



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

January 20, 2020

**SPECIAL ORDER**

No. 164  
Series of 2020

**SUBJECT : RECONSTITUTION OF THE DA CENTRAL OFFICE COMMITTEE ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE RESOURCE MANAGEMENT (PRIME HRM) INITIATIVES AND PROGRAMS**

In the interest of levelling up government service standards, the DA – CO Committee on PRIME HRM Initiatives and Programs (hereinafter referred to as the “Committee”) is hereby reconstituted as follows:

- |                         |   |   |
|-------------------------|---|---|
| <b>Chairperson</b>      | : | <b>USEC. FOR ADMINISTRATION AND FINANCE</b>   |
| <b>Vice-Chairperson</b> | : | <b>Assistant Secretary for Administration</b><br><i>Alternate: DIRECTOR FOR ADMINISTRATIVE SERVICE</i>  |
| <b>Members</b>          | : | <b>DIRECTOR</b> , Administrative Service<br><b>DIRECTOR</b> , Planning and Monitoring Service<br><b>DIRECTOR</b> , Information and Communication Technology Services<br><b>DIRECTOR</b> , Financial and Management Service<br><b>DIRECTOR</b> , Legal Service<br><b>CHIEF</b> , Human Resource Development Division (HRDD)<br><b>CHIEF</b> , Investment Programming Division (IPD)<br><b>CHIEF</b> , Budget Division<br><b>CHIEF</b> , Personnel Division |

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



<b>Technical Working Group:</b>	<b>Ms. Roxanne P. Lizardo</b> , Personnel Division <b>Ms. Anchita E. Latorena</b> , HRDD <b>Mr. Agustin M. Manganip Jr.</b> , HRDD <b>Mr. Alec Karlo M. Bagunu</b> , IPD <b>Mr. Jerech D. Flauta</b> , IPD <b>Ms. Annabele T. Edang</b> , Management Division <b>Atty. Nefretery M. Nufable</b> , Legal Service
<b>Head, Secretariat :</b>	<b>Ms. Scilla H. Legaspi</b> , HRDD
<b>Assistant Head, Secretariat:</b>	<b>Ms. Faith C. Soliguen</b> , Personnel Division
<b>Members :</b>	Representatives from the Office of the Undersecretary for Administration and Finance, Management Division, Investment Programming Division, Information and Communications Technology Services, and Legal Service

**Duties and Responsibilities of the Committee:**

1. Implement sustainable HRM initiatives and programs;
2. Craft process and procedures in Recruitment, Selection and Placement, Learning & Development (L&D), Performance Management, and PRAISE Policy;
3. Create a Job Competency Profile for positions in the Central Office and upgrade the Competency-Based System Qualification Standards;
4. Develop Coaching Guidelines and Norms;
5. Develop branding for recruitment, performance management, L&D, rewards & recognition;
6. Conduct Management Review of OPCR, DPCR and IPCR;
7. Conduct of cascading session to promote awareness and interest on HRM policies and SPMS;
8. Conduct workshops, forums, Focused Group Discussions (FGDs), and consultative meeting to generate information/data for PRIME HRM documentation;
9. Develop Strategic Performance Management Information System to harmonize organizational and individual performance ratings and HRIS; and
10. Prepare DA Strategic HRM System Manual as well as accomplishment reports.

**Duties and Responsibilities of the Secretariat:**

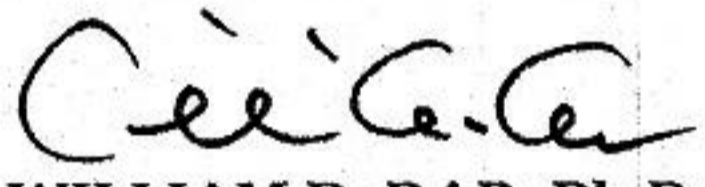
1. Provide administrative support to the Committee;
2. Prepare Notices of Meetings and coordinate with attendees;
3. Take notes and prepare Minutes of Meetings, and ensure approval of the same;
4. Ensure the distribution of necessary materials to concerned personnel at least three (3) days before the 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. Take charge of the documentation of PRIME HRM initiatives and programs.

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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