



**SPECIAL ORDER**

No. 426

Series of 2024

**SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN THE SEMINAR WORKSHOP ON ELECTRONIC RECORDS MANAGEMENT POLICY**

In the interest of service, the Records Division of the Department of Agriculture Central Office is hereby authorized to conduct **Seminar Workshop on Electronic Records Management Policy (ERMP)** on 24 to 28 June 2024 in Region IV-A.

The said seminar workshop on ERMP sets the standards for the management and preservation of electronic records, including guidelines for the government entities in the shift from traditional records management system to an electronic system. Likewise, said activity includes protocols for managing the creation, use, storage, disposition, and archiving of electronic records.

The authorized participants of this activity are as follows:

No.	NAME	OFFICE
<b>Committee</b>		<b>Department of Agriculture</b>
1.	Assistant Secretary for Administration	Chairperson, Records Management Improvement Committee (RMIC)
2.	Director, Administrative Service	Vice-Chairperson, RMIC
<b>Speaker</b>		<b>National Archives of the Philippines</b>
3.	Mr. Terence Michael A. Tablizo	National Archives of the Philippines (NAP)
4.	Ms. Anna Theresa Magundayao	NAP
<b>Records Custodian</b>		<b>Office of the Secretary, Undersecretary and Assistant Secretary</b>
5.	Ms. Jobelle B. Villanueva	Office of the Secretary (OSEC)
6.	Mr. Paulino M. Santos	OSEC Executive Staff
7.	Ms. Geraldine D. Aballa	OSEC Executive Staff
8.	Ms. Graciela Marie P. Gatcho	Office of the Undersecretary for Administration
9.	Ms. Michelle S. Paragas	Office of the Undersecretary for Rice Industry Development/Rice Program
10.	Ms. Lorman B. Caballero	Office of the Undersecretary for Livestock
11.	Ms. Ma. Rizalyn B. Berdulaga	Office of the Undersecretary for Attached Agencies and Corporations
12.	Mr. Daniel S. Portillo	Office of the Undersecretary for BARMM
13.	Mr. Angelo T. Mendoza	Office of the Assistant Secretary and DA Spokesperson



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14.	Ms. Liezl F. Baldesco	Office of the Assistant Secretary for Administration
15.	Mr. Ralph S. Lacanilao	Office of the Assistant Secretary for Policy Research and Development
16.	Ms. Minda C. Mendoza	Office of the Assistant Secretary for Finance
17.	Mr. Antonio S. Medina, Jr.	Office of the Assistant Secretary for Finance
18.	Ms. Vima D. Avedaño	Office of the Assistant Secretary for Legislative Affairs, Department Legislative Liaison Office & Consumer Affairs
19.	Mr. Jose E. Abasola, III	Office of the Assistant Secretary for Operations
20.	Mr. Jerry A. Guingab	Office of the Assistant Secretary for Regulations
21.	Mr. Menandro S. Aguilar, Jr.	Office of the Assistant Secretary for Regulations
22.	Ms. Rhoa S. Barbado	Office of the DA Inspectorate and Enforcement
<b>Records Custodian</b>		<b>DA Service/Division/Section</b>
23.	Ms. Arlyn T. Ame	Office of the Director - Administrative Service (OD-AS)
24.	Ms. Alma A. Oñate	OD-AS
25.	Ms. Clarida P. Antonio	General Services Division (GSD) – Motorpool Section, AS
26.	Ms. Jorilyn A. Rosales	GSD – Cash and Disbursement Section, AS
27.	Ms. Maricho C. Cabacang	GSD - Property & Supply Section, AS
28.	Ms. Jercyn I. Saylo	Human Resource Development Division (HRDD), AS
29.	Mr. Ronald C. Tapia	HRDD, AS
30.	Ms. Faith C. Soliguen	Personnel Division, AS
31.	Ms. Annwin L. Alban	Personnel Division, AS
32.	Mr. Mark Christian D. Encarnacion	Procurement Division, AS
33.	Mr. Aldous Christan L. Salta	Procurement Division, AS
34.	Ms. Jhonalyn R. Moya	Records Division, AS
35.	Ms. Perla E. Flores	Agricultural Fisheries Information Division (AFID) – Printing Section, AS
36.	Ms. Asuncion M. Cabug-os	AFID – Editorial Section, AS
37.	Mr. Paul Daniel C. Lacea	Office of the Director - Agribusiness Marketing Development Service (OD-AMAS)
38.	Ms. Kassandra Camille G. Ubas	Agribusiness Industry Support Division (AISD), AMAS
39.	Ms. Maria Jhunessa V. Inguito	Agribusiness Promotion Division (APD), AMAS
40.	Mr. Joseph B. Baldelomar	Market Development Division (MDD), AMAS
41.	Ms. Evelyn P. Tallada	Office of the Director, Legal Service (OD-LS)
42.	Atty. Davielyne B. Torres	Research and Regulations Division, LS
43.	Ms. Claire Adelene F. Abengoza	Litigation and Adjudication Division, LS
44.	Mr. Ramoncito S. Icalla	Office of the Director, Project Development Service, (OD-PDS)



