



Republic of the Philippines
OFFICE OF THE SECRETARY
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MEMORANDUM ORDER

No. 10

Series of 2025

**SUBJECT : GUIDELINES ON THE SUBMISSION OF PROPOSALS FOR THE
RESTRUCTURING OF THE DEPARTMENT OF AGRICULTURE**

RATIONALE

The new and expanded mandates of the Department of Agriculture (DA), such as Republic Act (R.A.) No. 12022 (Anti-Agricultural Sabotage Act), R.A. No. 11321 (Sagip Saka Act), and R.A. No. 11203, as amended by R.A. No. 12078 (Rice Tariffication Law), among others, have resulted in a substantial increase in programs and projects. In response, the Department has initiated a comprehensive review of the organizational structure which aims to address, adapt, and align the DA operations with the broader directives of the national government.

The review of the organizational structure of the DA-OSEC, also termed as "Restructuring of the DA-OSEC", is a strategic process of reorganizing, re-aligning, or changing the organization and staffing structure, processes, and operations of the DA-OSEC offices to improve the overall performance and adaptability of the department.

These changes may include reorganizing DA operating units, redefining roles and responsibilities, or modifying the organizational hierarchy. Additionally, they encompass the introduction of new processes, process optimization through streamlining, elimination of redundancies, and consolidation of overlapping functions to enhance overall efficiency.

It seeks to improve the organization for the effective implementation of programs and projects, ensuring alignment with strategic goals and the necessary skills and competencies in staffing. It will also prioritize streamlining and digitizing systems to improve interoperability, secure information sharing, and enable remote operations for efficient public service.

This initiative is crucial to ensuring that the DA remains adaptable, efficient, and responsive to the needs of both the agricultural sector and the nation.

SECTION I. SCOPE

These guidelines shall apply to all offices under the Department of Agriculture, composed of the Central Office, Bureaus, Regional Field Offices (RFOs), Attached Agencies, and Attached Corporations.

For purposes of these Guidelines, all offices under the Central Office refer to all Executive Management Offices, Service Units, Programs and Projects Offices, and other created offices.

SECTION II. OBJECTIVES

This document aims to provide guidance to all offices for the preparation and submission of proposals.

Specifically, this aims to:

1. Provide the guiding principles on the DA-OSEC restructuring;
2. Provide guidance for the preparation of the proposals in accordance with the prescribed outlines and templates;
3. Provide detailed guidance on the proper submission of proposals; and
4. Ensure that proposals are submitted within the established timelines and deadlines.

SECTION III. DEFINITION OF TERMS

As used in this Guidelines, the following terms shall be defined as:

1. **Abolition** - elimination or discontinuance of a function, program, activity or project or the elimination of an obsolete, redundant, and/or unnecessary position.
2. **Conversion** - abolition of vacant position/s and the creation of another position in its/their stead with the same, lower, or higher salary range/grade.

3. **Creation** - resulting from an additional, non-temporary function or position assigned to an office.
4. **Functional Chart** - chart containing the statements of functions of all organizational units indicated in boxes. This chart provides information about the general objective and responsibilities of each unit.
5. **Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS)** - list of position titles by occupational service and by occupational group. It is a guide for government agencies and other users to understand the position classification system.
6. **Organizational Chart** -chart containing graphic representation of the organizational units in boxes. This chart provides a basis for determining organizational relationships.
7. **Other created offices** - include linkages, special units, ad hoc offices, and other newly created units in the Department.
8. **Phasing out** - gradual elimination or discontinuance of a function, program activity, or project.
9. **Position** - set of duties and responsibilities assigned by a competent authority and performed by an individual.
10. **Reclassification** - form of staffing modification or position classification action which may be applied only when there is a warranted substantial change in the regular duties and responsibilities of the incumbent of the position, as determined by the DBM. This may result in a change in any or all of the position attributes: i.e., position title, position level, and salary grade. *(For the detailed guidelines, refer to Budget Circular 2018-03, Guidelines on the Reclassification of Positions.)*
11. **Restructuring** - strategic process that involves the agency's structure and processes to improve efficiency, optimize resources, adapt to climate changes and new technology, and meet clientele expectations. This may include implementing changes in the organization and its staffing structure, introducing new processes, streamlining processes, eliminating redundancies, and/or consolidating functions.



