



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1884
Series of 2024

SUBJECT: CREATION OF AN ADVISORY GROUP AND A TECHNICAL WORKING GROUP FOR THE PREPARATION OF GUIDELINES ON THE CONDUCT OF THE DEPARTMENT OF AGRICULTURE INSPECTION MISSION (DAIM)

In the exigency of service and to harmonize the procedures in the conduct of the Inspection Mission, the need to come up with a standard procedure is a must. As such, an **ADVISORY GROUP** and a **TECHNICAL WORKING GROUP (TWG)** are hereby created to formulate the standard guidelines for conducting the Inspection Mission and shall submit to this office the expected output on March, 2025.

The Advisory Group and the TWG shall have the following composition:

A. ADVISORY GROUP

- I. Chairperson : Undersecretary for Livestock
- Co-Chairperson : Undersecretary for Policy, Planning, and Regulations
- Members : Assistant Secretary for Swine and Poultry
Assistant Secretary for Policy and Regulations
Director, Legal Service

B. TECHNICAL WORKING GROUP

- I. Chairperson : Executive Director, National Meat Inspection Service (NMIS)
- Vice-Chairperson : Director, Bureau of Animal Industry (BAI)
- Members : Meat Import Export Division (MIED), Division Head (NMIS)
National Veterinary Quarantine Services Division (NVQSD), Division Head (BAI)
Accreditation and Registration Division (ARD), Division Head (NMIS)
Animal Health and Welfare Division (AHWD), Division Chief (BAI)
Representative, (AHWD - BAI)
Representative, (NVQSD - BAI)
Representative, (NVQSD - BAI)
Representative, (MIED - NMIS)
Representative, (ARD - NMIS)
Representative, Bureau of Agriculture and Fisheries Standards

II. Secretariat : DA-NMIS, Lead Secretariat
DA-BAI

Functions of the Advisory Group:

1. Provide policy direction, oversight, and advice to the TWG in the formulation of the guidelines in the conduct of the Inspection Mission;
2. Ensure the consistency and conformance of the guidelines with the existing laws, rules, and regulations;
3. Review and provide comments and recommendations on the submitted draft by the TWG;
4. Convene regular and/or emergency meetings when deemed necessary; and
5. Endorse the final draft of the guidelines for the approval of the DA Secretary.

Functions of the Technical Working Group (TWG):

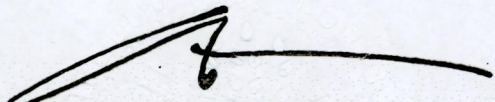
1. Review the existing guidelines;
2. Prepare the draft guidelines incorporating the technical inputs and recommendations from the concerned agencies and the Advisory Group;
2. Attend meetings;
3. Present the final draft to the Advisory Group;
4. Finalize the draft guidelines; and
5. Perform other tasks to facilitate the preparation and finalization of the draft guidelines.

Functions of Secretariat:

1. Organize and facilitate meetings, workshops, consultations, and other activities initiated by the TWG and Advisory Group;
2. Provide technical and logistic support to the TWG and the Advisory Group;
3. Responsible for the circulation/dissemination of the draft guidelines to TWG members for review;
4. Document the highlights of the meeting and keep files of the TWG for documentation purposes;
5. Prepare the final draft for submission to the Advisory Group for review; and
6. Perform other tasks as required by the TWG, and as instructed by the Advisory Group.

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

Done this 17th day of DEC. 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



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