



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

NO. 454
Series of 2024

SUBJECT : AUTHORITY TO CONDUCT A COORDINATION AND ASSESSMENT WORKSHOP FOR CY 2024 OF THE LEGAL SERVICE TO BE HELD IN REGION III (BATAAN) ON MAY 29-31, 2024

Pursuant to the Administrative Code of 1987, the Legal Service of the Department of Agriculture is mandated to provide legal advice to the Department, Regional Offices, Bureaus and some attached Agencies and Corporations (collectively, the "agency"); interpret laws and rules affecting the operation of the agency; review contracts and instruments to which the agency is a party; assist in the promulgation of rules governing the activities of the agency, assist the Solicitor General or act as their principal counsel in suits involving the agency, its officers, or employees, and perform such other functions as may be provided by law, among others.

The Rationalization Plan of this Department, which was approved on July 19, 2013, has expanded further the scope of work, duties, and responsibilities of the Legal Service. Consequently, there is a need to ensure that the Office personnel remains equipped with skills that are necessary for the effective delivery of services and efficient processes. To be able to attain such objectives and to capacitate the said office, the conduct of a workshop is in order. Hence, the Legal Service is authorized to conduct a Coordination and Assessment Workshop for CY 2024 to be held in Region III (Bataan) on May 29-31, 2024.

The coordination assessment workshop further aims to accomplish the following:

1. To review and evaluate the performance of the Legal Service for CY 2023 and the first quarter of 2024;
2. Assess the sufficiency of the manpower complement in the Legal Service and properly delineate tasks among divisions;
3. Discuss relevant matters to the submission of the Office Performance Commitment Review (OPCR) and the Individual Performance Commitment Review (IPCR);
4. Discuss the result of the Internal Quality Audit of the Research and Regulations Division and Litigation and Adjudication Division; and
5. To increase the morale, understanding, and camaraderie between the staffs of the Legal Service


The authorized participants in the said activity are the following:

Office	No. of Participants
DA-Legal Service	26
Resource Speakers	1
Guests	2
Staff	1
TOTAL	30

All expenses to be incurred in the conduct of this activity such as food and accommodation, supplies and materials, transportation and other related expenses shall be charged against the Legal Service funds, subject to the usual government accounting and auditing rules and regulations.

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

Done this 1st day of APRIL 2024.


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



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