



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

DEPARTMENT ORDER

No. 01
Series of 2021

**SUBJECT: ADOPTION OF THE DEPARTMENT OF AGRICULTURE INTEGRATED
LABORATORY MASTERPLAN**

WHEREAS, the Department Order No. 4, Series of 2017, otherwise known as "Department Policy on Rationalizing and Strengthening DA National and Regional Laboratory Services" was issued to improve and strengthen the services offered by the DA Laboratories giving emphasis on the enhancement of its biosafety and biosecurity measures;

WHEREAS, the Department Order No. 10, Series of 2018, otherwise known as "Establishing the Institutional Link and Coordination Between the National Laboratories of the Bureau of Animal Industry, Plant Industry, and Soils and Water Management and the Integrated Laboratories of the Regional Field Offices of the Department of Agriculture" was issued to establish and institutionalize an effective linkage and appropriate level of coordination between the National Laboratories and Regional Integrated Laboratories of the DA Regional Field Offices;

WHEREAS, the Department Order No. 12, Series of 2019, otherwise known as "Establishing the Institutional Linkage and Strengthening Coordination between the Bureau of Agricultural and Fisheries Engineering and the Regional Agricultural Engineering Division of the Regional Field Offices of the Department of Agriculture" was issued to establish and institutionalize a mechanism for the unified development, design, implementation, and regulation of national and regional agricultural and fisheries engineering, mechanization, and infrastructure work programs and services based on agreed national policies, guidelines, and standards;

WHEREAS, assessment of integrated laboratories have shown some laboratories have inadequacies in terms of design and construction, posing hazards to its staff as well as the community in which they are situated. In addition, some existing laboratories does not comply with the existing safety and security standards;

WHEREAS, there is a need for the development of a uniform design and adoption of the Integrated Laboratory Masterplan as reference document which incorporates international bio-risk management standards and best practices in the delivery of mandates, regulations, and certifications of integrated laboratories;



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WHEREAS, a DA Integrated Laboratory Masterplan was prepared jointly with concerned national laboratories from different Bureaus, the Bureau of Agricultural and Fisheries Engineering (BAFE) and selected Regional Field Offices through the assistance of United States Defense Threat Reduction Agency (US-DTRA);

NOW, THEREFORE, I, WILLIAM D. DAR, Secretary of the Department of Agriculture, by the power vested in me by law, hereby issue this Department Order directing the implementation of the following policies and approaches to adopt the Integrated Laboratory Masterplan.

SECTION I OBJECTIVES

This Department Order aims to:

1. Promulgate the adoption of the DA Integrated Laboratory Notional Masterplan as reference document; and
2. Establish the appropriate organizational arrangement for the above purpose.

SECTION II SCOPE AND COVERAGE

This Department Order covers the National Laboratories of the DA Bureaus and Integrated Laboratories of the DA Regional Field Offices (RFOs) listed below, which, for the purpose of this Order, shall be collectively referred to as "DA Laboratories" as follows:

1. **National Laboratories**
 - a. Bureau of Animal Industry (BAI)
 - b. Bureau of Plant Industry (BPI)
 - c. Bureau of Soils and Water Management (BSWM)
2. **Integrated Laboratory of the DA RFOs**
 - a. Regional Animal Disease Diagnostic Laboratory (RADDL)
 - b. Feed Chemical Analysis Laboratory (FCAL)
 - c. Regional Crop Protection Center (RCPC)
 - d. Regional Soils Laboratory (RSL)

This Department Order also covers the Bureau of Agricultural and Fisheries Engineering (BAFE) as the designated coordinating agency of the Regional Agricultural Engineering Divisions (RAEDs).

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SECTION III GENERAL GUIDELINES

The DA Integrated Laboratory Notional Masterplan will include the following: 1) specifications and parametric cost estimates for laboratory design, construction and materials; 2) standardized programming for equipment and staffing and standards for operation and maintenance; 3) notional planning, budgeting, design and construction schedules for each of the four types of laboratories; and 4) detailed design (basis of design, drawings and specifications) for a standard Regional Animal Disease Diagnostic Laboratory.

The notional masterplan will be the basis of construction or renovation of DA Laboratories. It will incorporate international bio-risk management standards and best practices for a nominal integrated laboratory campus, in compliance with National Building Code, National Electrical Code, Philippine Green Building Code, and Code on Sanitation of the Philippines, among others. The following are the objectives of the masterplan:

1. Formulation and issuance of policies for the establishment of the DA Integrated Laboratories;
2. Provision of plans, design requirements, standards, and technical specifications to ensure efficient operations and delivery of quality service;
3. Preparation of detailed engineering design, program of work, and cost estimate based on prescribed layout and structure for laboratory building for new, renovation, and/or future expansion of the DA Integrated Laboratories; and
4. Identification of suitable equipment in accordance to the laboratory design.

It shall be reviewed and revised on a five-year cycle or as deemed necessary.

