



Republic of the Philippines
OFFICE OF THE SECRETARY
Department of Agriculture
1101 Quezon City

SPECIAL ORDER

No. 745

Series of 2020

Subject: DESIGNATION OF MR. JUNIBERT E. DE SAGUN AS BUILDINGS AND GROUND ADMINISTRATOR

In the interest of service, **Mr. JUNIBERT E. DE SAGUN**, Chief of the General Services Division, is hereby designated as Buildings and Grounds Administrator.

In addition to his other assignments, he shall oversee employees and visitors safety, building maintenance, repairs and upgrades, compliance with environmental, safety and health procedures relating to facility operations covering the buildings and grounds in the DA-OSEC Compound.

Furthermore, his responsibilities include the following:

1. Coordinate building maintenance and repairs that affect normal building operations;
2. Provide occupants with updates of electrical, water and other service outages and scheduled shutdowns;
3. Oversee DA-OSEC compound security;
4. Oversee utilization of parking areas within the DA-OSEC Compound;
5. Oversee the upkeep and cleanliness of the buildings and grounds within the DA-OSEC compound;
6. Coordinate facility related activities and projects;
7. Develop and implement facility emergency plans; and
8. During evacuations, assist emergency response teams in assessing building condition, locating missing personnel, shutting of utilities and delivering of status report to DA Officials.

All officials and employees of DA-OSEC including PCAF, PhilFIDA and PRDP are hereby advised of this designation and directed to give their full support and cooperation to Mr. De Sagun in the performance of his duties and responsibilities.

This Order shall take immediately and shall remain in force until revoked in writing. All other orders inconsistent herewith are deemed revoked.

Done this 6th day of July, 2020.

WILLIAM D. DAR, Ph.D.

Secretary

A food-secure Philippines

with prosperous farmers and fisherfolk



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