary for Policy, Planning, and Regulations (2)
- Office of the Assistant Secretary for Policy and Regulations (2)
- Office of the Assistant Secretary for DA Inspectorate and Enforcement (2)

Specific Functions:

1. Harmonization of cargo clearance process;
2. Profiling of shipments for inspection, risk-categorization, and classification of imported agri-fishery products; and
3. Development of CEFA Operational and Administrative Guidelines on Quarantine, Inspection, and Examination (from cursory inspection and validation of import documents to physico-chemical analyses of agri-fishery products).

2. TWG on Site Identification for the Establishment of CEFA:

Chairperson: Assistant Secretary for Logistics
Vice-Chairperson: Director of Bureau of Animal Industry

Members:

- Bureau of Animal Industry (3)
- Bureau of Plant Industry (3)
- Bureau of Fisheries and Aquatic Resources (3)
- National Meat Inspection Service (3)
- Office of the Assistant Secretary for Logistics (2)



Specific Functions:

1. Determine and identify project sites, with due consideration on the project space requirement, within the vicinity of major ports of entry, concurred by the Project Steering Committee and approved by the DA Secretary;
2. Coordinate with relevant authorities such as the Philippine Ports Authority, Bureau of Customs, and other stakeholders, on the use of private properties (lot and other facilities in the project site); and
3. Initiate the drafting of necessary Memorandum of Agreement, further determining availability, proof of ownership of property/ies, terms of use, and other vital information, prior to construction.

3. TWG on Structural Planning, Architectural Design, and Construction Services for the Establishment of CEFA:

Chairperson: Bureau of Agriculture and Fisheries Engineering

Vice-Chairperson: Bureau of Animal Industry

Members:

- Bureau of Agriculture and Fisheries Engineering (3)
- Bureau of Animal Industry (3)
- Bureau of Plant Industry (3)
- Bureau of Fisheries and Aquatic Resources (3)
- National Meat Inspection Service (3)

Specific Functions:

1. Review of Detailed Engineering Design (DED) and ensure compliance with existing relevant building codes, rules, and regulations;
2. Validate the specifications of the building materials and equipment as required by the approved Architectural and Engineering Design as to standard performance specifications and relative parameters;
3. Recommend the final structural design and specification of the facilities, including the conduct of appropriate soil analysis and land contour mapping of the proposed site;
4. Assist the Project Management Office (PMO) in the execution and completion of the approved structural and management plan;
5. Assist the Bids and Awards Committee (BAC) in the evaluation of technical proposals in accordance with the criteria set in the bidding documents; and
6. Oversee, in coordination with the PMO Construction Team, the actual project establishment and construction activities.

4. TWG on Establishment of the CEFA Integrated Laboratory:

Chairperson: Bureau of Fisheries and Aquatic Resources

Vice-Chairperson: Bureau of Plant Industry

Members:

- Bureau of Animal Industry (3)
- Bureau of Plant Industry (3)
- Bureau of Fisheries and Aquatic Resources (3)



- National Meat Inspection Service (3)

Specific Functions:

1. Determine the space and technical requirements for the integrated laboratory in all CEFAs;
2. Identify the appropriate laboratory machines, tools, equipment, supplies, and other materials necessary for the operation of the laboratory;
3. Determine and submit administrative and personnel requirements in support to operations of the integrated laboratory; and
4. Provide technical assistance in the development of policies and guidelines related to the operation and administration of the laboratory.

D. SECRETARIAT OF TECHNICAL WORKING GROUP

Each TWG may elect staff from their office the composition of their respective Secretariat. The following are the general functions of the Secretariat:

1. Provide administrative support to the CEFA Technical Working Group;
2. Organize and make all necessary arrangements for the TWG meetings and other related activities;
3. Prepare minutes of the meetings of the TWG and submit the same to the Steering Committee and the PMO for information;
4. Submit to the Steering Committee and the PMO regular updates on the activities and milestones of the TWG for proper reporting to the DA Strategic Committee (StratComm); and
5. Perform other related functions as may be necessary.

All expenses to be incurred in the conduct of the activities for the above Project shall be chargeable against the CEFA funds, subject to the existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. Special Order No. 686, Series of 2023, as amended and Special Order No. 1096, Series of 2023, as amended and all other orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 30th day of October 2024.



FRANCISCO P. TIULAUREL JR.
Secretary

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