



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

February 11, 2020

**SPECIAL ORDER**

NO. 484

Series of 2020

**SUBJECT: SUPPLEMENTAL TO SPECIAL ORDER NO. 23 SERIES OF 2020 RE: AUTHORITY TO CONDUCT A PLANNING WORKSHOP OF THE LEGAL SERVICE TO BE HELD IN CORDILLERA ADMINISTRATIVE REGION ON FEBRUARY 26-28, 2020**

This has reference to the Special Order (SO) No. 23 series of 2020 authorizing the conduct of the "Planning Workshop of the Legal Service on February 26-28, 2020 in a private facility in Cordillera Administrative Region (CAR).

The participants under Special Order No. 23 series of 2020 are as follows:

Names	Offices
<b>DA-Legal Service</b>	
Atty. Benito V. Dangazo	Director IV
Maria Muriel P. Labayandoy	Administrative Assistant VI
Ralph Jireh Bartolome	Legal Researcher III
Jan Miguel T. Manuel	Administrative Officer IV
Marife Novilla	Legal Officer II
Thomas Catalan	Legal Researcher I
Angela Karen Bataller	Legal Researcher I
Pacito U. Meredores	Computer Operator
Richard Tacud	Computer Operator
Lilibeth L. Sevilla	Computer Operator
Leandro Sevilla	Driver
<b>Research and Regulations Division</b>	
Atty. Abraham P. Guiao	Chief
Atty. Nefretery M. Nufable	Attorney V
Atty. Marisol P. Recuerdo	Attorney III
Atty. Maria Eloisa Quijano-Manalo	Attorney III
Atty. Rizel Dela Cruz Bartolome	Attorney III
Claire Adelene F. Abengoza	Legal Assistant II
<b>Litigation and Adjudication Division</b>	
Atty. Maria Gemma J. Oquendo	OIC-Chief
Atty. Lorna Tungpalan-Lugod	Attorney III
<b>Bureau of Fisheries and Aquatic Resources</b>	
Atty. Joyce Dimaisip	BFAR-Legal
Hyacinth Merioles	BFAR-Legal
Atty. Hilario De Los Santos	BFAR-Adjudication Committee
Allan Sarmiento	BFAR
<b>National Technical Evaluation Committee on Land Use Matter</b>	
Jovette L. Tenorio	Co-Chairperson NTECLUM Secretariat
Janice C. Castro	Vice-Chairperson NTECLUM Secretariat


Procurement Division	
Representative	
Representative	
Representative	
Support Staff	
Staff	
Staff	

Moreover, the Special Order No. 23, series of 2020 is hereby amended as to the matters to be discussed during the said activity to cater the new structure, duties and obligations of the said office, to wit:

1. Conduct site visit of the DA properties subject to litigation;
2. Prepare an effective method or process flow for the review of Fishpond Lease Agreement (FLA) in accordance with Republic Act No. 11032 of the Ease of Doing Business and Efficient Government Service Delivery Law;
3. Orientation to the National Technical Evaluation Committee on Land Use matter;
4. Draft records management policies and procedures, creation of protocol and handbook for Legal Service; and
5. Orientation of the Procurement Process as to the Review of Procurement Contract.

All other provisions in Special Order No. 23 series of 2020 remain the same.

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

  
**WILLIAM D. DAR PH.D.**  
 Secretary