SECTION IV FUNCTIONAL LINKAGES AND RESPONSIBILITIES OF THE DA LABORATORIES

1. Functional Linkages

- a. BAI shall provide technical guidance relative to the planning and programming of the integrated laboratory of all the Animal Disease Diagnostic and Feed Chemical Analysis Laboratories in the RFOs;
- b. BPI shall provide technical guidance relative to the planning and programming of the integrated laboratory of all the Crop Protection Centers in the RFOs; and

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- c. BSWM shall provide technical guidance relative to the planning and programming of the integrated laboratory of all the Soils Laboratories in the RFOs.

2. Responsibilities of BAI, BPI, and BSWM

- a. Coordinate with BAFE in undertaking the above linkages and responsibilities;
- b. Provide technical assistance to BAFE relative to the adoption of the Masterplan; and
- c. Monitor compliance of their respective integrated laboratories in the RFOs with the provisions stipulated in the Department Order.

3. Responsibilities of the Integrated Laboratories of the RFOs

- a. Utilize the DA Integrated Laboratory Notional Master Plan on their planning, programming, and designing of integrated laboratory;
- b. Prepare and submit with their respective RAEDs the engineering designs, plans, technical specifications, program of works, and cost estimates to the concerned National Laboratory; and
- c. Coordinate with the concerned National Laboratory and RAED for assistance in the undertaking of activities relative to the adoption of the Master Plan.

SECTION V RESPONSIBILITIES OF BAFE and RAEDs

1. Responsibilities of BAFE:

- a. Provide necessary coordination and monitoring of implementation of this Order and shall report progress and implementation concerns to the DA Secretary thru the concerned Undersecretary and Assistant Secretary;
- b. Provide assistance in the undertaking of activities such as planning and programming to complete the necessary documentary requirements of the DA Laboratories;
- c. Review and evaluate the submitted engineering designs, plans, technical specifications, program of works, and cost estimates of the DA Laboratories in collaboration with the RAEDs;

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- d. Provide necessary recommendations to the DA Laboratories for the improvement of the plans, designs, and technical specifications;
- e. Conduct regular monitoring on the construction or renovation of the integrated laboratories; and
- f. Review the applicability of DA Integrated Laboratory Notional Masterplan to current setting and propose for the revision of the Masterplan as necessary.

2. Responsibilities of RAEDs:

- a. Provide guidance in the development of engineering plans ensuring that provisions in the DA Integrated Laboratory Masterplan are adopted;
- b. Consolidate and verify the submitted necessary documentary requirements of their respective integrated laboratories in the RFOs prior to submission to BAFE for review and comments;
- c. Provide technical assistance to BAFE relative to the adoption of the Masterplan and participate in the review and revision of the DA Integrated Laboratory Masterplan; and
- d. Monitor the compliance of their integrated laboratories in the RFOs with the provisions stipulated in the DA Integrated Laboratory Masterplan.

**SECTION VI
IMPLEMENTATION**

This Order shall be implemented under the overall guidance of the Undersecretary for Regulations.

**SECTION VII
FUNDING**

The DA through the BAFE as the coordinating agency including the DA National Laboratories of the BSWM, BAI and BPI and the Integrated Laboratories and Regional Agricultural Engineering Divisions shall ensure provision of the necessary funding to support the implementation of this Department Order and the necessary subsidiary issuances.

The abovementioned agencies shall submit the requirements for additional funding through the DA regular budget process, aligned with the National Budget Memorandum from the Department of Budget and Management (DBM) and the guidelines to be issued

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by the DA Planning Service for the preparation of the agency plan and budget proposals. Specific interventions of the different agencies in relation to the implementation of the Department Order shall have its own timelines.

The submitted requirements must also be in accordance with Section VII.3 of DA Department Order No. 4, Series of 2017, otherwise known as "Department Policy on Rationalizing and Strengthening DA National and Regional Laboratory Services", Department Order No. 10, Series of 2018, otherwise known as "Establishing the Institutional Link and Coordination Between the National Laboratories of the Bureau of Animal Industry, Plant Industry, and Soils and Water Management and the Integrated Laboratories of the Regional Field Offices of the Department of Agriculture" and Department Order No. 12, Series of 2019, otherwise known as "Establishing the Institutional Linkage and Strengthening Coordination between the Bureau of Agricultural and Fisheries Engineering and the Regional Agricultural Engineering Division of the Regional Field Offices of the Department of Agriculture", for consideration and inclusion in the annual Appropriations Act.

SECTION VIII SEPARABILITY CLAUSE

Should any provision of this Department Order or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and effect.

SECTION IX REPEALING CLAUSE

All existing circulars, rules and regulations, or parts thereof, in conflict with, or inconsistent with any provisions of this Department Order are hereby repealed or modified accordingly.

SECTION X EFFECTIVITY

This Order shall take effect immediately and shall remain in force until revoked or amended

Approved and promulgated this 5th day of January, 2021


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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