



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

SPECIAL ORDER

NO. 85

Series of 2022

SUBJECT : AUTHORITY TO CONDUCT THE ASSESSMENT AND PLANNING WORKSHOP OF THE LEGAL SERVICE TO BE HELD IN REGION III: CENTRAL LUZON ON MARCH 23-25, 2022

The Department of Agriculture Legal Service is mandated under the Executive Order No. 292: Administrative Code of 1987 to handle the legal requirements including those pertaining to the quasi-judicial and regulatory functions of the Department Proper, Regional Offices, Bureaus and some attached Agencies and Corporations.

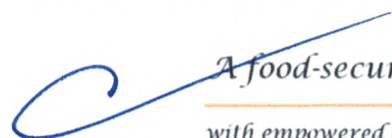
The Rationalization Plan of this Department which was approved on July 19, 2013 has expanded further the scope of work, duties and responsibilities of the Legal Service. Consequently, the need to address its effectivity of catering services to its clientele is necessary. To be able to attain such objective and to capacitate the said office, the conduct of a workshop is in order.

The Legal Service will conduct its Assessment and Planning Workshop to monitor the services rendered for the CY 2021 and implement more effective records management policies and procedure in rendering services within the Department Proper as well as with the Regional Field Offices, Bureaus, and attached Agencies and Corporations. The said activity will be held in Region III: Central Luzon specifically in Subic, Zambales on March 23-25, 2022.

The workshop will be conducted outside Metro Manila to be able for this office to undertake intensive and continuous discussion among the participants and come up with effective process flow.

The workshop further aims to accomplish the following:

1. Assess the overall performance of the Research and Regulations Division (RRD) and Litigation and Adjudication Division (LAD) for the CY 2021;
2. Conceptualize and draft updated records management policies, organizational structure, activities, and other internal guidelines and/ or protocols to strengthen the delivery of technical and legal assistance to the Department, its regional field units, attached bureaus and agencies, and attached corporations;
3. Improve the existing procedures and methods for conducting Fishpond Lease Agreement (FLA) reviews in accordance with Republic Act No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*; and



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4. Discuss the process of handling Agricultural Competitiveness Enhancement Fund (ACEF) cases and create a systematic procedure and/or method to streamline the disposition of ACEF-related cases.

The said activity shall be attended by the following:

Office	No. of Participants
Department of Agriculture (DA) -Legal Service	23
Representative from the Agricultural Competitiveness Enhancement Fund (ACEF)- Program Management Office (PMO)	2
Representative from the Bureau of Fisheries and Aquatic Resources (BFAR) – Legal Division	2
Support Staff	3
TOTAL	30

All expenses to be incurred in the conduct of this activity such as food and accommodation, supplies and materials, transportation and other related expenses shall be charged against the Legal Service funds, subject to the usual government accounting and auditing rules and regulations.

This order shall take effect immediately and shall be revoked upon the completion of the activity.

Done this 1st day of February 2022.

WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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