



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

SPECIAL ORDER

No. 353

Series of 2021

SUBJECT : ADDITIONAL SPECIAL ASSIGNMENT OF ATTY. JAMIL ADRIAN KHALIL L. MATALAM AS DA – HALAL PROGRAM HEAD

In the interest and exigency of service, **ATTY. JAMIL ADRIAN KHALIL L. MATALAM**, Project Evaluation Officer IV, Office of the Secretary (OSEC), is hereby given an additional special assignment as **DA – HALAL PROGRAM HEAD**. He shall be under the oversight of the Undersecretary for Regulations.

As such, he shall perform the following functions, duties, and responsibilities and such others as instructed by the Secretary:

1. Spearhead the implementation of the DA – Halal Program.
2. Facilitate the operations and functioning of the Halal Program Management Office (HPMO), such as Secretariat to the Halal Food Industry Development Program (HFIDP) and the preparation of plans and activities for the Program.
3. Report to the Chairperson of the HFIDP Executive Committee on matters regarding the DA – Halal program and activities.
4. Coordinate with, and provide directions to, the units of DA that has Halal-related programs and services, and ensure that they submit regular accomplishment reports.
5. Represent the HFIDP in all matters regarding its mandate and to engage and coordinate with other government agencies, international bodies, and the private sector on issues and events related to Halal.
6. Prepare and submit regular reports to the Secretary regarding DA – Halal Program through the Chairperson of the HFIDP Executive Committee.
7. Perform other duties and tasks as required.

He shall be entitled to travelling allowance, per diems, and other incidental expenses, chargeable against OSEC funds, and other available funds, subject to existing accounting and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, attached Agencies and Corporations, DA - Service Units, and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to Atty. Matalam in the performance of his special assignment as Halal Program Head.

This Order shall take effect immediately and all orders and issuance inconsistent herewith are deemed revoked.

Done this 29th day of May 2021.

WILLIAM D. DAR, PhD.
Secretary

DEPARTMENT OF AGRICULTURE

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with empowered and prosperous farmers and fisherfolk