12. **Retitling** - form of reclassification wherein the salary grade of the position is maintained, provided that the new position title belongs to the same occupational group.
13. **Scaling down** - a reduction in the intensity or magnitude of a function, program, activity, or project either by eliminating selected components, reducing the geographical, demographic, or clientele coverage, the types of services rendered, or the level of outputs.
14. **Streamlining** - simplification of government processes to enhance operational efficiency, eliminate redundant procedures, and facilitate the timely and effective delivery of services to the public.
15. **Strengthening** - act of increasing the targets of a core function, or its expected goods/services and the desired impact of these, or widening its clientele/geographical coverage by infusing additional physical, financial, and other resources into it.
16. **Transfer** - movement of an employee from one position to another which is of equivalent rank, level, or salary. In case of transfer, the incumbent shall continue to be paid at his/her present salary rate.

SECTION IV. GUIDING PRINCIPLES

The proposals to be submitted shall:

1. Contribute to the viability of the entire agriculture value chain and to the targeted ultimate societal and sectoral outcomes of the Department, which are food security and increase in farmers' income (*Annex A: DA Strategic Framework and 4-Year Plan*).
2. Align with the current strategic objectives and expanded or new mandates pursuant to the applicable laws, rules, and jurisprudence;
3. Take into account streamlining, digitalization, government interoperability, shared and secured access to information in government; remote government operations; reduction in the regulatory burden on citizens, businesses, and other stakeholders; reduction in the administrative burden on the part of the government; and effective, efficient, and economical implementation of



programs and projects.

4. Ensure all staffing modifications, involving reclassification, conversion, and creation of positions in accordance with the Index of Occupational Service (IOS) for the National Government.
5. Propose for the strengthening and creation of Functions and Programs, as necessary.
6. Propose for scaling down, phasing out, and abolition of Functions or Programs that:
 - 6.1. Duplicate or unnecessarily overlap with other programs, activities, and projects within the Department and its attached agencies;
 - 6.2. Not producing the desired outcomes, no longer achieving the objectives for which they were originally designed and implemented; and
 - 6.3. Are redundant/outdated or no longer relevant to the accomplishment of the major final outputs of the Department.
7. Merge or consolidate into a single unit the Operating Units with unnecessary, overlapping, or duplicating functions to rationalize the use of government resources.
8. Transfer/integrate functions from one operating unit to another which could be better performed the same.
9. Rationalize ad hoc offices and Programs performing vital and significant functions and must be continually undertaken by the Department.
10. Ensure clear delineation of functions, with defined roles and responsibilities among equally positioned units to avoid overlaps (horizontal), and clearly defined roles between units that are vertically and sequentially related in terms of functional levels to ensure proper alignment (vertical).
11. Adhere the staffing pattern with the following:
 - 11.1. Assessing personnel competencies and determining their alignment with the needs of offices;



- 11.2. Defining the skills mix and staffing levels required to meet the workload demands; and
- 11.3. Establishing a staffing structure that supports the operational requirements and objectives of each offices.
12. Review the duties and responsibilities of personnel, including Contract of Service (COS) personnel and Job Order (JO) to eliminate duplication of functions or to create positions that will enable the agency to establish the required staffing to deliver on its mandate.
13. Adapt and respond to change in the environment, continuously assessing and strengthening their capacity to address emerging challenges. This will ensure resilience, relevance, and sustained organizational growth.
14. Highlight potential cost-savings and efficiency gains.
15. Ensure fair and equal representation of voices from all levels within the organization.
16. Focus on outcomes and measurable improvements in organizational performance, emphasizing accountability and achievement of key performance indicators.
17. Uphold the highest standards of integrity, fairness, and accountability throughout the restructuring process to foster trust within the Department and among the public.

SECTION V. REVIEW TEAM/COMMITTEE

1. Composition

All offices under the DA Central Office, Bureaus, Attached Agencies and Corporations may establish their internal review team/committee. One (1) Review Committee shall be established for all RFOs, the composition of which shall include a representative from each RFO.

