



SPECIAL ORDER

No. **275**

Series of 2023

SUBJECT: DESIGNATION OF PROCUREMENT COORDINATORS FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE

In the interest of service, and in view of the Memorandum dated January 23, 2023 entitled: *“Designation of Procurement Coordinators (Permanent and Alternate) for CY 2023”* issued by the Office of the Director for Administrative Service, all offices from the Central Office shall designate Permanent and Alternate Procurement Coordinators (PCs) to oversee and strictly ensure that all procurement activities included in the Annual Procurement Plan (APP) will be executed as planned.

The following personnel are hereby designated as procurement coordinators:

	OFFICE/ SERVICE/ DIVISION/ PROGRAM	PROCUREMENT COORDINATORS	
		PERMANENT	ALTERNATE
	OSEC		
1	Office of the Secretary	Paulino M. Santos	Lorna P. Flores
3	Office of the Undersecretary for Special Concerns and for BARMM	Chela Amor V. Nepomuceno	Marie Andrea C. Cabuños
4	Office of the Undersecretary for Policy, Planning and Regulations	Sharon U. Flores	Marie Grace Maraño
5	Office of the Undersecretary for Administration and Finance	Ma. Rizalin B. Berdulaga	-
6	Office of the Assistant Secretary for Operations	Airene A. Teodoro	Angelo T. Mendoza
7	Office of the Assistant Secretary for Administration and Special Concerns	Maricris I. Requilman	Liezl F. Baldesco
8	Office of the Assistant Secretary for Finance	Jollibe D. Ambat	-
10	Office of the Assistant Secretary for DA Inspectorate and Enforcement	Jullie Ann P. Palacios	Helen Mhae B. Mapare
11	Office of the Assistant Secretary for Consumer Affairs and DA Spokesperson	Romeo E. Rosal Jr.	-
	ADMINISTRATIVE SERVICE		
12	Office of the Director Administrative Service	Victor Primo M. Isungga, III	Dinalyn F. Ortiz
13	Procurement Division	May B. Duazo	Aldous Christan Salta
14	General Services Division (GSD)	Rosemarie S. Aquino	Nida S. Farmacion
15	Records Division	Danny F. Llanes	Jaicel V. Garcia
16	Personnel Division	Rosemarie Z. Go	Jonathan C. Real
17	Human Resource Development Division (HRDD)	John Benedict N. Carpio	Ronald C. Tapia
18	Agriculture and Fisheries Information Division (AFID)	Helen A. Gales Florenzia M. Garcia Bethzaida Sarian Asuncion Cabug-Os Jo Ann Grace Pera	-

	OFFICE/ SERVICE/ DIVISION/ PROGRAM	PROCUREMENT COORDINATORS	
		PERMANENT	ALTERNATE
	FINANCIAL MANAGEMENT SERVICE (FMS)		
19	Office of the Director, Financial Management Service	Farida C. Quijano	-
20	Budget Division	Faye Mer J. Dela Cruz	Jhunrel P. Becada
21	Accounting Division	Evelyn S. Abao	Kate Anne T. Carta
22	Management Division	Ariel E. Ferrer	John Edval Sumalinog
	PLANNING AND MONITORING SERVICE (PMS)		
23	Office of the Director, Planning And Monitoring Service (PMS)	Rosila E. Abasola	-
24	Investment Planning Division (IPD)	Victoria F. Alay	Angel Mae L. Conda
25	Monitoring and Evaluation Division (MED)	Lolita Y. Poliquit	Rosalia Jacalan
26	Planning and Programming Division (PPD)	Annie Maria Concepcion R. Lopez	Yeshua S. Yashar Ranjo
	PROJECT DEVELOPMENT SERVICE (PDS)		
27	Office of the Director, Project Development Service (PDS)	Ramoncito S. Icalla	-
28	Project Identification And Evaluation Division (PIED-PDS)	Sonia T. San Jose	Mae Anne P. Gardon
29	Project Packaging & Resource Mobilization Division (PPRMD-PDS)	Noreen D. De Guzman	Kimberly P. Castillo
30	Public-Private Partnership (PPP) Unit	Joshua T. Robosa	Jorge Miguel N. Milano
	INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE (ICTS)		
31	Office of the Director, Information and Communications Technology Service	Jordan Israel J. Cabanding	Ignazzky B. Arellano
32	Network Operations and Management Division (ICTS-NOMD)		
33	Database Management Division (ICTS-DMD)	Immanuel Samuel D. Bautista	Rhea Aileen N. Banaag
34	Planning and Standards Division (ICTS-PSD)	Jocelyn D. Custodia	Marie Loise Q. Arenas
35	Systems Application & Development Division (ICTS-SADD)	Charmaine Ellyn M. Resco	Jerahmie O. Odoy
	AGRIBUSINESS AND MARKETING ASSISTANCE SERVICE (AMAS)		
36	Office of the Director Agribusiness and Marketing Assistance Service	Edelyn Joy L. Levera	-
37	Agribusiness Industry Support Division (AMAS-AISD)	Carmela Calingo	Karleene Joyce A. Sonaco
38	Agribusiness Promotion Division (AMAS-APD)	Maria Jhunessa V. Inguito	Zarah S. Torres
39	Young Farmer Challenge (YFC)		Rowena F. Mallores
40	Market Development Division (AMAS-MDD)	Joseph B. Baldelomar	-
	POLICY RESEARCH SERVICE (PRS)		
41	Office of the Director, Policy Research Service	Joan Bernadette L. Bulaon	Carmela M. Gonzales

