



Department of Agriculture
BUREAU OF PLANT INDUSTRY
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MEMORANDUM

TO : **All Employees**
Bureau of Plant Industry
Thru Division/Section Chiefs
Heads of Primary Units
NCRDPSC Center Chiefs
Pesticide Analytical Laboratories Chiefs
Plant Quarantine Stations Regional and Area Managers
Regional Seed Testing/Provincial Satellite Laboratories Chiefs
Regions I-XIII, CAR and BARMM
Manila and Quezon City

FROM : **GERALD GLENN PANGANIBAN, Ph.D.**
Director

DATE : January 17, 2025

SUBJECT : **SPECIAL ORDERS FROM THE DEPARTMENT OF AGRICULTURE**

Herewith are Special Orders from the Department of Agriculture:

Subject	Special Order s. 2025	Date
1. Reconstitution of the Department of Agriculture Gender and Development (GAD) Focal Point System	32	Jan. 10, 2025
2. Designation of Ralph Alan C. Ceniza as Deputy Program Director of the National Rice Program (Dep. Prog. Dir., NRP)	34	Jan. 10, 2025
3. Designation of Dr. Jonathan V. Sabiniano as Program Director of the National Livestock Program	41	Jan. 10, 2025
4. Reassignment of Dr. Orlando C. Ongsotto to National Meat Inspection Service Regional Technical Operation Center I (NMIS RTOC I)	43	Jan. 10, 2025
5. Reassignment of Dr. Fernando N. Lontoc to National Meat Inspection Service Regional Technical Operation Center National Capital Region (NMIS RTOC NCR)	44	Jan. 10, 2025
6. Designation of Mr. Emerson S. Yago as Director-Designate for Rice Clustering and Consolidation Under the Masagana Rice Industry Development Program (MRIDP)	46	Jan. 10, 2025
7. Designation of Mr. Alvin Paul J. Dirain as Deputy Program Director of the National Livestock Program	49	Jan. 10, 2025

All officials and employees are advised of these Orders and directed to give their full support and cooperation in the performance of their duties and responsibilities.

For your information.

EFFECTIVITY DATE: AUGUST 15, 2023
FORM NO: BPI-QMS-KMT-F1
REVISION NO.: 5



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SPECIAL ORDER

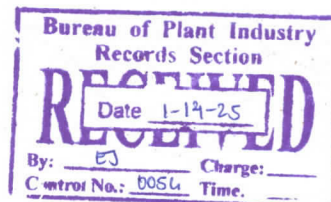
No. 72
Series of 2025

**SUBJECT : RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE
GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women (MCW), the DA GAD Focal Point System (GFPS) is hereby reconstituted, amending DA Special Order No. 796 Series of 2023.

This reconstitution shall follow the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 which provides for the Guidelines on the Creation, Strengthening, and Institutionalization of the GAD Focal Point System. In this regard, the GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in the DA's policies, plans and programs. In the process, it shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the DA based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
2. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
3. Coordinate efforts of different divisions, offices, units of the DA and advocate for the integration of GAD perspectives in all their systems and processes;
4. Spearhead the preparation of the DA's annual performance-based GAD Plans, Programs and Budget in response to gender issues of the DA and clients and in the context of the DA's mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1.
5. Be responsible for the submission of the consolidated GAD Plan and Budget of the DA to the PCW and respond as needed to their comments or requests for additional information.
6. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;



7. Lead the preparation and consolidation of the annual DA's GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
8. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
9. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
10. Ensure that all personnel of the DA including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the DA GFPS shall recommend and plan an appropriate capacity development program on gender and development for DA employees as part of and implemented under the DA'S regular human resource development program.

The DA GFPS shall be composed of the Executive Committee (ExeCom), Technical Working Group (TWG) and a Secretariat at the national level. This structure shall be replicated in the DA Regional Field Offices (RFOs), Bureaus, DA Attached Agencies, and DA Attached Corporations.

In this regard, the following DA Officials and personnel are designated to perform the functions of the GFPS:

1. EXECUTIVE COMMITTEE (EXECOM)

Functions:

1. Provide direction and give policy advice to the Secretary to support and strengthen the GFPS and the DA's GAD mainstreaming activities;
2. Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the DA'S GAD Plan and Budget (GPB), Accomplishment Report (AR) and other GAD-related reports to the PCW and to the Department of Budget and Management (DBM);
4. Ensure the effective and efficient implementation of the DA's GAD programs, activities and projects (PAPs) and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the DA with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;

6. Recommend approval of the DA's GPB and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

Composition:

Chairperson : **Atty. Alvin John F. Balagbag**
Undersecretary and Chief of Staff

Vice Chairperson : **Atty, Genevieve E. Velicaria-Guevarra**
Assistant Secretary for Legislative Affairs and
Department Legislative Liaison Officer (DLLO)

