



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

SPECIAL ORDER

No. 968
Series of 2022

SUBJECT : RECONSTITUTION OF THE WORKPLACE RATIONALIZATION COMMITTEE AT THE DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE

In the interest of public service, a Committee for the Rationalization of Workplace at the Department of Agriculture – Central Office is hereby reconstituted as follows:

WORKPLACE RATIONALIZATION COMMITTEE

Chairperson: UNDERSECRETARY FOR ADMINISTRATION AND FINANCE

**Members : HEAD EXECUTIVE ASSISTANT
DIRECTOR, ADMINISTRATIVE SERVICE
DIRECTOR, FINANCIAL MANAGEMENT SERVICE
DIRECTOR, BUREAU OF AGRICULTURAL AND FISHERIES
ENGINEERING**

The Committee shall have the following functions:

1. Establish guidelines and parameters in the rationalization of workplace in the DA-Central Office;
2. Conduct strategic review of the current utilization of the workplace in the DA-Central Office;
3. Conduct consultative meetings with concerned offices;
4. Invite resource persons in the committee deliberations; and
5. Submit final report and recommend the Workplace Rationalization Plan to the Secretary.

Technical Working Group:

Head : CHIEF, GENERAL SERVICES DIVISION

**Members: CHIEF, MANAGEMENT DIVISION
CHIEF, PERSONNEL DIVISION
CHIEF, GSD PROPERTY AND SUPPLY SECTION**

Functions of the Technical Working Group (TWG):

1. Provide assistance to the committee in the gathering of relevant data for discussion during committee meetings;
2. Submit recommendation to the committee relative to the above-stated functions of the committee through Technical Report; and



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

3. Perform other related functions/tasks as may be assigned by the Committee.

Secretariat :

Name	Position	Office
1. Marybeth A. Cimafranca	Administrative Aide VI	General Services Division
2. Christian L. Cadano	Civil Engineer	General Services Division
3. Marlon S. Manabat	Architect	General Services Division
4. Krizia Mae M. Ople	Administrative Officer IV	General Services Division

Functions of the Secretariat:

1. Take charge in the documentation of the meetings;
2. Provide assistance to the Committee and the TWG in the gathering of relevant data for discussion during Committee Meetings;
3. Provide coordination services to the Committee and TWG; and
4. Perform other similar/related functions/tasks as maybe assigned by the Committee.

As such, there will be no movement or transfer of offices until the completion of the tasks of the Committee and the approval by the undersigned of the DA Workplace Rationalization Plan.

All related expenses that will be incurred in the conduct of Committee activities and meetings shall be chargeable against DA-OSEC funds, subject to existing government accounting and auditing rules and regulations.

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

Done this 8th day of November 2022

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AS-BRF20221018-00069