The composition and the output and recommendation of the committee so established shall be at the discretion and guidance of the Head of Office.



2. Functions

1. Conduct a comprehensive review of their existing organizational structures based/ or in accordance with the Guiding Principles in Section IV.
2. Conduct consultations, meetings, and workshops as necessary.
3. Prepare the proposal based on the result of the review and consultations.
4. Endorse the proposal to the Head of Office for approval.
5. Designate/assign one focal person from the review team/committee authorized to upload the approved proposal and serve as the primary contact for coordination and communication.

SECTION VI. PREPARATION OF PROPOSAL

All offices shall prepare their proposals in accordance with the following:

1. **Narrative Proposal** (*Annex B*)
 - 1.1. Rationale and legal basis
 - 1.2. Existing Organizational and Functional Structure
 - 1.2.1. Mandates
 - 1.2.2. Existing organizational and functional charts (based on Approved Rationalization Plan)
 - 1.2.3. Actual/current functional chart (Reflecting adjustments due to subsequent laws, issuances, and directives)
 - 1.2.4. Key deliverables (based on 1.2.3) vis-a-vis the actual deliverables
 - 1.3. Proposed Functional Chart
 - 1.4. Existing Staffing Structure
 - 1.4.1. Approved plantilla positions (per approved Rationalization Plan with corresponding functions)
 - 1.4.2. Approved additional plantilla positions
 - 1.4.3. Current Contract-of-Service (COS) Personnel (profile and functions)



1.5. Proposed Staffing Structure

1.5.1. Position Chart

Ensure that all positions are clearly marked and highlighted in color for easy identification, using a consistent and noticeable color visible both digitally and in printed copies.

Retained positions	Black Font
Proposed/newly created positions	Blue Font
Reclassified positions	Orange Font
Retitled positions	Green Font
Converted positions	Violet Font
Transferred positions	Pink Font
Abolished positions	Red Font

1.5.2. Position Description, Salary Grade, and Duties and Responsibilities

1.6. Justification

- 1.6.1. creation of units, if any
- 1.6.2. proposed positions
- 1.6.3. reclassification of the positions, if any
- 1.6.4. abolition of funded vacant positions by considering the effects on the operation of the affected units

1.7. List of vacant positions for abolition, if any, including the item number and organizational code/description where the vacant items are currently lodged;

1.8. Funding requirements

- 1.8.1. Current Budget Allocation
- 1.8.2. Proposed funding adjustments for restructuring
- 1.8.3. Estimated Personnel Services cost of the proposed positions for creation and abolition

1.9. Summary

- 1.9.1. Proposed Positions by Staffing Modification
- 1.9.2. Financial Requirements and Financial Consequence, if any



2. **Attachments**

- 2.1. Position Matrix Template (*Annex C*)
- 2.2. Qualification Standards for the proposed positions (*Annex D*)
- 2.3. Summary of proposal in presentation format (e.g. Powerpoint, Google Slides) (*Annex E*)

SECTION VII. SUBMISSION OF PROPOSAL

- 1. A hard copy, an editable electronic copy, and a PDF version of the Proposal shall be submitted to the Committee on the Review of Organizational Structure of DA-OSEC (per Special Order No. 1681, Series of 2024).

Submission of proposals should be signed by the Head of Office and submitted to the Chairperson of the Steering Committee and Attention: Chairperson of the Technical Working Group (TWG).

FOR : Chairperson, Steering Committee on the Review of the Organizational Structure of the DA-OSEC

ATTENTION : Chairperson, TWG on the Review of the Organizational Structure of the DA-OSEC

FROM : Head of Office

- 2. All proposals must be endorsed by the highest-ranking supervising Execom, if applicable.
- 3. Submitted proposals shall be forwarded to the Technical Working Group (TWG) of the Committee on the Review of Organizational Structure of DA-OSEC (as per Special Order No. 1681, Series of 2024) for comprehensive review and evaluation.
- 4. Proposals from the RFOs shall be submitted as a single consolidated proposal, and the organizational structure should be standardized across all RFOs.



