



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

**SPECIAL ORDER**

No. 03

Series of 2023

**SUBJECT: AUTHORITY TO CONDUCT AND ATTEND ACTIVITIES OF THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS TECHNICAL SERVICES DIVISION (BAFS-TSD) RELATED TO STANDARDS PROMOTION AND ASSESSMENT FROM JANUARY TO DECEMBER 2023**

The Bureau of Agriculture and Fisheries Standards - Technical Services Division shall conduct activities related to the promotion of the adopted Philippine National Standards (PNS) and assessment of its adoption. These activities such as meetings, writeshops, physical seminars, webinars, field data gathering, video shoots, focus group discussions and quiz contest. The Division shall also carry out internal capacity building activities to effectively carry out the mandates and assessments of activities to ensure accomplishment of targets.

Thus, this Order authorizes the BAFS Director, BAFS TSD Personnel, invited resource speakers, Technical Working Group (TWG) members, and BAFS Regional Focal Persons to participate in the following activities.

The following expenses incurred relative to the accomplishment of the activities chargeable to the BAFS Regular Funds are hereby authorized subject to accounting rules and regulations.

**1. Learning and Development Activities: Seminar on Food Safety and Quality related Standards, via Webinar and in Region 4A/Region 12 on April to November 2023**

<b>Activity Title</b>	Seminar on food safety and quality related standards for the following:	
	Coffee	April
	Seaweeds	May
	Halal raw milk and goat production	May
	Ducks and poultry hatchery	June
	Irrigation canals, structures and systems	June (Physical seminar - Region 4A Batangas/Region 12 General Santos City)

	Scallop, fish fillets, minced fish, lobsters	August
	Cacao	September
	Goats, rabbit	October
	Organic agriculture	November
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Mr. Jan Vincent DR. Tecson</li> <li>2. Engr. Abraham L. Perez III</li> <li>3. Ms. Aubrey Katreena L. Ramos</li> <li>4. Ms. Darelle Kate D. Romatico</li> <li>5. Ms. Nikki Rose G. Alegre</li> </ol>	
<b>Resource Speakers</b>	<p>Four resource speakers from any of the following offices:</p> <ol style="list-style-type: none"> <li>1. Representative of the Food Safety Regulatory Agencies</li> <li>2. Representative of the National Irrigation Authority (NIA) or Bureau of Agricultural and Fisheries Engineering</li> <li>3. Academe</li> <li>4. Member of the PNS Technical Working Group (TWG)</li> <li>5. Former member of the PNS Technical Working Group (TWG)</li> </ol>	
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>• BAFS Personnel: Airfares, per diems</li> <li>• TWG Members: Airfares, per diems, honoraria for the experts (for non-DA personnel)</li> <li>• Procurement of the following items: food and accommodation, commodity samples, subscription to online platforms, leather file organizers</li> </ul>	

**2. Field Data Gathering and Video Shoot for the Development of Knowledge Product and Clips for BAFS TV for PNS related to Crops, in Regions CAR, 2, 3, 4A, 4B, 5, 6, 10, 11, and 13 January to December 2023**

<b>PNS related to Crops, including relevant AFMech standards</b>	Highland vegetables	carrots, cauliflower, broccoli
	Root crops	sweet potato, potatoes
	Fruits	mandarin, orange, rambutan, mangoesteem, lanzones
	Grains	traditional rice varieties
	Legumes	mungbeans
	Plantation crops	cacao, coffee, sugarcane and its by-products such as white sugar and muscovado sugar, coconut and its by-products such as copra, coconut fiber and coconut peat



