



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 404

Series of 2024

SUBJECT : AUTHORITY TO CONDUCT OF SUBJECT MATTER EXPERTS' EXCHANGE - INFORMATION TECHNOLOGY ROUND FOR AGRICULTURE AND FISHERIES COMMUNICATIONS THRUSTS (SMEE - INTERACT) FOR CALENDAR YEAR (CY) 2024

In the interest of service and to ensure that the strategic actions on digitalization of the Department of Agriculture (DA) are moving in the same direction, the DA Information and Communications Technology Service (ICTS) will be conducting two (2) Subject Matter Experts' Exchange - Information Technology Round for Agriculture and Fisheries Communications Thrusts (SMEE - INTERACT) for CY 2024.

These will be participated by the DA INTERACT focal persons, ICT representatives, invited resource persons, and participants from various operating units (OUs) of the Department.

The objectives of the events are the following:

A. SMEE - May 27-31, 2024 (Region XI)

- a. Update the ICT community on the plans and programs for the Digitalization of Philippine Agriculture for 2024;
- b. Present updated ICT General Guidelines and Hardware Refresh Policy;
- c. Present the ongoing ICT projects of DA Regional Field Offices;
- d. Present the status of the DA Digital Payment Project;
- e. Discuss the Establishment of DA-CERT (Computer Emergency Response Team); and
- f. Present technology updates.

B. SMEE - October 21-25, 2024 (Region XIII - CARAGA)

- a. Cascade ICT strategic and operational plans to DA OUs;
- b. Showcase special projects on digitalization and present the status of ongoing ICT projects;
- c. Present updates on the Establishment of DA-CERT;
- d. Review the physical and financial accomplishments of all operating units under the DA ISSP 2024-2026;
- e. Firm-up ICT initiatives for fiscal year (FY) 2025; and
- f. Present technology updates.

The participants of the activities are as follows:

Office Name	No. of Participants
Office of the Secretary	3
DA OSEC Services and Divisions (1 representative each) (AMAS, FMS, FOS, IAS, ICTS, Legal Service, PDS, PMS, PRS, Administrative Service)	10
Data Protection Officer (1 representative)	1
ALL DA BANNER PROGRAMS (1 representative each) (National Banner Programs for Rice, Corn, NOAP, Livestock, HVCDP, Halal, NUPAP, F2C2)	8
DA REGIONAL FIELD OFFICES (2 representatives each) (RFOs I - XIII and CAR)	30
DA BUREAUS (1 representative each) (ATI, BAFE, BAFS, BAI, BAR, BFAR, BPI, BSWM, PRRI)	9
DA ATTACHED AGENCIES (1 representative each) (ACPC, FPA, NFRDI, NMIS, PCAF, PCC, PHILFIDA, PHILMECH)	8
DA ATTACHED CORPORATIONS (1 representative each) (NIA, NDA, NFA, SRA, PhilRice, PCA, PCIC, PFDA, FDC)	9
DA Special Projects (1 representative each) (RCEF-NPMO, RSBSA-NPMO, PRDP, MIADP, AFMECHERN, DA-4K, SAAD, CRAO)	8
ICTS Chiefs and Technical Staff	15
Support Staff and Secretariat	9
Guests / Resource Persons	10
TOTAL	120

Expenses for the activity such as venue/ training facilities, food, accommodation, transportation, supplies and materials, tokens and other incidental expenses are chargeable against the DA-ICTS/OSEC funds, subject to the existing accounting and auditing rules and regulations. The travel expenses such as plane fare, per diem of participants, and other incidental expenses shall be charged against their respective offices, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

This Order shall take effect immediately and be considered revoked upon completion of the activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 21st day of MAY 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary

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DA-CO-ICTS-SO20240311-00012