SECTION VIII. DEADLINE OF SUBMISSION


The submission of the proposal to the Chairperson of the Steering Committee shall be within one hundred twenty (120) calendar days from the issuance of this Order.

SECTION IX. OTHER PROVISIONS

This Order shall be posted on the DA Website for the guidance of all concerned. Any additional instructions consistent with these guidelines shall be issued by the Steering Committee via Memorandum or any equivalent instrument, as necessary.

For strict compliance.

Done this 14th day of FEBRUARY, 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-FMS-MO20250203-00001



DA' S PARA SA MASAGANANG BAGONG PILIPINAS PLAN
(2024-2028)

DEPARTMENT OF AGRICULTURE
NATIONAL EXPENDITURE PROGRAM
FY 2025
Para sa Masaganang Bagong Pilipinas

DA'S PLAN PARA SA MASAGANANG BAGONG PILIPINAS (2024-2028)

STRATEGIC FRAMEWORK



ACHIEVING FOOD SECURITY FOR THE FILIPINO PEOPLE THROUGH BOOSTING AGRICULTURAL PRODUCTION TO ENSURE ACCESSIBILITY TO AFFORDABLE AND NUTRITIOUS FOOD



DEVELOPING THE AGRICULTURE AND FISHERIES SECTOR AS A PROFITABLE INDUSTRY FOR FARMERS, FISHERFOLK, AND ALL STAKEHOLDERS INVOLVED IN THE VALUE CHAIN



EXPAND AND IMPROVE AVAILABLE AGRI-FISHERY AREAS FOR INCREASED PRODUCTION



MECHANIZE AND MODERNIZE AGRI-FISHERY PRODUCTION SYSTEMS



DEVELOP AND IMPROVE POST-HARVEST SYSTEMS AND INFRASTRUCTURE



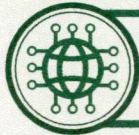
DEVELOP EFFICIENT LOGISTICS SYSTEMS FOR BOTH INPUT AND PRODUCTION OUTPUT



IMPROVE AND EXPAND LOCAL AND INTERNATIONAL MARKET ACCESS



PROPER BALANCE OF BOTH THE DEVELOPMENTAL AND REGULATORY ROLES OF THE DEPARTMENT OF AGRICULTURE



SCIENCE AND INFORMATION-DRIVEN DECISION MAKING THROUGH DIGITALIZATION



STRONG PARTNERSHIP WITH FARMERS, FISHERFOLK, PRIVATE SECTOR, AND OTHER STAKEHOLDERS



AVAILABLE AND ACCESSIBLE FINANCIAL MECHANISMS THAT ENCOURAGE INVESTMENTS AND MINIMIZE RISKS



RESEARCH FOR DEVELOPMENT AND EXTENSION (R4DE) TO OPTIMIZE SECTOR POTENTIAL

DEPARTMENT OF AGRICULTURE
NATIONAL EXPENDITURE PROGRAM

FY 2025
Para sa Masaganang Bagong Pilipinas

DA'S PLAN PARA SA MASAGANANG BAGONG PILIPINAS (2024-2028)

Value Chain Development

Enabling Environment



EXPAND AND IMPROVE AVAILABLE AGRI-FISHERY AREAS FOR INCREASED PRODUCTION

- Optimize available/idle land and water bodies for agri-fishery production
- Construct and rehabilitate irrigation facilities
- Improve land fertility
- Ensure sustainable management of water resources



PROPER BALANCE OF BOTH THE DEVELOPMENTAL AND REGULATORY ROLES OF THE DEPARTMENT

- Streamline regulatory processes / Ease of doing business
- Effectively communicate policies to stakeholders
- Ensure transparency in regulation enforcement
- Upgrade national and regional laboratories
- Assist stakeholders in complying with regulatory documents



MECHANIZE AND MODERNIZE AGRI-FISHERY PRODUCTION SYSTEMS

- Increase adoption of science-based & climate-resilient farming technologies
- Promote good agricultural practices
- Harmonize planning & mapping-out of vital mechanization and infrastructure investments
- Diversify skills of farm workers



SCIENCE AND INFORMATION-DRIVEN DECISION MAKING THROUGH DIGITALIZATION

Integrate and harmonize digital platforms towards the development of National Information Network (NIN) that will aid in policy decision-making for the Agriculture and Fisheries sector.