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46.	Ms. Noreen de Guzman	Project Packaging and Resource Mobilization Service, PDS
47.	Mr. Joshua T. Robosa	Public/Private Partnership Unit, PDS
48.	Ms. Farida C. Quijano	Office of the Director - Finance Management Service,(OD-FMS)
49.	Ms. Erica Mae S. Dela Cruz	Accounting Division, FMS
50.	Ms. Rachel Anne Valeriano	Accounting Division, FMS
51.	Mr. Jhunrel P. Becada	Budget Division, FMS
52.	Mr. Aaron E. Añonuevo	Budget Division, FMS
53.	Mr. Roberto F. Bulaong Jr.	Management Division, FMS
54.	Ms. May Ann S. Catague	Management Division, FMS
55.	Mr. Ed Maxedangil S. David	Macro-Economic Policy Division (MEPD), PRS
56.	Ms. Carmela M. Gonzales	Food, Agriculture and Fisheries Policy Division (FAFPF), PRS
57.	Mr. Carlo L. Sarmiento	International Affairs Division (IAD), PRS
58.	Ms. Rosila E. Abasola	Office of the Director, Planning and Monitoring Service(OD-PMS)
59.	Ms. Victoria F. Alay	Investment Programming Division, (IPD), PMS
60.	Ms. Rosalia B. Jacalan	Monitoring and Evaluation Division (MED), PMS
61.	Ms. Annie Maria Concepcion R. Lopez	Planning and Programming Division (PPD), PMS
62.	Ms. Evangeline R. Samsona	Office of the Director - Internal Audit Service, (OD-IAS)
63.	Ms. Olivia M. Ganotice	Operations Audit Division (OAD), IAS
64.	Mr. Jonathan C. Baccoy	Management Audit Division (MAD), IAS
65.	Ms. Jocelyn L. Ferre	MAD, IAS
66.	Ms. Edelyn Joy L. Levera	Office of the Director – Field Operations Service (OD FOS) and Field Programs Operational Planning Division (FPOPD)
67.	Ms. Baby Ruth E. Camila	Field Programs Coordination and Monitoring Division (FPCMD), FOS
68.	Ms. Marilyn T. Atienza	Special Projects Coordination and Management Assistance Division (SPCMAD), Field Operations Service (FOS)
69.	Mr. Romeo E. Rosal Jr.	Registry System for the Basic Sectors in Agriculture – National Program Management Office (RSBSA-NPMO)
70.	Ms. Marichel A. Verganio	Office of the Manager –Food Development Center (OM-FDC)
71.	Mr. Joel M. Malibiran	Financial and Administrative Division (FAD), FDC
72.	Ms. Ruth V. Torres	Quality Evaluation Division (QED), FDC



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74.	Ms. Virgilia L. Betita	Technology Development Division (TDD), FDC
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75.	Mr. Pian B. Huelva	Biotechnology Program Office (BPO)
76.	Mr. Riden C. Alaguia	BPO
77.	Ms. Rhoda Faith G. Hurtada-Lee	Climate Resilient Agricultural Office (CRAO)
78.	Mr. Jeidrian L. Carolino	Farm and Fisheries Clustering and Consolidation Program (F2C2)
79.	Mr. Brian Joseph S. Quanico	F2C2
80.	Ms. Sheila May S. Lelis	Farm to Market Road Development Program (FMRDP)
81.	Ms. Edelaine J. Macorol	Halal Food Industry Development Program (HALAL-FIDP)
82.	Ms. Joanna Marie V. Bayron	HALAL-FIDP
83.	Mr. Leonel L. Limbauan	High-Value Crops Development Program (HVCDP)
84.	Ms. Kristine Angela T. Pamplona	HVCDP
85.	Ms. Joanna Rosa Angela Digno	HVCDP
86.	Mr. Glenn B. Umandap	National Organic Agriculture Program (NOAP)
87.	Ms. Khorina Niña S. Padilla	NOAP
88.	Ms. Maurene D. Gracela	National Urban and Peri-Urban Agriculture Program (NUPAP)
89.	Mr. Ezekiel March E. Unating	NUPAP
90.	Mr. Jerricho L. Mariano	Rice Competitiveness Enhancement Fund – Program Management Office (RCEF-PMO)
91.	Mr. Gerard Elman G. Floredeliz	RCEF-PMO
92.	Ms. Jhey Ann M. Nepomuceno	Special Area for Agricultural Development – National Program Management Office (SAAD-NPMO)
93.	Mr. Martin German D. Biter	SAAD-NPMO
94.	Ms. Jerelyn A. Himaya	Kabuhayan at Kaunlaran ng Kababayang Katutubo – National Program Management Office, (4K NPMO)
<b>Records Custodian</b>		<b>Other DA Offices</b>
95.	Mr. Amado D. Ersando	Agricultural Competitiveness Enhancement Fund – Program Management Office (ACEF – PMO) – Credit Program Unit
96.	Mr. Dodge C. Urriza	ACEF – PMO – Credit Program Unit
97.	Ms. Marian Julie I. Panarigan	ACEF – PMO – Grant-In-Aid Program Unit
98.	Mr. Sylvester L. Sioson	ACEF – PMO – Grant-In-Aid Program Unit
99.	Mr. John Dexter D. Carolina	Gender and Development (GAD)
100.	Ms. Locil R. Lacaba	Minimum Access Volume (MAV)