	Plantation crops	cacao, coffee, sugarcane and its by-products such as white sugar and muscovado sugar, coconut and its by-products such as copra, coconut fiber and coconut peat
	Fiber	pineapple fiber
	Ornamentals	roses
	Organic	organic crop production
	General	irrigation canals, structures and systems
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Katrina L. Maminta</li> <li>2. Mr. Jan Vincent DR. Tecson</li> <li>3. Engr. Abraham L. Perez III</li> <li>4. Ms. Aubrey Katreena L. Ramos</li> </ol>	
<b>TWG Members/ BAFS Regional Coordinators</b>	<p>Four personnel from the following:</p> <ol style="list-style-type: none"> <li>1. One BAFS Regional Coordinators and Focal Person for Standards Promotion per region per Special Order No. 712 Series 2021</li> <li>2. Three TWG Members and Representative of DA AFIS or DA RFO RAFID personnel</li> </ol>	
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>● BAFS Personnel: Airfares, per diems</li> <li>● TWG Members: Airfares, per diems, honoraria for the experts (for non-DA personnel)</li> <li>● Representatives of DA AFIS and DA RFO RAFID: Airfares, per diems</li> <li>● Procurement of the following items: food and accommodation, commodity samples, Tech supplies</li> </ul>	

**3. Field Data Gathering and Video Shoot for the Development of Knowledge Product and Clips for BAFS TV for PNS related to Livestock and Poultry, in Regions 2, 3, 4A, 4B, 5, 10, and 12 from January to December 2023**

<b>PNS related to Livestock and Poultry</b>	Poultry	Ducks Poultry Hatchery Shell Eggs (Chicken and Ducks) Chicken Broilers and Layers Free range chicken
	Ruminants and its by products	Beef Cattle and Buffalo Goats Chevon Cuts

		Fresh Milk Halal Raw Milk Halal Goat Production
	Apiculture	Honey and Beekeeping Rabbit`
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Katrina L. Maminta</li> <li>2. Mr. Jan Vincent DR. Tecson</li> <li>3. Ms. Darelle Kate D. Romatico</li> <li>4. Ms. Aubrey Katreena L. Ramos</li> </ol>	
<b>TWG Members/ BAFS Regional Coordinators</b>	<p>Four personnel from the following:</p> <ol style="list-style-type: none"> <li>1. One BAFS Regional Coordinators and Focal Person for Standards Promotion per region per Special Order No. 712 Series 2021</li> <li>2. Three TWG Members and Representative of DA AFIS or DA RFO RAFID personnel</li> </ol>	
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>● BAFS Personnel: Airfares, per diems</li> <li>● TWG Members: Airfares, per diems, honoraria for the experts (for non-DA personnel)</li> <li>● Representatives of DA AFIS and DA RFO RAFID: Airfares, per diems</li> <li>● Procurement of the following items: food and accommodation, commodity samples, Tech supplies</li> </ul>	

**4. Field Data Gathering and Video Shoot for the Development of Knowledge Product and Clips for BAFS TV for PNS related to Fish and Fishery Products, in Regions 4A, 4B, 6, 7, 9, 13, and NCR from January to December 2023**

<b>PNS related to Fish and Fishery Products</b>	Finfish	grouper, small pelagic finfishes (round scad, mackerel, and sardines), anchovies, siganid, danggit, pompano
	Mollusks	abalone, oyster, mussel
	Aquatic plant	seaweed
	Crustacean	lobster
	Echinoderm	sea cucumber
	Fishery product	fish fillets, minced fish



<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>● BAFS Personnel: Airfares, per diems</li> <li>● TWG Members: Airfares, per diems, honoraria for the experts (for non-DA personnel)</li> <li>● Representatives of DA AFIS and DA RFO RAFID: Airfares, per diems</li> <li>● Procurement of the following items: food and accommodation, commodity samples, Tech supplies</li> </ul>
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**5. Development of Knowledge Product for PNS related to Crops, Livestock and Poultry, Fish and Fishery Products, Agri-Fishery Machinery and Infrastructure, and General Standards in NCR from January to December 2023**

