



December 10, 2020

**Special Order**  
No. 872  
Series of 2020

**SUBJECT: Amendment to Special Order No. 241, Series of 2019 regarding the Creation of the Budget and Treasury Management System (BTMS) Project Implementation Team and Support Teams**

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Pursuant to COA/DBM/DOF Joint Resolution No. 03-2016, and to facilitate the implementation of the Department of Budget and Management's (DBM) Budget and Treasury Management System (BTMS), the Department of Agriculture hereby amends Special Order No. 241, Series of 2019, as follows:

**I – BTMS Project Implementation Team**

**Team Leader:** Undersecretary for Administration and Finance  
**Assistant Team Leader:** Assistant Secretary for Finance  
**Members:** Director, Administrative Service  
Director, Finance and Management Service  
Director, Information Communication & Technology Service  
Director, Legal Service

**Responsibilities:**

1. Provide legal policy and strategic directions to the various Sub-Teams enumerated in this order;
2. Actively work with DBM-BTMS PMO to achieve the overall objectives and execute the agreed Project Plan;
3. Authorize approvals and sign-offs on all deliverables; and
4. Manage the activities of the sub-teams.

**II – Project Support Team**

**Team Leader:** Ana Maria D. Guatno  
**Members:** Anabelle T. Edang  
All Management Division Staff  
Sylvia L. Rellosa  
Nelson E. Vagilidad  
Susan del Rosario  
Yoram S. Lopez  
Jocelyn Mogado

**Responsibilities:**

1. Provide over-all support to the Project Implementation Team;
2. Coordinate with DBM-BTMS PMO and monitor the outputs/submission of the various Sub-Teams;
3. Act as Secretariat of the Project Implementation Team; and
4. Perform other functions as maybe directed by the Project Implementation Team.

### III – Change Management Team

**Team Leader:** Charie Sarah D. Saquing  
**Members:** Telma C. Tolentino  
Junibert De Sagun  
Atty. Melinda Deyto  
Juliet R. Manguerra  
Jocelyn Mogado

#### Responsibilities:

1. Support internal change management, capacity building and communication;
2. Participate in workshops and end user training;
3. Serve as first level of escalation for system issues and mediates between the end-users and central BTMS Helpdesk; and
4. Actively work with the DBM-BTMS PMO to achieve overall objectives of and execute the agreed Project Plan.

### IV – Data Management Security Teams:

**Team Leader:** Juliet R. Manguerra  
**Members:** Wilfred V. Mogado  
Rhea Aileen N. Banaag  
Teddy Casucog  
Noel Dato  
Elvin Ray Sabularse  
Irene C. Palma  
France Camille C. Gregorio

#### Responsibilities:


1. Define and manage data and security access identification within the Department;
2. Manage the security tokens for agency users in coordination with the DBM-BTMS Team;
3. In coordination with the DBM-BTMS Team, lead the data collection, data cleansing and data migration for roll-out and sustain data quality validation; and
4. Conduct regular data quality check on correctness, consistency and manages data quality issues.

### V – Functional Team

**Team Leader:** Sylvia L. Rellosa  
**Members:** Maria Anelie A. Laurente  
Dexter P. Jove  
Maria Elizalyn Morales  
Edna S. Camacho  
Jose Maria Ariel Laxa  
May B. Duazo  
Rhea Aileen N. Banaag  
Fernando M. Olandesca  
Ignazzky B. Arellano

#### Responsibilities:

1. Work together with the DBM functional teams on all functional issues and requirement for BTMS;



2. Ensure agency functional requirement satisfaction;
3. Support the data validation testing;
4. Carry out Level 2 support (functional) to Helpdesk;
5. Support the change management team in trouble shooting; and
6. Work together with the Power Users Pool.

#### **VI – Power Users Pool**

**Team Leader:** Lolita Jamela  
**Members:** Nelson E. Vagilidad  
 Evelyn S. Abao  
 Ma. Jonalie Arenio  
 Irene A. Castro  
 Alyssandra L. Sarmiento  
 Jonalynn M. Padua  
 Kristine Z. Gambito  
 Lynn Sunega  
 Edmundo Ramiro  
 Marcela Nepomuceno  
 Ma. Elizalyn Morales  
 Irene C. Palma  
 France Camille C. Gregorio  
 Michael Rey G. Carbungco  
 Faye Mer J. Dela Cruz  
 Joey Andrew T. Albos  
 Justine Pevidal  
 Lotis Lopez  
 Yoram Lopez  
 Susan del Rosario  
 Remelyn Coloma  
 Rosanina Talabucon  
 Patrick Villafuerte  
 Jacky Marn G. Hortaleza  
 Froilan S. Robles  
 Tom Jason Tapia

#### **Responsibilities:**

1. Utilize the BTMS;
2. Support the BTMS initiative by complying with the work program and escalating issues identified during the utilization of the system;
3. Conduct subsequent user training to the DA on the Implementation Roll-out of BTMS;
4. Provide support and assistance to the DA on the Implementation Roll-out of BTMS;
5. Provide support and assistance to all BTMS users in the DA on an on-going basis; and
6. Ensure that the policies and procedures on the utilization of the BTMS are applied consistently throughout the Department.

This order shall take effect immediately and revoke all other issuances inconsistent herewith.

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

