



November 19, 2018

SPECIAL ORDER

No. 1268

Series of 2018

SUBJECT : Creation of Technical Working Group for the Development of an Integrated Laboratory Engineering Master Plan for the Department of Agriculture

To further support the implementation of Department Order No. 4 series of 2017, or the "Department Policy on Rationalizing and Strengthening DA National and Regional Laboratory Services", a DA Integrated Laboratory Engineering Master Plan that shall serve as a unified blueprint for the renovation and/or future expansion of the DA Regional Integrated Laboratory Divisions shall be developed. The Master Plan shall address the requirements of the Department of Budget and Management (DBM) for a detailed engineering design, program of work, and cost estimates for laboratory building proposals. The Plan shall, therefore, serve as the national guideline providing the critical policies, design requirements, standards and technical specifications in planning, programming and designing an integrated laboratory.

The United States-Defense Threat Reduction Agency (US-DTRA) has committed to provide support to the development of the Master Plan as part of the modifications of the Project "Enhancement of the Biosafety and Biosecurity Capabilities at the Department of Agriculture Veterinary Diagnostic Laboratories" (BSS Project).

For its part, the DA shall ensure active and sustained participation in the master planning effort and for this purpose, a Technical Working Group (TWG) is hereby created with the following composition and responsibilities:

I. COMPOSITION

Lead Action Officer	Director, Bureau of Agricultural and Fisheries Engineering (BAFE)
Co-Lead Action Officer	Director, Bureau of Agriculture and Fisheries Standards (BAFS)
Secretariat	BAFE
Members	Designated Focal Persons* of the following offices and agencies: National: 1. Office of the Assistant Secretary for Regulations (OASR)

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2. Bureau of Agriculture and Fisheries Engineering (BAFE)
3. Bureau of Agriculture and Fisheries Standards (BAFS)
4. Bureau of Animal Industry (BAI)
5. Bureau of Plant Industry (BPI)
6. Bureau of Soils and Water Management (BSWM)
7. Planning and Monitoring Service (PMS)
8. Financial and Management Service (FMS)

Regional:

Regional Agricultural Engineering Divisions (RAED) and Integrated Laboratory Divisions (ILD) of the following DA Regional Offices:

1. Cordillera Administrative Region (CAR)
2. Ilocos Region (Region I)
3. Cagayan Valley (Region II)
4. Central Luzon (Region III)
5. CALABARZON (Region IVA)
6. MIMAROPA (Region IVB)
7. Bicol Region (Region V)
8. Western Visayas (Region VI)
9. Central Visayas (Region VII)
10. Eastern Visayas (Region VIII)
11. Zamboanga Peninsula (Region IX)
12. Northern Mindanao (Region X)
13. Davao Region (Region XI)
14. SOCCSKSARGEN (Region XII)
15. CARAGA (Region XIII)

*The list of focal persons is found in **ANNEX**. The list shall be updated as necessary to ensure continued representation in the TWG.

II. FUNCTIONS AND RESPONSIBILITIES

1. The Lead Action Officers shall head the DA's actions in the master planning effort throughout the activity duration and effectively lead, coordinate, and manage the participation of relevant personnel to be selected from the concerned DA bureaus and agencies.
2. The Lead Action Officers shall effectively and efficiently communicate the master planning effort and requirements throughout the DA, both horizontally and vertically, as well as with other Departments and agencies. This shall include presenting on a regular basis the progress of work on the Master Plan particularly to the DA Laboratory Services Working Group

(LSWG), the Food, Agriculture and Fisheries Policy Division-Policy Research Service (FAFPD-PRS), and other concerned offices, for review and comments and to ensure concurrence with the Master Plan.

3. The Lead Action Officers shall report on the progress and outputs of the master planning activities to the following: the Undersecretary for Policy and Planning, Project Development, R&D and Regulations; the Office of the Assistant Secretary for Regulations (OASR); the BSS National Project Coordinating Group (NPCG); and the BSS Project Steering Committee (PSC).
4. The TWG shall be responsible for developing the Master Plan which the DA-ILDs shall use as a unified reference for renovating and/or constructing the laboratories in a manner that will support the rationalization and optimization of operations and delivery of services of the laboratories for the long term and on a sustained basis.
5. The TWG shall avail of the technical assistance to be provided by the United States Defense Threat Reduction Agency (US-DTRA), in line with the latter's commitments to the Philippines under two (2) agreements, namely, the Cooperative Threat Reduction Agreement (CTRA) and the Philippines-USA Agreement on Scientific and Technological Cooperation.
6. The TWG may also coordinate and consult with other external experts, such as but not limited to, those working in the field of architecture, engineering, biosafety and biosecurity, chemistry, agriculture, information technology.
7. The TWG, in collaboration with US-DTRA, shall prepare its workplan with the specific activities and corresponding timelines towards completion of the Master Plan.
8. The TWG, shall attend all the master planning workshops to be facilitated by US-DTRA, and other related activities deemed necessary and contributory to the master planning effort.
9. PMS and FMS shall provide advice and guidance related to planning and financial aspects to ensure practicability of implementation and sustainability of use of the Master Plan.
10. BAFE shall provide administrative and secretariat services to TWG such as in the organization and conduct of meetings, preparation and management of documents, and other logistical support. It shall also ensure timely invitation of the identified participants and oversee related coordinative activities in relation to the conduct of workshops.
11. As Over-all Project Coordinator of the BSS Project, BAFS shall monitor accomplishments to ensure that work progresses in accordance with the workplan and timelines.