DEVELOP AND IMPROVE POST-HARVEST SYSTEMS AND INFRASTRUCTURE

- Intensify use of appropriate or location-specific technologies
- Higher investments for agro-processing facilities in Strategic Agriculture and Fisheries Development Zone (SAFDZ) areas
- Improve facilities operations and maintenance capacities of beneficiaries



STRONG PARTNERSHIP WITH THE FARMERS, FISHERFOLK, PRIVATE SECTOR, & OTHER STAKEHOLDERS

- Adopt an effective participatory and consultative process in the plan and budget preparation
- Improve convergence of government agencies and LGUs (e.g., ADP, NCI-SRD, PAFES)
- Strengthen PCAF National Sectoral Committees
- Develop/Improve feedback mechanisms and participatory monitoring of project implementation



DEVELOP EFFICIENT LOGISTICS SYSTEMS FOR BOTH INPUT AND PRODUCTION OUTPUT

- Establish resilient transport networks for agricultural inputs and products
- Implement food mobilization programs, FMR projects, and tramline systems
- Reduce logistics costs and other barriers to the flow of goods
- Develop more seaports for agricultural inputs and products



AVAILABLE AND ACCESSIBLE FINANCIAL MECHANISMS THAT ENCOURAGE INVESTMENTS AND MINIMIZE RISKS

- Ensure that credit programs are fit for purpose
- Streamline and simplify application process
- Establish mechanisms to incentivize private sector investments
- Promote index- and weather-based insurance schemes
- Intensify public awareness campaigns on available financial mechanisms



IMPROVE AND EXPAND LOCAL AND INTERNATIONAL MARKET ACCESS

- Full implementation of the *Sagip Saka Act*
- Sustain and strengthen market assistance services, including entrepreneurship, market research and networking
- Intensify product promotion to open domestic and international markets
- Entice producers to increase the quantity, quality, and diversity of goods
- Issue policies that favor local food products over imported goods
- Assign a permanent person to lead/manage agricultural export development



RESEARCH FOR DEVELOPMENT AND EXTENSION (R4DE) TO OPTIMIZE SECTOR POTENTIAL

- Increase investments in research, development, and extension
- Strengthen the link between research and extension
- Boost the capability of farmers and fisherfolk, and AEWs in adopting appropriate and modern technologies
- Harmonize the Department's research agencies and their projects

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I. RATIONALE AND LEGAL BASIS

II. EXISTING ORGANIZATIONAL AND FUNCTIONAL STRUCTURE

- Mandates]
- Existing organizational and functional charts (based on approved RATPLAN)
- Actual/current functional chart (reflecting adjustments due to subsequent laws, issuances, and directives)
- Key deliverables (based on actual/current functional structure) vis-a-vis the actual deliverables

III. PROPOSED FUNCTIONAL CHART

IV. EXISTING STAFFING STRUCTURE

- Approved plantilla positions (per approved RATPLAN with corresponding functions)
- Approved additional plantilla positions
- Current Contract-of-Service (COS) Personnel (profile and functions)

V. PROPOSED STAFFING STRUCTURE

- Position chart
- Position description, salary grade, and duties and responsibilities

VI. JUSTIFICATION

- For the creation of units, if any
- For the proposed positions
- For the reclassification of the positions, if any
- For the abolition of funded vacant positions by considering the effects on the operation of the affected units

VII. LIST OF VACANT POSITIONS FOR ABOLITION (IF ANY)

- Including the item number and organizational code/description where the vacant items are currently lodged

VII. FUNDING REQUIREMENTS

- Proposed Positions by Staffing Modification
- Financial Requirements

VIII. SUMMARY

ANNEX A: QUALIFICATION STANDARDS

REFERENCES

PROPOSED POSITIONS

	ACTUAL/ CURRENT				PROPOSED				VARIANCE				
	Plantilla	CTO	CTI	COS	Total	Retained	Newly Created	Reclassified		Retitled	Converted	Transferred	Total
OFFICE NAME/UNIT													
OFFICE NAME/UNIT													
OFFICE NAME/UNIT													
TOTAL													

