



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

## SPECIAL ORDER

No. 1681

Series of 2024

**SUBJECT: CREATION OF A COMMITTEE ON THE REVIEW OF THE ORGANIZATIONAL STRUCTURE OF THE DEPARTMENT OF AGRICULTURE-OFFICE OF THE SECRETARY (DA-OSEC)**

Pursuant to the Department of Agriculture's (DA) strategic framework and in line with the approved DA Rationalization Plan, which serves as the basis for the pursuit of a second phase of rationalization, a *Committee on the Review of the Organizational Structure of the DA-OSEC* is hereby created to undertake the review and assessment of the current organizational structure of the Department.

### STEERING COMMITTEE

Chairperson	:	Undersecretary for Administration
Co-Chairperson	:	Undersecretary for Policy, Planning and Regulations
Vice-Chairperson	:	Undersecretary for Operations
Members	:	Undersecretary and Chief of Staff Undersecretary for Finance Assistant Secretary for Administration Assistant Secretary for Policy and Regulations Assistant Secretary for Operations Assistant Secretary for Finance DAEA President, OSEC Chapter

### Functions:

1. Provide strategic directions and oversight in the review of the DA's functional and organizational structure including staffing complementation;
2. Conduct committee meetings to monitor the progress of the technical review;
3. Deliberate on policy and technical issues that may be elevated to the committee by the Technical Working Group (TWG);
4. Invite Resource persons (internal and external) through the TWG, to lend technical know-how or provide clarification on certain issues that may arise during the technical review;
5. Review and deliberate on the draft/proposed functional/organizational structure and staffing complementation submitted by the TWG;
6. When necessary, elevate and submit recommendations to the Secretary through the Strategic Committee (STRATCOM) on related policy issues that may arise from time to time during the course of the technical review; and
7. Submit final recommendation on the Draft Restructuring Plan of the department for approval by the Secretary.

## TECHNICAL WORKING GROUP

- Chairperson : **NOEL A. PADRE**  
Assistant Secretary for Planning and Project  
Development
- Co-Chair : **ATTY. ROLAND A. TULAY**  
Director, Administrative Service
- Vice-Chairperson : **MICHAEL R. SOLLERA**  
OIC-Director, Planning and Monitoring Service
- Members : **CHARIE SARAH D. SAQUING**  
OIC-Director, Financial and Management Service
- FERNANDO D. FLORES**  
Director, Project Development Service
- HONORIO C. FLAMEÑO**  
Director, Information and Communications  
Technology Service
- ALBERTO R. CARISO JR.**  
Project Manager III, Food Development Center
- ATTY. ABRAHAM P. GUIAO**  
Chief, Research and Regulations Division
- ATTY. NEFRETERY M. NUFABLE**  
Assistant Chief, Research and Regulations Division
- TONI MARCEL S. RIMANDO**  
Chief, Food, Agriculture and Fisheries Policy Division
- JESSAMIN B. ARANAS**  
Chief, Personnel Division
- RALPH ALAN C. CENIZA**  
OIC-Chief, Field Programs Operational Planning Division
- JOEY ANDREW T. ALBOS**  
OIC-Chief, Budget Division
- AGUSTIN M. MANGANIP JR.**  
OIC- Chief, Human Resource Development Division
- XERXEES R. REMOROZO**  
Chief, ICT Planning and Standards Division

Functions:

1. Conduct a strategic review of the present DA's functional and organizational structure including staffing complementation of the staff and line bureaus including regional offices and program/project offices under the Office of the Secretary (OSEC);
2. Gather and review laws, policies, and other issuances that may relate to or may have an impact on the powers, duties, and functions of the department including its staff and line bureaus;
3. Identify and define functions and functional relationships at all levels (vertical and horizontal) across bureaus and operating units under the OSEC;
4. Identify and elevate policy and technical issues for deliberation and decision of the Steering Committee; and
5. Draft and recommend proposed organizational structure and staffing modifications for the deliberation of the Steering Committee.

**SECRETARIAT**

Head Secretariat	:	<b>JOCELYN O. MOGADO</b> Chief, Management Division
Assistant Head	:	<b>ANNABELLE T. EDANG</b> Management Division
Members	:	<b>ROSEMARIE Z. GO</b> , Personnel Division <b>ANTHONY FIDEL D.A ANDRES</b> , Management Division <b>MAY ANN S. CATAGUE</b> , Management Division <b>MA. ANGELIKA C. FERRER</b> , Management Division <b>ANNWIN L. ALBAN</b> , Personnel Division <b>AMCHE ROSE M. REPOL</b> , Personnel Division <b>RIA T. BUENAVENTURA</b> , Personnel Division <b>ALEX C. CASTILLO</b> , Human Resource Development Division <b>RAYMOND KARL A. PEREZ</b> , Office of the Assistant Secretary for Administration <b>EVELYN S. ABAO</b> , Office of the Assistant Secretary for Finance

Functions:

1. Consolidate proposals and supporting documents submitted by various offices;
2. Facilitate and coordinate the logistical arrangements for committee meetings, including scheduling, venue preparation, and other related tasks;
3. Prepare and distribute necessary materials to Committee Members at least three (3) days before the scheduled meetings;




4. Assist the Committee in the preparation of data, reports, and matrices required by the Committee;
5. Document the proceedings of committee meetings;
6. Serve as the central channel of communication for the Committee;
7. Serve as the document/records custodian for the Committee; and
8. Perform other administrative tasks as may be assigned by the Committee.

All Heads of Regional Field Offices (RFOs) and Bureaus are hereby instructed to create their own Review Committee. The results of these reviews shall be submitted to and coordinated with the Committee on the Review of Organizational Structure of DA-OSEC.

All expenses to be incurred in the conduct of the activities including workshops, meetings, honoraria, consultants fees, travel expenses, per diem, incidental expenses and other related expenses shall be charged against the funds of the Central Office, subject to the availability of funds and the existing government accounting and auditing laws, 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 6<sup>th</sup> day of NOVEMBER 2024.

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



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