



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

SPECIAL ORDER

No. 525

Series of 2023

SUBJECT: TERMS OF REFERENCE OF THE DESIGNATED OFFICER-IN-CHARGE, HEAD OF THE HUMAN SETTLEMENTS DEVELOPMENTS CORPORATION (HSDC)

Pursuant to any Special Order designating the Officer-in-Charge of the Head of the Human Settlements Development Corporation (HSDC), the OIC Head of the HSDC shall perform the following functions, duties and responsibilities:

1. Direct and supervise the management, operation and administration of HSDC, including its project, Maharlika Livelihood Complex (MLC), including, but not limited to issuance of internal policies and designations of personnel;
2. Execute and administer policies, guidelines and programs approved by the Board of HSDC and/or the Chairman of the Board of HSDC and/or the Transition Management Committee (TMC);
3. Recommend approval of manpower support and compensation rate to the DA Secretary as Chairman of the Board of HSDC or his designated representative, pursuant to HSDC Board Resolution No.1, Series of 2014;
4. Sign, execute and deliver on behalf of HSDC, including MLC, contracts of service/job orders to ensure safeguarding of assets, ongoing business enterprise, programs and projects, which may be exercised concurrently with the TMC Chairman or Vice-Chairman;
5. Sign agreements entered into by the Corporation in relation to its project Maharlika Livelihood Complex, such as but not limited to:
 - a. New Contracts of lease, renewal, or amendments thereto;
 - b. Service contract agreements with security and janitorial services;
 - c. Concession agreements for parking, and comfort room and other similar agreements with service providers;
 - d. Compromise agreements and promissory notes; and
 - e. Purchase orders and contracts as head of the Procuring Entity;
6. Sign financial documents such as, but not limited to, Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Purchase requests, budget utilization requests, disbursement vouchers and checks pursuant to a

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Corporate Operating Budget approved by the Board of HSDC and/or the Chairman of the Board of HSDC and/or the Transition Management Committee (TMC) In addition, the General Manager/Officer-in-charge shall have the power to delegate the authority to sign the aforementioned financial documents to the Project Manager of Maharlika Livelihood Complex at a certain level set by the Officer-in-charge;

7. Endorse to the Transition Management Committee and to the Senior Undersecretary/Secretary of Agriculture any revision to the submitted HSDC Plan of Liquidation;
8. Represent the HSDC in all dealings/transactions with other entities and other parties;
9. Implement the legal processes of dissolution, liquidation and termination in accordance with the Corporation Code of the Philippines, including but not limited to execution and administration of activities and guidelines of Plan of Liquidation (POL) approved by the Governance Commission on GOCC (GCG);
10. Execute the activities for the liquidation of affairs pursuant to GCG MC 2015-03 and for the closure of the books of accounts of HSDC under COA rules and regulations;
11. Exercise such other powers and perform such other duties inherent to the designation as may be vested upon or reposed by the Transition Management Committee (TMC), the Secretary of Agriculture as chairman of the Board of Directors of HSDC or HSDC Board as a whole.

The designated Officer-in-Charge shall be entitled to travelling expenses, per diems, incidental expenses, honoraria, and/or remuneration that may be incurred in the performance of his/her functions, duties and responsibilities as designated, chargeable against HSDC funds.

This order shall take effect immediately and shall remain in force until superseded and/or revoked. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 3rd day of May, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-DSEC-RS20230425-00106