FINANCIAL REQUIREMENTS

	ACTUAL		PROPOSED		VARIANCE
	Monthly	Annual	Monthly	Annual	
OFFICE NAME/UNIT					
OFFICE NAME/UNIT					
OFFICE NAME/UNIT					
TOTAL					

OFFICE NAME: ICTS

APPROVED RAT PLAN and APPROVED CHANGES/ ADDITIONAL (if applicable)				ACTUAL/ CURRENT OPERATING STRUCTURE				PROPOSED										
AUTHORIZED POSITION	SG	SALARY	ITEM NUMBER	STATUS OF APPOINTMENT	AUTHORIZED POSITION	SG	STEP	SALARY	ITEM NUMBER	FILLED/ UNFILLED	STATUS OF APPOINTMENT	REMARKS	POSITION TITLE	SG	SALARY	MODIFICATION TYPE	REMARKS	
OFFICE OF THE DIRECTOR																		
Director IV	28	139,939.00	OSSEC-DAB-1998-19	Permanent	Director IV	28	1	139,939.00	OSSEC-DAB-1998-19	Filled	Plentiful		Director IV	28	139,939.00	Retained		
Administrative Assistant III	9	20,219.00	OSSEC-DAB-1998-20	CTO	Administrative Assistant III	8	1	16,000.00	OSSEC-DAB-1998-20	Filled	CTO		Director III (Assistant Director)	27	123,839.00	Created/New Position		
Administrative Aide VI	6	24,495.00	OSSEC-DAB-1998-21	CTO	Administrative Aide VI	6	1	14,000.00	OSSEC-DAB-1998-21		Plentiful		Administrative Aide VI	6	15,524.00	Transferred		
Administrative Assistant III	9	20,219.00	OSSEC-DAB-1998-21	Permanent	Administrative Assistant V	15	1	36,600.00			Plentiful		Administrative Assistant III	9	18,763.00	Created/New Position		
					ISR	15	1	36,600.00			COB		Administrative Assistant IV	10	20,219.00	Created/New Position		
					Administrative Assistant III								Administrative Assistant V	11	24,495.00	Created/New Position		
													Information Systems Researcher II	14	20,219.00	Created/New Position		
TOTAL		204,872.00						243,139.00							362,998.00			

USER GUIDE FOR THE POSITION MATRIX

SECTION	DESCRIPTION	COLUMN	DESCRIPTION / INSTRUCTION
APPROVED RAT PLAN and APPROVED CHANGES / ADDITIONAL (if applicable)	Based on the Approved Rat Plan (2013) and the additional positions approved based on expanded mandates of the office, if applicable	Authorized Position Title	Based on the Approved Rat Plan (2013) and other Legal Bases
		Salary Grade (SG)	
		Salary	
		Item Number	
		Status of Appointment	This includes Permanent, Coterminous (With the appointing officer/authority, With the head of the organizational unit where assigned, or With primarily confidential in nature) Contractual, Casual as defined by the CSC Omnibus Rules on Appointments
		Authorized Position Title	Based on the existing Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS)
ACTUAL / CURRENT OPERATING STRUCTURE	Total current manpower, including Contract of Service Personnel	Salary Grade (SG)	Based on Executive Order No. 64 S. 2024 on the Updated Salary Schedule for Civilian Government Personnel
		Step Increment (if applicable)	
		Salary	
		Item Number	Based on the Updated Personal Services Itemization and Planilla of Personnel (PSIOP) approved by the Department of Budget and Management
		Filled / Unfilled	
		Status of Appointment	This includes Permanent, Coterminous (With the appointing officer/authority, With the head of the organizational unit where assigned, or With primarily confidential in nature) Contractual, Casual as defined by the CSC Omnibus Rules on Appointments
		Remarks	
PROPOSED		Position Title	All staffing modifications involving reclassification, conversion, and creation of positions shall be in accordance with the IOS of the National Government
		Salary Grade (SG)	Based on Executive Order No. 64 S. 2024 on the Updated Salary Schedule for Civilian Government Personnel
		Salary	
		Remarks	