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42	Trade Remedies Unit (TRU) – PRS-MEPD-TRU	Sherlene A. De Torres	Ed Maxedangil S. David
43	International Affairs Division (IAD)	Rosario K. Tatlonghari	Carlo L. Sarmiento
44	Office for Regulations	Ma. Therese Delos Angeles	Melanie Talplacido
	FIELD OPERATIONS SERVICE (FOS)		
45	Office of the Director, Field Operations Service (FOS-OD)	Jose E. Abasola, III	Josefina Monjardin
46	Field Programs Coordination and Monitoring Division (FPCMD)	Llytess Roseanne V. Alforte	Baby Ruth E. Camila
47	Special Project Coordination Management Assistance Division (SPCMAD)	Rowena C. Gamas	Engr. Mark Lester Red
48	National Anti-Poverty Commission (NAPC)	John Martin H. Flores	Joseph J. Dasalla
49	Field Programs Operational Planning Division (FPOPD)	Rosel Parado	Catherine S. Tumaque
50	Gender and Development (GAD)	Kristine Anne. A Mari	John Dexter D. Carolina
51	Registry System for Basic Sectors in Agriculture (RSBSA)	Lorna Belinda L. Calda	Mary Anne M. Lee
52	DA-Rice Program	Rosel Parado	Renante M. Miano
53	Rice Competitiveness Enhancement Fund (RCEF)	Rineth S. Morales	Jericho L. Mariano
	INTERNAL AUDIT SERVICE (IAS)		
54	Management Audit Division (MAD)	Jocelyn L. Ferre	Je-Anne D.G. Artuz
55	Operations Audit Division (OAD)	Olivia M. Ganotice	Evangeline R. Samsona
56	LEGAL SERVICE	Evelyn Tallada	Angela Karen B. Bataller
57	Kabuhayan at Kaunlaran ng Kababayang Katutubo – National Project Management Office (4KS-NPMO)	Jerelyn Himaya	Analisa Mora
58	Food Development Center (FDC)	Joey C. Pimentel	Melanie Y. Verde Roel Vince T. Estenzo Agustina M. Jose Rhina R. Cruz
59	Bureau of Agricultural and Fishery Standards (BAFS)	Mark F. Matubang	Frederick C. Crisol
61	National Organic Agriculture Program (NOAP)	Maria Lourdes D. Yasoña	Glenn B. Umandap
62	National Convergence Initiative (NCI)	Maria Bituin B. Bataller	Enrico G. Teaño
63	Halal Food Industry Development Program	Rona N. Eresari	Anna Lyne B. Quimosing
64	DA – Climate Resilient Agriculture Office (CRAO)	Rae Michael B. Barbosa	Rhoda Faith G. Hurtada
65	Farm and Fisheries Clustering & Consolidation Program (F2C2)	Brian Joseph S. Quanico	Algileen P. Villaflor
66	Special Area for Agricultural Development (SAAD)	Juliet F. Cruz	Aileen O. Hong
67	National Livestock Program (NLP)	Rhodora C. Balais	Jennifer M. Briquillo

	OFFICE/ SERVICE/ DIVISION/ PROGRAM	PROCUREMENT COORDINATORS	
		PERMANENT	ALTERNATE
68	ACEF-Scholarships	Mariel Fernandez	Jayson L. Montereal
69	ACEF-Credit CPU	Dodge C. Urriza	Jovita B. Elocre
70	High Value Crops Development Program (HVCDP)	Leonel L. Limbauan	Kenneth Christian Hizole
71	National Urban and Peri-Urban Agriculture Program (NUPAP)	Hazel Joy T. Gusi	Gabriel A. Renegado
72	DA-AIDPRO	Jerome D. Bunyi	Cherry E. Rico

As procurement coordinators, they shall perform the following duties and responsibilities:

- They are responsible for the planning and coordination with their respective budget officer for the preparation of Project Procurement Management Plan (PPMP) for the proceeding year;
- Prepare the Project Procurement Management Plan (PPMP) of their respective offices in coordination and approval of the Head of the Unit/Office;
- Act as End-user's representatives in all procurement activities;
- Coordinate with the procurement actors (BAC, BAC Secretariat, TWG,) regarding procurement requests;
- Prepare Procurement Request Action Slip (PRAS)/Purchase Requests (PRs) for their respective units following the timeline as indicated in their PPMPs;
- Responsible for seeking the approval of their Purchase Request and the corresponding revisions of their previously approved PPMP;
- Act as canvassers for items (goods/services, etc.) requested by their respective offices;
- Closely monitor their request with the BAC, through BAC-Secretariat, until the request evolved into an award of contract; and
- Regularly check updates about the status of their request using the Procurement Monitoring System (PMS) of the Procurement Division.

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 8th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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