



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1380  
 Series of 2023

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 851, SERIES OF 2022 RE: RECONSTITUTION OF DA CENTRAL OFFICE COMMITTEE ON INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) CERTIFICATION INITIATIVES AND PROGRAMS**

In the interest of service, the roles and responsibilities of the Process/Service Quality Improvement Team of the Quality Management System (QMS) Core Teams as stated in Special Order (SO) No. 851, Series of 2022 are hereby amended, as follows:

FROM	TO
1. Determine the knowledge necessary for the operation of processes for achieving conformity of services; 2. Coordinate with the different units to acquire additional knowledge and update the DA's Organizational Knowledge Bank; 3. Ensure that the DA's Organizational Knowledge is responsive to changing needs and trends; and 4. Maintain organizational knowledge and make it available to the extent necessary	<b>1. Leads the process/service improvement initiatives in the agency;</b> <b>2. Ensures that office processes as contained in the documented information are consistent with the principles and provisions of RA 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and related issuances;</b> <b>3. Provide needed support and guidance in the area of process/service improvement; and</b> <b>4. Coordinate closely with the Service/Division Heads on all matters concerning QMS implementation.</b>

All other provisions in SO No. 851, Series of 2022 shall remain the same.

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

Done this 14th day of November 2023.

**FRANCISCO TU LAUREL, JR.**  
 Secretary



DA-CO-FMS-SO20231022-0006