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101.	Mr. Arnold L. Durante	National Anti-Poverty Commission – National Operation Center (NAPC-NOC)
102.	Mr. Rafael S. Mendoza	National Convergence Initiative for Sustainable Rural Development (NCI-SRD)
<b>Records Custodian</b>		<b>DA Regional Field Offices</b>
103.	Ms. Farhana Jane S. Linso	Ministry of Agriculture, Fisheries, and Agrarian Reform – Bangsamoro Autonomous Region in Muslim Mindanao (MAFAR-BARMM)
104.	Ms. Diana A. Manalasal	MAFAR-BARMM
105.	Mr. Ricardo I. Estira	Department of Agriculture – Regional Field Office I (DA-RFO I)
106.	Mr. Nixon C. Cabacungan	DA-RFO I
107.	Mr. Rene Hosmond P. Tallud	DA-RFO II
108.	Ms. Nadzlah P. de Jesus	DA-RFO II
109.	Ms. Rolibeth B. Zapata	DA-RFO III
110.	Ms. Divina Gracia T. Rebillaco	DA-RFO III
111.	Ms. Remedios B. Quia	DA-RFO IV-A
112.	Ms. Emily A. Tolentino	DA-RFO IV-A
113.	Mr. Jake Niño Gerald A. Mogol	DA-RFO IV-B
114.	Mr. Roberto DG. Revilla	DA-RFO IV-B
115.	Ms. Emily B. Delmiguez	DA-RFO V
116.	Mr. Rommel Leandro L. Lavapie	DA-RFO V
117.	Ms. Nora S. Alvaniz	DA-RFO VI
118.	Ms. Leona C. Sumagaysay	DA-RFO VI
119.	Mr. Elisha Paul P. Balite	DA-RFO VII
120.	Mr. Joseph C. Hernani	DA-RFO VII
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122.	Atty. Frances Glynis B. Benitez	DA-RFO VIII
123.	Ms. Evelyn L. Reyes	DA-RFO IX
124.	Ms. Shella Mae B. Angeles	DA-RFO IX
125.	Ms. Mylene E. Banuag	DA-RFO X
126.	Mr. Lester B. Apag	DA-RFO X
127.	Ms. Perlaminda D. Sarande	DA-RFO XI
128.	Ms. Gerli Fe A. Lazaga	DA-RFO XI
129.	Ms. Mardy D. Limba	DA-RFO XII
130.	Mr. Alfred Ian B. Egaran	DA-RFO XII
131.	Mr. Joel V. Bañas	DA-RFO XIII (Caraga Administrative Region)
132.	Ms. Josephine A. Mazo	DA-RFO XIII (Caraga Administrative Region)
133.	Ms. Alma Vina S. Tela	DA-RFO CAR (Cordillera Administrative Region)
134.	Ms. Rosemarie D. Mollaneda	DA-RFO CAR (Cordillera Administrative Region)
<b>Records Custodian</b>		<b>Bureaus</b>
135.	Ms. Marlene Q. Pintac	Agricultural Training Institute (ATI)