III. SUPPORT TO TWG MEETINGS AND MASTER PLANNING EFFORT

- A. DA, in collaboration with US-DTRA under the BSS Project, shall support expenses to be incurred in the conduct of activities of the TWG, such as but not limited to, meetings, workshops, and seminars.
- B. Traveling and other incidental expenses of the TWG and resource persons/experts shall be charged against the funds of the respective offices, subject to the usual accounting and auditing rules and regulations.

IV. EFFECTIVITY

This Order shall take effect immediately and shall remain in force until completion and approval of the Master Plan.


EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE
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**ANNEX
TECHNICAL WORKING GROUP FOCAL PERSONS**

NATIONAL		
	PRIMARY FOCAL PERSON	ALTERNATE FOCAL PERSONS
Lead Action Officer	Engr. Cristy Cecilia P. Polido Acting Director, BAFE	Engr. Noemi L. Carpio Chief, Engineering Plans Design and Specifications Division, BAFE
Co-Lead Action Officer	Dr. Vivencio R. Mamaril Director, BAFS	Ms. Edna Lynn C. Floresca Chief Science Research Specialist, Laboratory Services Division, BAFS
Secretariat	Engr. Jessa Rica C. Pandiño Engineer I, Standards Regulation and Enforcement Division, BAFE	Maria Isabel Florencia S. Gonzalez Project Assistant III, BAFE
Members		
Office of the Assistant Secretary for Regulations	Mr. Carl Gil Angelo H. Celebria Administrative Assistant VI	Ms. Marmie I. Zapata Project Development Officer II
Bureau of Agricultural and Fisheries Engineering (BAFE)	Engr. Louiegi Lorenz M. Centeno Engineer I, Engineering Plans Design and Specifications Division	Engr. Rose Ann C. Arienda Engineer II, Programs and Projects Management Division
Bureau of Agriculture and Fisheries Standards (BAFS)	Ms. Jerilee M. Sabariaga Senior Science Research Specialist	Ms. Melissa L. Astillero, SRS I Ms. Irma U. Destura, SRS I Ms. Zaireen B. Cleofe, SRS I
Bureau of Animal Industry (BAI)	Dr. Riva Marie C. Gonzales Head, Animal Disease Diagnostic Reference Laboratory-VLD	Dr. Cristina F. Legaspi Veterinarian IV Veterinary Laboratory Division
	Ms. Mercedita S. Urrutia Head, Chemical & Feed Analysis Section-VLD	Dr. Virginia C. Cruz Head, Animal Feed Analysis Laboratory/Toxicology Laboratory -VLD
Bureau of Plant Industry (BPI)	Ms. Wilma R. Cuaterno Chief, Crop Pest Management Division	Mr. Mar J. de Guzman Agriculturist II

	Engr. Paul Victor Rotor, Jr. Chief, Agricultural Engineering Division	
Bureau of Soils and Water Management (BSWM)	Dr. Gina P. Nilo, Laboratory Services Division, Chief Ms. Karen S. Bautista OIC-Chief, Soil and Water Resources Research Division	Ms. Maribel R. Jalalon Senior Agriculturist Mr. Bergil Bernaldo Chemist II Ms. Gluztavelle Judeen Mercado Chemist
DA Planning and Monitoring Service	Mr. Michael R. Sollera Planning Officer II	Mr. Wilfredo B. Ruin Planning Officer III
DA Financial and Management Service	Ms. Nelda A. Cabason Administrative Officer V	Michael Rey G. Carbungco Administrative Officer V

