



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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DA-CO-AS-SO20231108-00228

## **SPECIAL ORDER**

No. 140  
Series of 2024

### **SUBJECT : DESIGNATION OF DOCUMENT/RECORDS CUSTODIANS IN THE DA CENTRAL OFFICE**

In the exigency of service and to ensure effective records management and in compliance with the Quality Management System (QMS) towards ISO Certification, the DA Personnel/Employees listed as attached are hereby designated as **DOCUMENT/RECORDS CUSTODIANS**.

As such, they shall perform the following functions in addition to their regular functions:

- a. Coordinate the records management undertakings such as, but not limited to, creation, maintenance and use, disposition, and archival/preservation of all documents with the Records Division;
- b. Receive, record, classify, and file all records (coming from within and outside of DA), including Quality Management System (QMS) records issued by the Document Controller;
- c. Assign a specific location/space within their respective offices to file/store office and QMS records for easy retrieval;
- d. When record is requested, log and forward the same to the concerned office or officer;
- e. Review and endorse the disposal of all outdated/valueless records, including QMS records to the Records Division; and
- f. Inform his/her office on updates regarding QMS implementation.

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

Done this 1st day of February 2024.

  
**FRANCISCO P. TIUA LAUREL, JR.**  
Secretary



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26	Jhonalyn R. Moya	Records Division, AS
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29	Carmela R. Calingo	Agribusiness Industry Support Division, AMAS
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34	Rosel L. Parado	Field Programs Operational Planning Division / Corn Program, FOS
35	Glenn B. Umandap	National Organic Agriculture Program, (NOAP)
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61	Feona Elizabeth L. Estanislao	International Affairs Division, PRS
62	Ed Maxedangil S. David	Macro-Economic Policy Division, PRS
63	Jeidrian L. Carolino	Farm and Fisheries Clustering and Consolidation Program (F2C2), PRS
64	Marichel A. Vergano	Office of the Manager, Food Development Center (FDC)



<b>No.</b>	<b>Representative</b>	<b>Office</b>
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73	John Dexter D. Carolina	Gender and DevelopmentT (GAD)
74	Leonel L. Limbauan	High Value Crops Development Program (HVCDP)
75	Jerelyn A. Himaya	Kabuhayan at Kaunlaran ng Kababayang Katutubo Program (4K)
76	Locil R. Lacaba	Minimum Access Volume (MAV)
77	Ermalyn U. Cruz	National Convergence Initiative for Sustainable Rural Development (NCI-SRD)
78	Martin German D. Bitter	Special Area for Agricultural Development (SAAD)