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138.	Ms. Cristine Joy D. Bernardo	BAI
139.	Mr. Almario R. Patungan	Bureau of Agricultural and Fisheries Engineering (BAFE)
140.	Ms. Julie R. Mabbagu	BAFE
141.	Mr. Larry A. Yumang	Bureau of Agriculture and Fisheries Standards (BAFS)
142.	Mr. France Earvynne R. Enriquez	BAFS
143.	Ms. Mary Joy A. Malvas	Bureau of Fisheries and Aquatic Resources (BFAR)
144.	Ms. Michelle S. Fontelar	BFAR
145.	Ms. Janete C. Rocero	Bureau of Plant and Industry (BPI), Manila
146.	Mr. Valerio F. Colis, Jr.	BPI, Manila
147.	Ms. Lolinnie A. Eugenio	BPI, Quezon City
148.	Ms. Elizabeth M. Hernando	Bureau of Soils and Water Management (BSWM)
149.	Ms. Carmen P. Del Rosario	BSWM
150.	Ms. Gemma A. Labayo	Philippine Rubber Research Institute (PRRI), Central Office
151.	Ms. Ritchel J. Quisadio	PRRI, Zamboanga Sibugay
152.	Ms. Dianne Marielle B. Igot	PRRI, Zamboanga Sibugay
<b>Records Custodian</b>		<b>Attached Agencies</b>
153.	Ms. Glydel Anne L. Salanio	Agricultural Credit Policy Council (ACPC)
154.	Ms. Leina M. Bico	ACPC
155.	Ms. Ehyalou Grace M. Menes	National Fisheries Research and Development Institute (NFRDI)
156.	Mr. Reggie M. Pistanio	NFRDI
157.	Ms. Laila M. Decena	National Meat Inspection Commission (NMIS)
158.	Ms. Marianne Jane V. Repaso	NMIS
159.	Mr. Haydee T. Sevilla	Philippine Carabao Center (PCC), Muñoz Nueva Ecija
160.	Ms. Rovina R. Piñera	PCC, Tuguegarao City, Cagayan
161.	Mr. Reynald D. Amido	PCC, UPLB
162.	Ms. Zoraida F. de Guzman	Philippine Council for Agriculture and Fisheries (PCAF)
163.	Ms. Emily D. Peralta	PCAF
164.	Ms. Yolanda C. Fernandez	Philippine Fiber Industry Development Authority (PHILFIDA)
165.	Ms. Clarissa T. Aquino	PHILFIDA
166.	Ms. Eleine S. Corpuz	Philippine Center for Postharvest Development and Mechanization (PhilMech)
167.	Mr. Jonathan Alex B. Lagmay	PhilMech



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169.	Mr. Kristofferson C. De Guzman	PhilRice
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170.	Mr. Roland T. Mapula	National Food Authority (NFA)
171.	Ms. Charlene D. Gonzales	NFA
172.	Mr. Ransey S. Cataran	National Irrigation Administration (NIA)
173.	Mr. Enrico U. Buenaluz	NIA
174.	Ms. Zenaida T. Arrojo	National Tobacco Administration (NTA)
175.	Ms. Michelle P. Nacpil	NTA
176.	Ms. Virginia S. Formeloza	Philippine Coconut Authority (PCA)
177.	Mr. Isagani N. Zorra	PCA
178.	Ms. Christal Era M. Datahan	Philippine Fisheries Development Authority (PFDA)
179.	Ms. Rechelle R. Manalo	PFDA
180.	Mr. Mark Allain A. Tizon	Sugar Regulatory Administration (SRA) – Bacolod City
181.	Mr. Gerald Jester S. Guance	SRA – Bacolod City
<b>Technical Support</b>		<b>DA Information and Communications Technology Service</b>
182.	Mr. Crisaldo P. Abadilla	Information and Communications Technology Service (ICTS)
<b>Records Division Secretariat</b>		<b>DA Records Division</b>
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184.	Mr. Anthony R. Villanueva	Records Division, AS
185.	Ms. Jaicel V. Garcia	Records Division, AS
186.	Mr. Danny F. Llanes	Records Division, AS
187.	Ms. Marilou A. Castillo	Records Division, AS
188.	Mr. Christian Cabugawan	Records Division, AS
189.	Mr. Jayson P. Flores	Records Division, AS
190.	Ms. Vienna Marie A. Cimafranca	Records Division, AS
191.	Ms. Kristine Joy V. de Leon	Records Division, AS
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197.	Mr. Ebner B. Padilla, Jr.	Records Division, AS
198.	Mr. Raymond B. Margarito	Records Division, AS
199.	Mr. John Anthony M. Vergara	Records Division, AS
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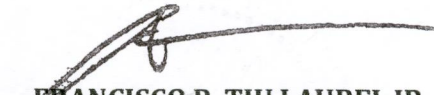
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Each participant is required to bring laptop and soft copy of their existing Manual/Guidelines on Preservations of Records. Likewise, the participant must have gmail account and must be knowledgeable on microsoft excel and/or google sheets.

All expenses for the food, accommodation, and honoraria and transportation of invited resource persons shall be chargeable against DA-OSEC funds while travelling expenses and per diem of participants shall be chargeable against their respective offices' funds, subject to existing government accounting and auditing rules and regulations.

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

Done this 21st day of march 2024

  
**FRANCISCO P. TIU LAUREL JR.**  
Secretary *A*