REGIONAL AGRICULTURAL ENGINEERING DIVISION (RAED)		
REGION	PRIMARY FOCAL PERSON	ALTERNATE FOCAL PERSON
Cordillera Administrative Region (CAR)	Engr. Marvin Ladilad Engineer III	Engr. Dexter Bawingan Engineer I
Ilocos Region (Region I)	Engr. Dennis I. Tactac Chief	Ms. Eleanor L. Blanco Admin Officer IV
Cagayan Valley (Region II)	Engr. Restituto Samatra Chief	Engr. Artemio Vergara Engineer II
Central Luzon (Region III)	Engr. Michael G. Manansala Engineer II	Engr. Ronnie M. Sese Engineer I
CALABARZON (Region IVA)	Engr. Enrique Layola Chief	Mark Anthony A. Fordan Engineer II
MIMAROPA (Region IVB)	Engr. Annielyn del Rosario Chief	Mary Jane Rodio Planning Officer
Bicol Region (Region V)	Engr. Nilda T. Albano Chief	Engr. Gilbert Salcedo Engineer II
Western Visayas (Region VI)	Engr. Jane Brasas Chief	Engr. Jerry B. Guanco Engineer I
Central Visayas (Region VII)	Engr. Edna N. Yu OIC-Chief	Engr. Kenneth Jaysone C. Sanchez Agriculturist II
Eastern Visayas (Region VIII)	Teodorico B. Bumanglag PEO III	Raquel N. Mancio RAED Staff
Zamboanga Peninsula (Region IX)	Engr. Jerome L. Jamanulla Market Specialist	Engr. Peter Alroy S. Geronilla Engineering Assistant

Northern Mindanao (Region X)	Engr. Junel W. Ablanque Engineer II	Engr. Rona M. Quiao Engineering Assistant
Davao Region (Region XI)	Engr. Lorenzo M. Bermillo ACC II	Engr. David F. Espiritu Senior Science Research Specialist
SOCCSKSARGEN (Region XII)	Engr. Nolito R. Garcia Farm Superintendent II	Engr. Jun B. Saik Engineer II
CARAGA (Region XIII)	Engr. Rene Morales Chief	Engr. Sherwin P. Jamito Engineer II

INTEGRATED LABORATORIES OF DA-RFOs		
REGION	FOCAL PERSONS	
Cordillera Administrative Region (CAR)	Dr. Arlene M. Sagayo OIC-Chief, ILD	Ms. Maribel P. Mananguit Chemist IV
Ilocos Region (Region I)	Ms. Consuelo N. Belarmino Chief, ILD	Dr. Gilbert D. Rabara Chief, RADDL
Cagayan Valley (Region II)	Ms. Carlita G. Collado Chief, RCPC; Agricultural Center Chief III Dr. Gerly T. Zulueta Chief, RADDL	Ms. Fevie Rica A. Ancheta Chief, RAFL; Chemist III
Central Luzon (Region III)	Dr. Milagros R. Mananggit Chief, ILD	Ms. Josephine Dela Cruz Chief, RSL; Chemist IV
CALABARZON (Region IVA)	Ms. Vilma M. Dimaculangan Chief, ILD	Ms. Eleanor de Jesus Chief, RAFL; Chemist III Ms. Cecille Marie Manzanilla Agricultural Center Chief III
MIMAROPA (Region IVB)	Mr. Michael Raymond De Jesus Chief, RSL; Chemist IV	Dr. Shynie Vee M. Telmo Veterinarian II, RADDL
Bicol Region (Region V)	Dr. Rona P. Bernales OIC-Chief, ILD	Ms. Mary Elizabeth S. Banda Chief, RSL; Chemist IV
Western Visayas (Region VI)	Mr. Ryan V. Rasgo Chief, RCPC	Ms. Ma. Victoria G. Sorallo Chief, FCAL; Chemist III
Central Visayas (Region VII)	Dr. Wilberto O. Castillo Chief, ILD	Ms. Emma T. Tayad Chemist III, RSL
Eastern Visayas (Region VIII)	Mr. Reynaldo B. Salamat Chief, ILD	Ms. Veronica Berenguer, Chief, RCPC Ms. Kris Villarín Chief, FCAL; Chemist III

Zamboanga Peninsula (Region IX)	Mr. Silvano D. Corpuz Jr. Chief, ILD	Dr. Josephine J. Datoy Chief RADDL, Vet IV
Northern Mindanao (Region X)	Dr. Ma. Teresa B. Roa Chief, ILD	Ms. Johanna Claro-Pichay Chemist III, RSL
Davao Region (Region XI)	Dr. Susan T. Razo Chief, ILD	Ms. Ailene L. Orias Laboratory Inspector III
SOCCKSARGEN (Region XII)	Dr. Jennefer R. Bulawan OIC-Chief, ILD	Mr. Elly Paul Tomas Chief, RSL; Chemist III
CARAGA (Region XIII)	Mr. John E. Gamboa Chief, ILD	