



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

SPECIAL ORDER

NO. **622**

Series of 2023

SUBJECT: CREATION OF A PROGRAM STEERING COMMITTEE AND TECHNICAL WORKING GROUP, AND NATIONAL SECRETARIAT FOR THE FISHERIES - SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM PHASE 2

In the exigency of service and for the effective and efficient implementation the BFAR-Special Area for Agricultural Development (SAAD) Program Phase 2 in selected municipalities under 5th and 6th class municipalities based on the income bracket per Department of Finance (DOF) Department Order (DO) No. 23-08 and top $\frac{1}{3}$ poorest municipalities based on the Philippine Statistics Authority (PSA) 2018 Poverty Incidence Report, a Program Steering Committee (PSC), Technical Working Group (TWG), and National Secretariat are hereby created and shall be composed of the following:

A. PROGRAM STEERING COMMITTEE

Chair:	Drusila Esther E. Bayate	Undersecretary for Fisheries, DA
Alternate Chair:	Atty. Demosthenes R. Escoto	Director, BFAR
Member:	Isidro M. Velayo, Jr., MDM	Asst. Dir. for Technical Services
	Zaldy P. Perez	Asst. Dir. for Administrative Services

The Program Steering Committee (PSC) shall provide the over-all policy direction and guidance in the implementation of the project activities. The PSC shall meet every three (3) months, or conduct special meetings on urgent concerns.

B. TECHNICAL WORKING GROUP

Elymi Ar- J S. Tuñacao	National Focal Person
Arnel R. Valenzuela	Alternate Focal Person
Ma. Teresa F. Duguiles	OIC, Finance Management Division
Mildred M. Buazon	Chief, Administrative Division

Imelda R. Calixto	OIC, Fisheries Resources Management Division
Rafael V. Ramiscal	Chief, Capture Fisheries Division
Lydia M. Morales	Chief, Post-Harvest Technology Division
Amor G. Diaz	Chief, Fisheries Industry Development Support Services Division
Nazario C. Briguera	Head, Information and Fisherfolk Coordination Unit (IFCU)

Duties and responsibilities:

- Lead, supervise, and monitor the implementation of the BFAR-SAAD Program Phase 2;
- Coordinate with the Regional/Provincial Program Management Support Office (R/PMSO) and other concerned agencies regarding implementation of the project;
- Oversee the fund allocation, disbursement/utilization of the Program;
- Review and endorse the monthly accomplishment to the PSC and oversight agencies; and
- Recommend strategies and measures to address issues and concerns to facilitate the implementation of the project.

The TWG shall have a regular quarterly meeting or may call a special meeting, if the need arises to discuss and monitor the project implementation vis a vis target, accomplishments and schedule, among others.

C. NATIONAL SECRETARIAT

Jan Ely S. Sevilla	Head Secretariat/ IFAD
Angelica Mae J. Pila	SAAD NPMSO
Khayce F. Contreras	SAAD NPMSO
Angelica Mae J. Arenas	SAAD NPMSO
Sherwin Hector H. Castro	SAAD NPMSO
Marc Jayson E. Santos	SAAD NPMSO
Sebastian C. Berceño	SAAD NPMSO
Mary Joyce Kipte	IFCU



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Mikelyn Clarizze Ellema	Budget Section
Princess R. Luciano	Budget Section
John Hibben P. Villacorte	Budget Section
Jupiter C. De Vera	Accounting Section
Aleli J. Umayam	Accounting Section

The National Secretariat shall provide administrative and logistical support to the Technical Working Group, keep all files/records and consolidate the monthly accomplishment reports.

The BFAR-SAAD Regional Program Management Support Offices shall create their respective Regional Technical Working Group and Secretariat through Fisheries Office Order issued by the BFAR Regional Director.

Travelling expenses and per diems of PSC, TWG and Secretariat are chargeable against their respective offices funds while expenses in the conduct of meetings, trainings/workshops and related events shall be chargeable against BFAR SAAD funds, subject to availability of funds and the usual accounting and auditing rules and regulations.

In addition, personnel involved in the Program shall be granted an honorarium chargeable against BFAR SAAD funds, in recognition of the gratuitous services rendered, which is not among his/her regular and permanent function/s. As such payment of honorarium shall exclusively be granted upon completion and acceptance by the agency head of the deliverable per project component, in pursuance of DBM Circular No. 75 dated March 01, 1995, DBM Circular No. 2007-2 dated October 01, 2007, and Republic Act (RA) No. 9524, Sec. 46 (e)(i); and (RA) No. 9970, effective January 1, 2023 and shall be subjected to the fund availability and the usual government procurement laws, accounting and auditing rules and regulations.

This Order takes effect immediately and shall remain valid until revoked in writing

Done this 23rd day of May 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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