<b>Activity Title</b>	Meetings and Writeshops for the Development and Finalization of Knowledge Products
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Mary Grace R. Mandigma</li> <li>2. Ms. Katrina L. Maminta</li> <li>3. Engr. Abraham L. Perez III</li> <li>4. Ms. Aubrey Katreena L. Ramos</li> <li>5. Ms. Darelle Kate D. Romatico</li> <li>6. Ms. Nikki Rose G. Alegre</li> <li>7. Ms. Alma V. Reyes</li> </ol>
<b>TWG Members/ Resource Speakers</b>	TWG Members
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>● TWG Members: Airfares, per diems, honoraria for the experts (for non-DA personnel)</li> <li>● Procurement of the following items: food and accommodation, Subscription to online platforms, leather file organizers</li> <li>● Others: NLP registration, ISSN and ISBN application fees</li> </ul>

**6. Focus Group Discussions and Data Gathering for the Assessment of Impact of Adopted Philippine National Standards, in Regions III, IV-A, X, XI and XII from to March to November 2023**

<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Mary Grace R. Mandigma</li> <li>2. Dr. Alpha M. Lanuza</li> <li>3. Ms. Rosemarie V. Calibo</li> <li>4. Ms. Darelle Kate D. Romatico</li> <li>5. Ms. Nikki Rose G. Alegre</li> </ol>
<b>BAFS Regional Coordinators</b>	Two BAFS Regional Coordinators and Focal Person for Standards Promotion per region per Special Order No. 712 Series 2021
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>● BAFS personnel: Airfares, per diems</li> <li>● Procurement of the following items: food and accommodation</li> </ul>

**7. TSD Internal Capacity Building on Impact Assessment activities in NCR on April 2023 via Zoom**

<b>Location</b>	via Zoom
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Mary Grace R. Mandigma</li> <li>2. Dr. Alpha M. Lanuza</li> <li>3. Ms. Katrina L. Maminta</li> <li>4. Mr. Jan Vincent DR. Tecson</li> <li>5. Ms. Darelle Kate D. Romatico</li> <li>6. Ms. Aubrey Katreena L. Ramos</li> <li>7. Engr. Abraham L. Perez III</li> <li>8. Ms. Nikki Rose G. Alegre</li> <li>9. Ms. Alma V. Reyes</li> </ol>
<b>Resource Speakers</b>	Two (2) invited speakers or expert from UPLB or NEDA
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>• Resource speakers- Honorarium for non-DA personnel</li> <li>• Procurement of the following items: Food</li> </ul>

**8. TSD-ICU Mid Year Assessment in Region IVB (Palawan) on May 2023**

<b>Location</b>	Region IVB - Palawan	
<b>BAFS Participants</b>	<p>Technical Services Division</p> <ol style="list-style-type: none"> <li>1. Ms. Mary Grace R. Mandigma</li> <li>2. Dr. Alpha M. Lanuza</li> <li>3. Ms. Katrina L. Maminta</li> <li>4. Mr. Jan Vincent DR. Tecson</li> <li>5. Ms. Darelle Kate D. Romatico</li> <li>6. Ms. Aubrey Katreena L. Ramos</li> <li>7. Engr. Abraham L. Perez III</li> <li>8. Ms. Nikki Rose G. Alegre</li> <li>9. Ms. Alma V. Reyes</li> </ol>	<p>Information and Communication Unit</p> <ol style="list-style-type: none"> <li>1. Ms. Rosemarie V. Calibo</li> <li>2. Mr. Allister F. Budlao</li> <li>3. Mr. France Earvynne R. Enriquez</li> <li>4. Mr. Jomer E. Tadena</li> </ol> <p>BAFS Planning Unit and Procurement Unit</p> <ol style="list-style-type: none"> <li>1. Mr. Frederick Crisol/Ms. Stephanie L. Bulanadi</li> <li>2. Ms. Rowena B. Dacanay</li> </ol>
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>• BAFS personnel: Airfares, per diems</li> <li>• Procurement of the following items: Food and accommodation</li> </ul>	

**9. TSD and BAFS Focal Person for Standards Promotion Seminar and Workshop on Risk Communication and Data Visualization on May 2023 via Blended Platform**

