



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

SPECIAL ORDER

No. 736

Series of 2020

SUBJECT: DESIGNATION OF CHIEF OF STAFF AND DEPUTY CHIEFS OF STAFF, OFFICE OF THE SECRETARY, DEPARTMENT OF AGRICULTURE

In the exigency of service, the staff in the Office of the Secretary (OSEC) is hereby reorganized with the designation of the following:

- **CHIEF OF STAFF – DR. LEOCADIO S. SEBASTIAN**
- **DEPUTY CHIEF OF STAFF FOR PROGRAMS – DR. CARMENCITA V. KAGAOAN**
- **DEPUTY CHIEF OF STAFF FOR OPERATIONS IN CONCURRENT CAPACITY AS HEAD EXECUTIVE ASSISTANT– MR. ALEXANDER G. ARIZABAL, JR.**

The Chief of Staff shall perform staff functions and shall report directly to the Secretary; design and recommend ways and means to enhance office and program management systems; improve workplace productivity; streamline strategic programs and initiatives; strengthen intra and inter-agency linkage and inter-office communication and coordination.

Duties and responsibilities of Chief of Staff (COS):

- Liaise with Department officials in pursuing the Secretary's decisions and guidance on program management and implementation;
- Monitor, in coordination with Undersecretaries, Assistant Secretaries, Directors, and other officials the implementation of DA strategic initiatives from development to successful execution;
- Oversee the mainstreaming and scaling of R4D outputs within the DA programs and the effective research-extension linkages between the DA with SUCs, R4D institution (including CGIAR) and LGUs in a province led agriculture and fisheries extension system;
- Recommend improvements in organizational structure and knowledge and skills gaps and solutions to address these;
- Recommend improvements in management processes and organizational procedures for optimized efficiency and productivity;
- Serve as a subject matter expert, handle inquiries and recommend actions to address these, and assist in preparing and sharing official communication;
- Ensure that all DA officials undertake due diligence in preparing, endorsing, and recommending official actions by the Secretary;
- Capture data and information needed for strategic decision making (e.g., project reports and updates, due diligence reports, etc.);
- Liaise with DA officials and staff regarding organizational climate and employees' well-being;
- Provide supervision and guidance to staff in the OSEC; and
- Perform other tasks as directed by the Secretary.

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Duties and responsibilities of Deputy Chief of Staff for Programs:

- Assist the COS in the day to day activities of the OSEC;
- Provide technical advice to the Secretary on matters related to the operations of the different bureaus, attached agencies, corporations and RFOs;
- Responsible for the review, evaluation and recommendation on the documents pertaining to the technical and operational aspects of the different bureaus, attached agencies and corporations and regional field offices that need the action of the Secretary;
- Coordinate correspondence and responses pertaining to prospective foreign and local partners and investors;
- Lead in the documentation of the MANCOM/EXECOM meetings, drafting follow-up memos where needed;
- Prepare correspondence for the approval of the Secretary;
- Assist the COS in providing supervision and guidance to staff in the OSEC; and
- Perform other tasks as directed by the Secretary.

Duties and responsibilities of Deputy Chief Staff for Operations and Head Executive Assistant (HEA):

- Assist the COS in the day to day activities of the OSEC;
- Responsible for the review, evaluation and recommendation on documents pertaining to administration and finance aspects of the different bureaus, attached agencies and corporations and regional field offices that need the action of the Secretary;
- Oversee and manage the daily schedule and calendar of the Secretary;
- Responsible for the coordination and arrangement of local and foreign trips of the Secretary;
- Set up meetings for the Secretary;
- Perform necessary follow-up on sensitive and confidential issues received by the OSEC;
- Responsible for the human resource issues and concerns at the OSEC;
- Prepare correspondence for the approval of the Secretary;
- Assist the COS in providing supervision and guidance to staff in the OSEC; and
- Perform other tasks as directed by the Secretary.

They shall be entitled to traveling allowance, per diems and other incidental expenses that may be incurred in the performance of their functions, duties and responsibilities in view of the designations, chargeable against OSEC funds and other available funds, subject to existing government accounting and auditing rules and procedures.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations and Regional Field Offices are hereby directed to give their full support and cooperation to the above in the performance of their duties and responsibilities.

This Order shall take effect immediately. This shall remain enforced unless revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this 5th day of November 2020.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
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