



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

SPECIAL ORDER

No. 100
Series of 2022

SUBJECT : FORMALIZING THE CREATION OF A STEERING COMMITTEE FOR THE PROJECT "BUILDING SAFE AGRICULTURAL AND FOOD ENTERPRISES (B-SAFE)"

In the exigency of service and with reference to the Office of the President's approval through a memorandum dated April 27, 2021, a B-SAFE Project Steering Committee is hereby formalized to: (1) guide project implementation in an integrated approach taking inputs from donor and national stakeholders; (2) help ensure that the project is highly relevant to regional and national program priorities; and (3) provide the opportunity for consensus building on programmatic issues.

The Project Steering Committee shall be composed of the following:

Chairperson: **UNDERSECRETARY FERMIN ADRIANO, Ph.D.**
DA Policy, Planning, Research, and Department Legislative Liason Office

Members: **UNDERSECRETARY LEOCADIO SEBASTIAN, Ph.D., CESO I**
DA Chief of Staff

OIC-DIRECTOR GENERAL OSCAR GUTIERREZ, JR., DVM, MPA, PCVPH
DOH-Food and Drug Administration (FDA)

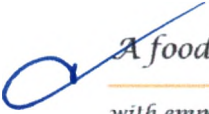
AGRICULTURE COUNSELOR MORGAN HAAS
USDA-Foreign Agricultural Service (FAS)

ASSISTANT SECRETARY-designate NOEL PADRE
DA Policy, Research and Development (Chair of the Project Focal Group)

MS. VICTORIA BECKER
USDA-FAS B-SAFE Program Management

MS. KELLY MARCH
USDA-FAS Trade Regulation and Capacity Building Division

DR. RAMON CLARETE
Project Chief of Party (COP) of Winrock International
Institute for Agricultural Development

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MS. HELENA ALCARAZ
DOH-FDA Project Focal Group

ACADEME REPRESENTATIVE
(to be identified every meeting)

PRIVATE SECTOR REPRESENTATIVE
(to be identified every meeting)

Secretariat: **WINROCK INTERNATIONAL**
INSTITUTE FOR AGRICULTURAL DEVELOPMENT
Project Contractor of B-SAFE Project

The Committee shall have the following functions:

- a. Help provide the strategic direction of the project and advise the Project's COP and Focal Groups on the work plan;
- b. Advise the Project's COP and Focal Groups on the design of specific project activities, possible challenges involved in implementing them, and on ways of managing such risks;
- c. Advise the Project's COP and Focal Groups on the implementation problems, such as managing the change affecting stakeholders affected by the activities of the project, operational efficiency, relevance, effectiveness and sustainability;
- d. Advise the Project's COP and Focal Groups on actionable next steps on learning/insights gained on the project implementation, monitoring and evaluation;
- e. Meet every semester, and may possibly adjust meeting frequency, as needed; and,
- f. Comment on the Project's annual work plans as submitted by the Project's COP to be done during the second-semester meeting of the Committee.

The Secretariat shall have the following functions:

- a. Provide photo, video, and written documentation of the meetings of the Committee; and,
- b. Provide other technical and administrative support as needed by the Committee relevant to the implementation of the project.

All expenses to be incurred for the activities related to the performance of the functions of the Project Steering Committee shall be chargeable against the B-SAFE Project, subject to its availability and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 15th day of February 2022.



WILLIAM D. DAR, Ph.D.

Secretary

DEPARTMENT OF AGRICULTURE

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