



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

**Special Order**  
No. 763  
Series of 2020

**SUBJECT : CREATION OF THE DA COMMITTEE AND SUB-COMMITTEES  
FOR THE ELDERLY AND DIFFERENTLY-ABLED PERSONS (DAP)  
OF THE DA-CENTRAL OFFICE**

Pursuant to Section 32 of the General Provisions of the FY 2020 General Appropriations Act (GAA) requiring all agencies of the government to formulate plans, programs and projects intended to address the concerns of senior citizens and persons with disability, insofar as it relates to their mandated functions, and integrate the same in their regular activities.

Thus, the DA Committee for the Elderly and DAP is hereby created, composed of the following DA Officials and Personnel for the implementation of the plans, programs, and activities related to the elderly and differently-abled persons.

#### **I. COMMITTEE**

Chairperson : **Waldo R. Carpio**  
*Undersecretary for Special Concerns*

Vice-Chairperson : **Lerey A. Panes**  
*Assistant Secretary for Special Affairs*

Permanent Members : Atty. Maria Gemma J. Oquendo, *Legal Division*  
Junibert E. De Sagun, *General Services Division*  
Joseph C. Manicad, *Investment Programming Division*  
Bella H. Artieda, *Personnel Division*  
Annabelle T. Edang, *Management Division*  
Edmundo E. Ramiro, *Budget Division*  
Elvin Ray C. Sabularse, *Accounting Division*  
Scilla H. Legaspi,  
*Human Resource Development Division*  
Yoram S. Lopez, *Procurement Division*  
Russell C. Camunggay, *Agricultural Competitiveness  
Enhancement Funds- Program  
Management*

Alternate Members : Atty. Nefretery M. Nufable, *Legal Division*  
Rosemarie Z. Go, *Personnel Division*  
Ariel E. Ferrer, *Management Division*  
Juan C. Gianan, *Budget Division*  
John Rommel C. Lopez,

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*Human Resource Development Division  
Ritchie S. Espiritu, General Services Division  
Ma. Teresa B. Manlangit, Procurement Division  
Gerald D. Ebio, Agricultural Competitiveness  
Enhancement Funds- Program  
Management*

*Andrea Kate M. Orlina,  
Investment Programming Division  
Corazon A. Saldivar, Accounting  
Alfonso E. Fontanilla, Department of Agriculture  
Employees Association*

Secretariat : Office of the Undersecretary for Special Concerns

The DA Committee shall have the following functions:

- Serve as the advisory body to the various Sub-Committees in all related activities for the elderly and differently-abled employees;
- Ensure close coordination with Office of the Senior Citizens Affairs (OSCA) and National Council on Disability Affairs;
- Spearhead the holding of meetings to discuss concerns relating to elderly and differently-abled employees of the Department;
- Oversee the preparation and implementation of activities to ensure the successful celebration and observance of the event;
- Engage private sectors groups/associations as partners in activities intended for elderly and DAP;
- Work with/consult/invite, upon recommendation by the Sub-Committees as necessary, resource persons or representatives from other government units and/or private sector to support the programs/projects/activities; and
- Create additional Sub-Committees as deemed appropriate.


The following Sub-Committees are likewise created to report and provide technical and logistical assistance to the DA Committee:

## **II. SUB-COMMITTEES**

### **a. Plans and Programs Committee**

Chairperson : Elaine A. Gener, *Office of the Undersecretary for  
Special Concerns*

Members : Lorna A. Villegas, *Gender and Development*  
Marilyn T. Atienza, *Special Projects Coordination and  
Management Division*  
Nympha D. Zabanal, *Information and Communication  
Technology Service*  
Andrea Kate M. Orlina, *Investment Programming  
Division*

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**Functions:**

- Plan, identify and execute activities related to elderly and differently-abled persons;
- Coordinate with other government units/ private sectors; and
- Identify sources of fund sharing and prepare all necessary documents to facilitate the procurement of goods and services for the conduct of activities.

**b. Health (Safety) and Wellness Committee**

- Chairperson : Susan del L. Rosario, *DAEA*
- Member : Atty. Lorna Tungpalan-Lugod, *Legal Division*  
Josefina J. Venturanza, *Special Projects Coordination and Management Division*  
Evangeline E. Caluya, *Information and Communication Technology Service*  
Annabelle T. Edang, *Management Division*

**Function:**

- Ensure the safety, welfare and the protection of the rights of the elderly and differently-abled persons

**c. Finance Committee**

- Chairperson : Miriam C. Cornelio  
*Director, Financial and Management Division*
- Members : Elvin Ray C. Sabularse, *Accounting Division*  
Juan C. Gianan, *Budget Division*  
Ariel E. Ferrer, *Management Division*  
Rosemarie Z. Go, *Personnel Division*

**Function:**

- Provide financial guidance.

**d. Publicity, Promotion, and Documentation Committee**

- Chairperson : Cheryl C. Suarez, *Agriculture and Fisheries Information Division*
- Members : Adora D. Rodriguez, *Assistant Chief, Agriculture and Fisheries and Information Division*  
John G. Enriquez, *Agriculture and Fisheries Information Division*  
Keith Audwin Q. Aquino, *Information and Communication Technology Service*  
Jocelyn D. Custodia, *Information and Communication Technology Service*

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**Functions:**

- Organize and implement the required publicity activity and media coverage for the activities related to elderly and differently-abled persons;
- Conduct photo and video coverage;
- Prepare write-ups and articles for dissemination; and
- Coordinate with media organizations.

**e. Logistics Committee**

Chairperson : Junibert E. De Sagun, *General Services Division*

Members : Ritchie S. Espiritu, *General Services Division*  
Rosaniña C. Talabucon, *General Services Division*  
Patrick M. Villafuerte, *General Services Division*  
Constatino C. Acosta, *General Services Division*

**Function:**

- Provide logistical support (transportation, manpower, among others)

Relative thereto, the following house rules shall be observed by the Committee and Sub-Committees, viz:

1. Quorum for the Committee shall consist of either Chair or Vice-Chair and at least six (6) permanent/alternate members;
2. Quorum for the Sub-Committees shall compose of the Sub-Committee Chair and 50% plus one (1) of the regular member
3. The alternate shall have the right to vote in absence of the permanent representative; and
4. The committee and sub-committee members are instructed to extend full support to their leads.

All expenses relative to the conduct of the various activities for the elderly and differently-abled persons shall be chargeable against the Office of the Undersecretary for Special Concerns, subject to availability of funds and the usual government accounting and auditing rules and regulations.

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

Done this 14<sup>th</sup> day of November 2020.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
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