ANNEX D: QUALIFICATION STANDARDS FOR THE PROPOSED POSITIONS

LEGEND

Black Font - Retained positions

Blue Font - Proposed/newly created positions

Orange Font - Reclassified positions

Green Font - Retitled positions

Violet Font - Converted positions

Pink Font - Transferred positions

OFFICE NAME:

NO.	POSITION TITLE	SALARY GRADE	QUALIFICATION STANDARDS
1	Director IV	28	Education: Experience: Training: Eligibility:
2	Director III (Assistant Director)	27	Education: Experience: Training: Eligibility:
3	Administrative Aide VI	6	Education: Training: Experience: Eligibility:

ANNEX D:
QUALIFICATION STANDARDS FOR
THE PROPOSED POSITIONS



[OFFICE NAME] SUMMARY PROPOSAL

Review of the Organizational Structure of DA-OSEC

Magsangang Agrikultura, Mandaue na Ekonomiya

OUTLINE

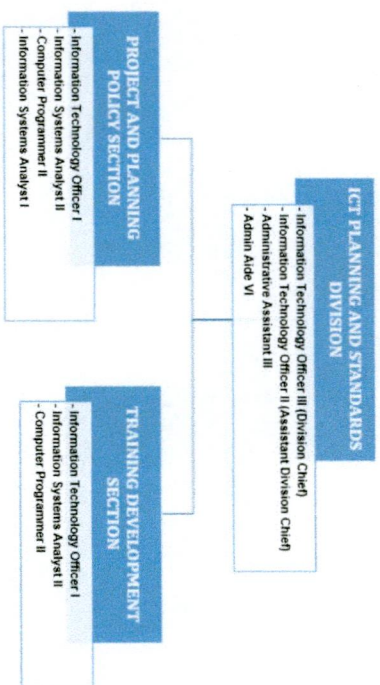
- I. Rationale and Legal Basis
- II. Existing Organizational Structure
 - A. Mandates
 - B. Existing Functional and Position Charts
- III. Proposed Functional Structure
 - A. Proposed Functional and Position Charts
- IV. Comparative Matrix and Funding Requirements
- V. Summary
 - A. Proposed Positions by Staffing Modification
 - B. Financial Requirements

RATIONALE

RATIONALE AND LEGAL BASIS

EXISTING FUNCTIONAL CHART

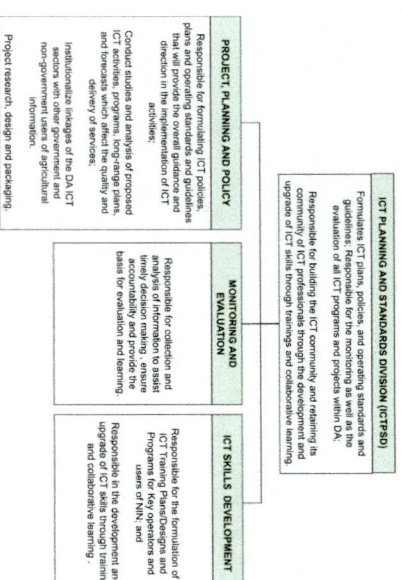
EXISTING POSITION CHART



*Sample only

PROPOSED FUNCTIONAL STRUCTURE

PROPOSED FUNCTIONAL CHART



*Sample only

PROPOSED POSITIONS BY STAFFING MODIFICATION

OFFICE	ACTUAL / CURRENT					PROPOSED						VARIANCE	
	Plan title	CTO	CTI	COS	Total	Retained	Newly Created	Reclassified	Rehired	Converted	Transferred		Total
Office Name/Unit													
Office Name/Unit													
Office Name/Unit													
TOTAL													

FINANCIAL REQUIREMENTS

OFFICE	EXISTING POSITIONS		PROPOSED POSITIONS		VARIANCE
	Monthly Salary	Annual Salary	Monthly Salary	Annual Salary	
Office Name/Unit					
Office Name/Unit					
Office Name/Unit					
TOTAL					

THANK YOU

[Email Address]

[Telephone/Local Number]

