



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

January 22, 2021

MEMORANDUM

FOR : ALL UNDERSECRETARIES
 ALL ASSISTANT SECRETARIES
 ALL BUREAU DIRECTORS
 ALL DA SERVICE DIRECTORS
 ALL HEADS OF ATTACHED AGENCIES/CORPORATIONS
 ALL REGIONAL EXECUTIVE DIRECTORS
 ALL PROGRAM DIRECTORS

FROM : CHIEF OF STAFF

SUBJECT : ADJUSTMENTS ON SCHEDULE OF REGULAR EXECOM AND MANCOM MEETINGS

Please be advised that the regular schedule of Executive Committee (ExeCom) and Management Committee (ManCom) meetings shall be adjusted as follows:



MEETING	SCHEDULE
Executive Committee Meeting (All Undersecretaries, Chief of Staff and Assistant Secretary for Strategic Communications)	Every other Monday to start on February 1, 2021 at 10:30 A.M., OSEC Conference Room
Management Committee Meeting	Every other Wednesday to start on February 3, 2021 at 9:00 A.M.

Please note that we will have additional MANCOM meetings on January 26 and 27, 2021 to complete the presentation and review of 2021 Plans of DA Agencies.

For your guidance.


LEOCADIO S. SEBASTIAN, Ph.D.

DEPARTMENT OF AGRICULTURE
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 OFFICE OF THE EXECUTIVE DIRECTOR
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 Date: 

*A food-secure and resilient Philippines
 with empowered and prosperous farmers and fisherfolk*



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