



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

January 20, 2020

SPECIAL ORDER

No. 111

Series of 2020

SUBJECT : COMPOSITION OF THE DA CENTRAL OFFICE COMMITTEE ON INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) CERTIFICATION INITIATIVES AND PROGRAMS

In the interest of levelling up government service standards, the DA – CO Committee on International Organization for Standardization (hereafter “Committee”) is hereby created to lead programs and activities for the Certification of Administration and Finance processes. The committee is hereby constituted as follows:

Chairperson : **USEC. FOR ADMINISTRATION AND FINANCE**

Vice-Chairperson : **Assistant Secretary for Administration**
Alternate: DIRECTOR FOR ADMINISTRATIVE SERVICE

Members : All service DA-CO Directors or his/her authorized representative

Technical Working Group: Management Division Representative
Management Audit Division Representative
Personnel Division Representative
Human Resource Development Division Representative
Investment Programming Division Representative
ICT – Planning and Standards Division Representative

Head, Secretariat : Management Audit Division Representative

Assistant Head, Secretariat: Management Division Representative

Members : Representatives from the Office of the Undersecretary for Administration and Finance, Human Resource Development Division, Personnel Division, Investment Programming Division, Information and Communications Technology Services, and Legal Service

Duties and Responsibilities of the Committee:

1. Determine suitable ISO Management Standard/s for DA-CO administration and Finance;
2. Develop an organizational plan for ISO Certification;
3. Develop and implement sustainable administration and finance management systems;
4. Create effective reporting systems to monitor the implementation of initiatives and projects;
5. Upgrade the competencies and knowledge of DA-CO employees; and
6. Ensure the proper documentation of ISO Certification initiatives.

A food-secure Philippines

with prosperous farmers and fishersfolk



Duties and Responsibilities of the Secretariat:

1. Provide administrative support to the Committee;
2. Prepare Notices of Meetings and Coordinate with attendees;
3. Take notes and prepare Minutes of Meetings, and ensure the approval of the same;
4. Ensure the distribution of necessary materials to concerned personnel at least three (3) days before the next meeting;
5. Organize and make necessary arrangements for the Committee meetings;
6. Monitor the Committee's orders/instructions, deliverables and milestones for proper reporting during Committee meetings;
7. Act as the central channel of communications of the Committee;
8. Ensure the consolidation of outputs and documents; and
9. Assist in the documentation of ISO Certification Initiatives.

The above-mentioned DA personnel shall be entitled to collect applicable per diem allowances, professional fees/honoraria and advance/reimburse expenses for necessary transportation/travel, food, accommodation and other related incidental expenses, chargeable against DA-OSEC funds, subject to the availability of funds, and the usual accounting and auditing rules and procedures.

This order shall take effect immediately and shall remain in force until revoked in writing.



WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE
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