



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 1307

Series of 2023

SUBJECT : CREATION OF THE DA – CENTRAL OFFICE BACKGROUND INVESTIGATION TEAM

In the interest of service and pursuant to Section 91, Rule IX, of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of the Civil Service Commission (CSC) and to the DA Department Order No. 08, series of 2019¹, the **DA-CO Background Investigation Team** is hereby created to assess and evaluate the candidate's work ethics, performance, and character in the selection of employees for recruitment and promotion.

Team Leader	:	MS. JESSAMIN B. ARANAS OIC-Chief, Personnel Division
Assistant Team Leader	:	MS. BELLA H. ARTIEDA Supervising Administrative Officer
Team Members	:	MS. RIA T. BUENAVENTURA MS. GERALYN L. DACULA MS. REGINA C. EXTREMADURA MS. AMCHE ROSE M. REPOL

They shall perform the following functions:

Team Leader

1. Oversee the work of the Team by assessing and monitoring the conduct of Background Investigation process;
2. Provide results of the background investigation of one's candidate to the HRMPSB if there is any derogatory remark shown, to evaluate during the HRMPSB deliberation;
3. Review and approve the HRMPSB Form No. 3: Background Investigation Form, if no derogatory remark shown and provide the same during the HRMPSB deliberation for its reference in assessing the candidate for recruitment and promotion; and
4. Ensure that the overall activities of the Team shall be in accordance with the Data Privacy Act (DPA) and its Implementing Rules and Regulations to maintain the confidentiality, integrity, and availability of such personal information solely for the purpose of background investigation process.

Assistant Team Leader

1. Report directly to the Team Leader on the evaluation of the accomplished HRMSPB Form No. 3: Background Investigation Form for perusal;
2. Provide feedback report to the Team Leader in assessing and evaluating the HRMSPB Form No. 3: Background Investigation Form;
3. Strictly ensure the timely conduct of background investigation right after the submission of HRMPSB Form No. 01: Comparative Assessment Form by the end-user to determine top-five ranked candidates; and
4. Perform other related functions as may be assigned by the Team Leader.

Team Members

1. Report directly to the Assistant Team Leader and Team Leader and inform them on any issues and concerns relative to the conduct of Background Investigation process;
2. Coordinate with divisions of the Department for the expediency of the HRMPSB No. 01: Comparative Assessment Form to determine the top-five ranked candidates for background investigation purposes;
3. Conduct background investigation to all external candidates included in the top-five ranked list via electronic mail;
4. Ensure timely submission of the HRMPSB Form No. 03: Background Investigation Form accomplished by each of the candidate's character references provided in the Online Recruitment Tool within three (3) working days;
5. Review and assess the accomplished HRMPSB Form No. 03: Background Investigation Form, and the authenticity of the Certificate of Good Moral Character for candidates with no prior work experience;
6. Consolidate the accomplished HRMPSB Form No. 03: Background Investigation Form and Certificate of Good Moral Character, and submit the same to the Assistant Team Leader and Team Leader for evaluation in preparation for the HRMPSB deliberation;
7. Provide administrative support to the Team, if any concerns arise; and
8. Perform other related functions as may be assigned by the Assistant Team Leader and Team Leader.

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 13th day of October 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary

