



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

SPECIAL ORDER

No. 346
Series of 2020

SUBJECT: CREATION OF SERVICE CONTINUITY PLANNING AND MANAGEMENT TEAM OF THE DEPARTMENT OF AGRICULTURE

In the interest of the service and in view of the Memorandum from the Executive Secretary on the *Stringent Social Distancing Measures and Further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-19) Situation*, and the Enhanced Community Quarantine protocols in the entirety of Luzon and the National Capital Region, the Service Continuity Planning and Management Team (SCMT) is hereby created as follows:

Chairperson : **USEC. ROLDAN G. GORGONIO**
Undersecretary for Administration and Finance

Co-Chair : **USEC. CHERYL MARIE NATIVIDAD-CABALLERO**
Undersecretary and Chief of Staff

Vice Chair : **USEC. RODOLFO V. VICERRA**
Undersecretary for Policy and Planning

Members : **USEC. ARIEL T. CAYANAN**
Undersecretary for Operations

USEC. ZAMZAMIN L. AMPATUAN
Undersecretary for Regulations

USEC. WALDO R. CARPIO
Undersecretary for Special Concerns

USEC. EVELYN G. LAVIÑA
Undersecretary for High Value Crops

USEC. ERNESTO S. GONZALES
Undersecretary for Consumer Affairs

USEC. EDUARDO B. GONGONA
Undersecretary-Designate for Fisheries

ASEC. WILLIAM C. MEDRANO
Assistant Secretary for Livestock



A food-secure Philippines
with prosperous farmers and fisherfolk



ATTY. FRANCISCO M. VILLANO, JR.
Assistant Secretary for Finance

ASEC. KRISTINE Y. EVANGELISTA
Assistant Secretary for Agribusiness

ASEC. ANDREW B. VILLACORTA
Assistant Secretary-Designate for Operations

ASEC. AGNES CATHERINE T. MIRANDA
Assistant Secretary-Designate for Planning
and Project Development

ASEC. NOEL A. PADRE
Assistant Secretary-Designate for Policy, Research
and Development

MR. ALEXANDER G. ARIZABAL, Jr.
Head Executive Assistant

**SERVICE DIRECTORS, BUREAU DIRECTORS, HEADS OF
AGENCIES AND ATTACHED CORPORATIONS**

Technical Working Group

ATTY. BENITO V. DANGAZO - Head
Director IV, Legal Service

DIR. MIRRIAM C. CORNELIO
Financial Management Service

ATTY. NEFRETERY M. NUFABLE
Assistant Chief, Research and Regulations Division

MS. TELMA C. TOLENTINO
Chief, Budget Division

MS. CHARIE SARAH D. SAQUING
Chief, Accounting Division

MS. JEAN R. CALDINO
Chief, Management Division

MR. XERXEES R. REMOROZO
Officer-in-Charge - Director, ICTS

Secretariat :

ATTY. ROLAND A. TULAY -HEAD
OIC- Director, Administrative Service

MS. CHERYL C. SUAREZ
Chief, Agriculture and Fisheries Information Division

MR. JUNIBERT E. DE SAGUN
Chief, General Services Division



ATTY. MELINDA D. DEYTO
Chief, Procurement Division

MS. LOURDES B. PLECHAS
OIC-Chief, Records Division

MS. JESSAMIN B. ARANAS
OIC-Chief, Personnel Division

The Service Continuity Planning and Management Team (SCPMT) shall have the following functions and responsibilities:

1. To convene and/or conduct online/offline meetings among members to discuss, finalize, and endorse for the approval of the Secretary of the Department-wide approach in the implementation of the Stringent Social Distancing Measures and further Guidelines on Service Continuity and Precautionary Measures in the Workplace and such other measures that would promote or enhance the continuity of public service delivery.
2. To provide adequate arrangements and/or guidance to the Human Resource / Personnel Division at the DA Central Office, Regional Field Offices (RFOs), Bureaus, Attached Agencies and Corporations in the formation of skeletal workforce and adoption of alternative work arrangements.
3. To provide timely advisories and issuances in compliance to the general provisions on Community Quarantine Protocols as imposed by DOH, DILG, and by the Local Government Units in their respective jurisdictions, particularly restrict the non-essential entry of people to the contained area and, prevent the non-essential exit of people out of the contained area.
4. To draft and propose to the Secretary alternative working arrangements, including: work-from-home, compressed work week, staggered working hours and creation of skeletal workforces and flexible work arrangements, as it is deemed applicable by the Civil Service Commission, given the pressing circumstances.
5. To issue DA Employee pass, whenever needed to ensure that the agency's frontline operations are not hampered and to continue full operation, as may be needed from time to time.
6. To recommend to the Secretary and/or impose appropriate disciplinary action against all erring officials and personnel.
7. To establish hotline services and catch-all function of the team as part of the COVID-19 Guidelines for Service Continuity.

The Technical Working Group

The Technical Working Group (TWG) shall oversee and provide support in the activities related to the formulation of the guidelines on Service Continuity and Precautionary Measures in the Workplace and such functions as follows :

1. Assist the SCPMT in drafting and finalizing the policies and guidelines for approval of the Secretary.
2. Review and validate actions to be undertaken by the Committee.
3. See to it that all actions to be undertaken by the Committee are in adherence with legal basis and pertinent legal issuances as well as with compliance with the health protocols and prescribed measures.

4. Provide IT support to facilitate the dissemination of the timely and relevant information relative to the Service Continuity and Precautionary Measures in the Workplace and such other measures that would promote or enhance the continuity of public service delivery in the midst of COVID-19 health emergency.
5. Advise the SCPMT on the latest updates on the status of COVID-19 in relation to the implementation of DA Service Continuity purposes.

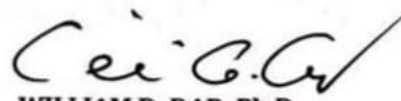
Functions and responsibilities of the Secretariat


1. To initiate the conduct of the SCPMT series of meetings for the agreed date of the continuation of discussion based on the recently concluded meeting by preparing Notices of Meetings.
2. For the General Services Division (GSD) Chief of the Central Office to prepare and initiate actions for the emergency purchases of cell cards, PPEs (e.g. masks, alcohol, gloves, etc), scheduling of sanitation/fumigation within DA premises, submit or recommend plans for the management on vehicle deployments, food requirement for frontliners and on-duty skeletal workforces, assignment of personnel in DA dormitories, among others.
3. To organize and make necessary arrangements for the SCPMT meetings such as venue, sound systems and food provisions, etc.
4. To take notes and prepare minutes of the meeting for the approval of the SCPMT.
5. To act as the central communication channel to require submission of documents inputs from all the DA operating units necessary for the convening of the Committee as well as dissemination of the policies and guidelines on Service Continuity and Precautionary Measures in the Workplace and such other measures that would promote or enhance the continuity of public service delivery as agreed by the SCPMT.
6. To ensure the consolidation of documents as part of the outputs rendered by the SCPMT.

All expenses to be incurred in the conduct of these activities shall be chargeable against DA-OSEC funds, and other available funds, subject to existing government accounting, auditing rules and regulations.

So ordered.

Done this 19th day of MARCH 2020.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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