



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

SPECIAL ORDER

No. 35
Series of 2022

SUBJECT : AUTHORITY TO CONDUCT AND ATTEND ACTIVITIES OF THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS TECHNICAL SERVICES DIVISION (BAFS-TSD) FROM JANUARY TO DECEMBER 2022

In the interest of service and pursuant to the implementation of its mandates, the Bureau of Agriculture and Fisheries Standards-Technical Services Division is hereby authorized to conduct the following activities from January to December 2022. Likewise, Technical Working Group (TWG) who will serve as resource persons/speakers enumerated in relevant Special Orders or in its amended versions are hereby authorized to conduct and attend said activities.

Title of Activity	Venue	Date
BAFS Participants Leveling of Understanding on Service Quality Innovation (SQI)	NCR	January 2022
Facilitator's Course on SQI	NCR	January 2022
BAFS Management Review	NCR	January, July and November 2022
Workshop on Establishing SQI	NCR	January-February 2022
NLP Registration of BAFS Knowledge Products	NCR	January-December 2022
Workshops on Innovation Project Incubation	NCR	February-June 2022
Workshops for the finalization of Communications Manual and Training on Photojournalism	Region III	March -April 2022
Field Data Gathering for the Development of Knowledge Products for PNS related to Fisheries	Regions VI, VII, IX, XII	March – October 2022
Field Data Gathering for the Development of Knowledge Products for PNS related to Crops	Regions I, II, III, IVA, IVB, X, XI, XII	March – October 2022
Field Data Gathering for the Development of Knowledge Products for PNS related to Livestock and Poultry	Regions III, IVA, XII	March – October 2022



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Focus Group Discussions/Key Informant Interview - Data Gathering for the Adoption of Standards to Technical Regulations, L&D Activities and Development of IEC Materials	NCR	March-October 2022
Focus Group Discussions/Key Informant Interview- Data Gathering for the Impact of Implementation of Standards	Regions I, III, IV-A V, XI, XII, CAR	March-October 2022
Focus Group Discussions/Key Informant Interview- Data Gathering for the Use of PNS in Trade/Market Access	Regions III, VII, XI, XII, NCR	March-October 2022
Mid-year Seminar and Assessment Workshop	Region III	May-June 2022
National Book Registration Board (NBRD) Registration	BAFS	September 2022
Year End Assessment-Planning Workshop	CAR	October-November 2022
ISO 9001:2015 Recertification	BAFS	November 2022

Reimbursement and/or payment of food and accommodations, transportation fares, per diems, honoraria of non-DA resource persons, venue and vehicle rentals, gasoline expenses, catering services, supplies and materials, registration fees, subscription fees to platforms needed for the development of Knowledge Products (KPs) and conduct of Learning and Development (L&D) Activities/BAFS Online Academy, and other incidental expenses shall be chargeable against BAFS Regular Funds, subject to the availability of funds and the existing government accounting rules and auditing rules regulations.

However, Regional Field Offices and their invited participants may charge their travel expenses and per diems to the funds of the Regional Field Office. Members from other DA Agencies may charge their travel expenses and per diems to their respective offices' Regular Funds.

This Order shall take effect immediately and shall remain in force until revoked in writing.

All orders and issuances inconsistent herewith are deemed revoked.

Done this 24th day of January 2022.

WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE

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