



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

**SPECIAL ORDER**  
No. 673

**SUBJECT : RECONSTITUTION OF DEPARTMENT OF AGRICULTURE'S REVIEW COMMITTEE ON RATIONALIZATION PLAN**

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### **Rationale**

In line with the Undersigned's new policy direction for the Department, there is a pressing need to review and revise the Department's existing organizational structure (based on the approved Rationalization Plan dated July 19, 2013 under Executive Order No. 366, series of 2004), and update its system and procedures to better address the needs of farmers and fisherfolk through the Department's various programs and projects.

### **Legal Bases**

- Department of Agriculture's Administrative Order No. 01, dated January 2, 2020, Item no. 4, Section 2 (Review and Updating of the Agency-Wide Rationalization Plan); and
- DBM-COA-CSC Joint Circular No. 1, Series of 2018, Item no. 4, Section 2, which states:

*"Government agencies shall review their functions, systems and procedures, organizational structure and staffing to determine the appropriate human resource complement for their programs/activities/projects."*

In view of the above, the Department's Review Committee on Rationalization Plan is hereby reconstituted to facilitate the review and revision of the Department's structure, systems and procedures, specifically its human resource complement, and provide recommendation on the rationalization program of the Department. The composition of the said committee is as follows:

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

**Co-Chairperson** : **USEC. RODOLFO V. VICERRA**  
Undersecretary for Policy and Planning

**Vice-Chairperson** : **USEC. CHERYL MARIE NATIVIDAD-CABALLERO**  
Undersecretary and Chief of Staff

**Members** : **ATTY. ROLAND A. TULAY**  
OIC-Director, Administrative Service

**ATTY. ARMANDO R. CROBALDE, JR.**  
OIC-Director, Legal Service

**Provisional Members:** **Service Directors (Central Office)**  
**Regional Executive Directors (REDs)**  
**Bureau Directors**  
**Heads of Attached Agencies**

**Concerned Employees Association President**  
**(Central Office, RFOs, Bureaus and Attached Agencies)**

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with prosperous farmers and fisherfolk*



## Functions

1. Conduct a strategic review of the functions, systems and procedures, organizational structure and staffing of all offices attached to and under the Department;
2. Conduct meetings regularly i.e., at least twice a week to discuss issues and concerns on the crafting of the rationalization plan;
4. Conduct consultative meetings with concerned offices;
5. Set committee hearing schedule per office for the defense of their respective proposed Rationalization Plan; and
6. Submit final report and recommendation to the Secretary.

To assist the Committee, a Secretariat, composed of staff from Management Division, Personnel Division and Human Resource Development Division, shall be created.

The Secretariat shall have the following functions:

1. Take charge in the documentation of the meetings;
2. Provide assistance to the Committee in the gathering of relevant data for discussion during Committee meetings;
3. Provide coordination services to the Committee;
4. Provide assistance with regard to various concerns on submitted proposals;
5. Prepare data/information/matrices needed by the Committee;
6. Consolidate all submitted proposals of the various offices; and
6. Perform other similar and related functions/tasks as may be assigned by the Committee.

All Heads of the offices (Regional Field Offices, Bureaus and Attached Agencies) are hereby directed to create their own Review Committee on Rationalization Plan and to coordinate with the Department's Review Committee on Rationalization Plan regarding the submission of proposals and data/information needed.

All related expenses that will be incurred in the conduct of Committee activities such as, but not limited to, meetings and travelling expenses shall be chargeable against their respective funds, subject to existing government accounting and auditing rules and regulations.

Done this 30<sup>th</sup> of September, 2020.

  
WILLIAM D. DAR, Ph. D.  
Secretary

DEPARTMENT OF AGRICULTURE  
  
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