<b>Location</b>	NCR and via Zoom
<b>BAFS Participants</b>	<ol style="list-style-type: none"> <li>1. Ms. Mary Grace R. Mandigma</li> <li>2. Dr. Alpha M. Lanuza</li> <li>3. Ms. Katrina L. Maminta</li> </ol>



	4. Mr. Jan Vincent DR. Tecson 5. Ms. Darelle Kate D. Romatico 6. Ms. Aubrey Katreena L. Ramos 7. Engr. Abraham L. Perez III 8. Ms. Nikki Rose G. Alegre 9. Ms. Alma V. Reyes
<b>DA Participants</b>	Two BAFS Regional Coordinators and Focal Person for Standards Promotion per region per Special Order No. 712 Series 2021
<b>Resource Speakers</b>	1. Dr. Ma. Concepcion Lizada 2. Invited expert from the UPLB College of Development Communication
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>Resource speakers- Honorarium for non-DA personnel</li> <li>Procurement of the following items: Food</li> </ul>

#### 10. ISO 9001:2015 Certification - Surveillance Audit in NCR on August 2023

<b>Activity Title</b>	Surveillance audit of ISO 9001:2015 certification
<b>BAFS Participants</b>	1. Top management representatives 2. Process owners 3. Internal audit team 4. Quality Management Representative 5. Documented Information Controller
<b>External Auditor</b>	TUV SUD External Auditors
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>Procurement of the following items: Surveillance audit fee, Food for the surveillance audit</li> </ul>

#### 11. TSD-ICU Year-End Assessment and Planning Workshop in Region CAR on November/December 2023

<b>Location</b>	CAR	
<b>BAFS Participants</b>	Technical Services Division 1. Ms. Mary Grace R. Mandigma 2. Dr. Alpha M. Lanuza 3. Ms. Katrina L. Maminta 4. Mr. Jan Vincent DR. Tecson 5. Ms. Darelle Kate D. Romatico 6. Ms. Aubrey Katreena L. Ramos 7. Engr. Abraham L. Perez III 8. Ms. Nikki Rose G. Alegre 9. Ms. Alma V. Reyes	Information and Communication Unit 1. Ms. Rosemarie V. Calibo 2. Mr. Allister F. Budlao 3. Mr. France Earvynne R. Enriquez 4. Mr. Jomer E. Tadena  BAFS Planning Unit and Procurement Unit

		1. Mr. Frederick Crisol/Ms. Stephanie L. Bulanadi 2. Ms. Rowena B. Dacanay
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>BAFS personnel: Per diems</li> <li>Procurement of the following items: Vehicle rental, Food and accommodation</li> </ul>	

#### 12. BAFS Utakan - 25th Year Founding Anniversary in NCR on November 2023

<b>Activity Title</b>	Utakan sa BAFS (as part of the 25th Year Founding Anniversary Celebration)
<b>BAFS Participants</b>	1. BAFS Utakan Overseer 2. BAFS Panel of Judges 3. BAFS Anniversary Committees
<b>Participants</b>	<ul style="list-style-type: none"> <li>35 participants (students and mentors/coaches) from selected secondary schools</li> <li>Invited DA executives and partners</li> <li>Invited panel of judges</li> </ul>
<b>Expenses to be incurred</b>	<ul style="list-style-type: none"> <li>Panel of judges: Honorarium</li> <li>Procurement of the following: food and accommodation, supplies, vehicle rental, leather file organizer, planner</li> <li>Participants: Airfares, per diems</li> </ul>

Expenses incurred by the BAFS Regional Coordinators and Focal Person for Standards Promotion which include traveling expenses, per diems and food accommodation shall be charged to the funds of their respective offices.

Reimbursement and/or payment of other expenses incurred relative to accomplishing the abovementioned tasks are also allowed. They shall be chargeable against the BAFS Regular Funds, subject to the availability of funds 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 6th day of January 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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