Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Elliptical Road, Diliman, Quezon City 1101
Philippines

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SPECIAL ORDER
No. 290
Series of 2017

SUBJECT : CREATION OF THE TECHNICAL WORKING GROUP FOR THE REVISION OF PHILIPPINE AGRICULTURAL ENGINEERING STANDARDS FOR FOUR-WHEEL TRACTOR AND WALKING- TYPE AGRICULTURAL TRACTOR

In the interest of service and to facilitate compliance with regulatory requirements in the development and production of quality standards, a Technical Working Group for the revision of Philippine Agricultural Engineering Standards for Four-Wheel Tractor and Walking- Type Agricultural Tractor is hereby constituted as follows:

Chairperson:

Engr. Cristy Cecilia P. Polido	-Bureau of Agriculture and Fisheries Engineering

Co- Chairperson:

Dr. Aurelio A. Delos Reyes Jr.	-Agricultural Machinery Testing and Evaluation Center

Members:

1. Engr. Noemi L. Carpio/ **2. Engr. Janice P. Vargas** **3. Engr. Jessa Rica C. Pandiño** **4. Engr. Desiree Joy R. Salvatera**	-Central Agriculture and Fishery Engineering Division
5. Engr. Francia M. Macalintal/ **6. Engr. Peachie B. Melendez**	-Philippine Council for Agriculture and Fisheries
7. Engr. Romulo E. Eusebio/ **8. Alternate Representative**	-Agricultural Machinery Testing and Evaluation Center
9. Mr. Donald V. Mateo **10. Engr. Raymund Joseph Macaranas**	-Philippine Center for Postharvest Development and Mechanization
11. Engr. George Q. Canapi/ **12. Alternate Representative**	-Agricultural Machinery Manufacturers and Distributors Association, Inc.
13. Engr. Ariodear C. Rico/ **14. Alternate Representative**	-PRC- Board of Agricultural Engineering
15. Engr. Aldrin Badua/ **16. Engr. Dennis Tactac**	-Philippine Society of Agricultural Engineers
17. Dr. Fernando O. Paras Jr./ **18. Engr. Arthur L. Fajardo**	-University of the Philippines- Los Baños- IAE- CEAT

Adviser:
Dir. Karen S. Bautista - BAFS

Secretariat:

1. **Ms. Lara V. Navarro** - BAFS
2. **Engr. Abbygail M. Jaylo** - BAFS
3. **Engr. Katrin Joy C. Angeles** - BAFS
4. **Engr. Melanie R. Lorenzo** - BAFS
5. **Engr. Charmine Diann S. Mejia** - BAFS

Technical Working Group

1. Revise the Philippine Agricultural Engineering Standards for Four-Wheel Tractor and Hand Tractor;
2. Review, consolidate and evaluate relevant scientific and commercial information that will be used in drafting the standards;
3. Conduct Focus Group Discussions, Public Consultative Meetings, forums or workshops to generate comments for the finalization of the draft standard;
4. Develop recommendations for the finalization and endorsement of the Draft Standards as Final Philippine National Standards for Four-Wheel Tractor and Hand Tractor.

Executive Director Karen S. Bautista, BAFS, is responsible for the overall management of the technical work and in particular for:

a. Endorsement of the establishment of technical working groups;
b. Guidance on the allocation or re-allocation of project staff for each Technical Working Group;
c. Allocation of priorities, if necessary, to particular items of technical work;
d. Consideration of matters of principle raised by members, and of appeals concerning decisions on new work item proposals, on committee drafts, on enquiry drafts or on final draft Philippine National Standard.

Technical Secretariat

a. Manages projects of the technical working group, including monitoring of their progress against the agreed target dates;
b. Calendars and arranges meetings, submits documents, prepares draft standards and minutes of meeting. Minutes and other documents needed shall be made available to technical committee members before the next meeting;
c. Implements the decision taken by the TWGs and coordinates with other standards work in related fields;
d. Studies information from various sources such as foreign standards, published papers and books and verifies status;
e. Guides the TWG on the principles for Good Standardization Practices and shall at all times remain objective;
f. Works closely with the chairman, in case of disputes to come up with a formula to resolve the difficulty. If the matter of major importance is the subject of disagreement and if it is clear that the views are irreconcilable, he shall see to it that action outside the committee is sought for the solution/decision i.e., refer the matter to the SDD Chief/BAFS Director;
g. Keeps the chairman informed of all committee matters and related developments.

Reimbursement and/or payment of transportation fees, per diems, food, accommodations, honoraria for non-DA resource persons, procurement of promotional supplies materials and other expenses incurred relative to the conduct of the said activity shall be chargeable against BAFS Regular Fund subject to availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until the completion of the Project.

So ordered.

APPROVED:

EMMANUEL F. PIÑOL
Secretary

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For Signature: S-03-17-0243
Received : 03/14/2017 01:20 PM