James A. Layug
Assistant Secretary for DA Inspectorate and
Enforcement

Members : Executive Director, Agricultural Credit Policy Council
(ACPC)
Director, Planning and Monitoring Service (PMS)
Director, Project Development Service (PDS)
Director, Policy Research Service (PRS)
Director, Finance and Management Service (FMS)
Director, Field Operations Service (FOS)
Director, Agribusiness and Marketing Assistance
Service (AMAS)
Director, Information and Communication Technology
Service (ICTS)
Director, Legal Service
Director, Administrative Service

2. TECHNICAL WORKING GROUP

Functions:

1. Facilitate the implementation of the gender mainstreaming efforts of the DA through the GAD planning and budgeting process;
2. Formulate the DA's GAD Plans, Programs and Budget in response to the gender gaps and issues faced by men and women clients and employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
3. Assist in the capacity development of and provide technical assistance to the DA, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the Human Resource Development Division (HRDD) on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for DA employees, and as requested or deemed necessary, for other offices under the DA;

4. Coordinate with the various units of the DA, including the Regional Field Offices (RFOs), Bureaus, Attached Agencies and Attached Corporations to ensure their meaningful participation in GAD strategic and annual planning exercises. It shall coordinate the preparation, consolidation and submission of the GAD Plans and Budgets of all Operating Units (OUs);
5. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of DA's officials, staff and relevant stakeholders to the activities of the GFPS GAD mainstreaming activities;
6. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
7. Prepare and consolidate agency GAD accomplishment reports; and
8. Provide regular updates and recommendations to the ExeCom on the activities of the GFPS and the progress of DA's GAD mainstreaming activities based on the feedback and reports of the various DA offices.

Composition:

Technical Working Group (TWG)

Chairperson : **Atty. Genevieve E. Velicaria-Guevarra**
Assistant Secretary for Legislative Affairs and
Department Legislative Liaison Officer (DLLO)

Co-Chairperson : **James A. Layug**
Assistant Secretary for DA Inspectorate and
Enforcement

Members : Head and/or Designated GAD Focal
Persons/Coordinators of the following who will
perform GAD functions on an on-call or
part-time basis:

Central Office Services and other units/offices,
Programs/Projects Project Management Offices,
RFOs, Bureaus, Attached Agencies, and Attached
Corporations

3. SECRETARIAT

Functions:

1. Coordinate with various DA operating units and ensure their participation in GAD strategic and annual planning exercises;
2. Prepare and consolidate the Department's GAD Plans and Accomplishment Reports and ensure prompt submission to COA and PCW;
3. Develop and maintain GAD database and profiles;

4. Assist in the development of IEC materials;
5. Prepare communications such as memoranda, letters, and other correspondence related to GAD;
6. Perform other tasks as may be assigned by the DA GFPS TWG and Execom.

Composition:

Head	:	Karen S. Marte Project Evaluation Officer V Chief Monitoring and Evaluation Division
Assistant Head	:	Lorna A. Villegas Chief Agriculturist Chief, Field Programs and Operational Planning Division
Members	:	Designated Staff of the Chairperson/DA GAD Focal Persons

4. REGIONAL FIELD OFFICES (RFOS) GAD FOCAL POINT SYSTEM

The RFO GFPS shall plan and implement the gender mainstreaming of PAPs at the regional level. It shall be composed of the following:

Chairperson	:	DA RFO Regional Executive Director
Co-Chairperson	:	Regional Director of the Bureau of Fisheries and Aquatic Resources (BFAR)
Vice Chairperson	:	Designated GAD Focal Person/Coordinator
Members	:	Division Chiefs of DA-RFO Designated Representatives of Attached Agencies/ Corporations in the Region
Secretariat	:	Designated staff of the Chairperson/DA GAD Focal Person in the Region

5. BUREAU GAD FOCAL POINT SYSTEM (GFPS)

The DA Bureau GFPS shall plan and implement the gender mainstreaming of PAPs in the bureaus. It shall be composed of the following:

Chairperson	:	Bureau Director
Vice Chairperson	:	Designated GAD Focal Person/Coordinator
Members	:	Division Chiefs or designated representatives
Secretariat	:	Designated staff of the Chairperson/ GAD Focal Person

6. DA ATTACHED AGENCY FOCAL POINT SYSTEM

The DA Attached Agencies GFPS shall plan and implement the gender mainstreaming of PAPs in the Attached Agencies. It shall be composed of the following:

Chairperson	:	Head of Attached Agency
Vice Chairperson	:	Designated GAD Focal Person/Coordinator
Members	:	Division Chiefs or designated representatives

Secretariat : Designated staff of the Chairperson/GAD Focal Person

7. DA ATTACHED CORPORATIONS GAD FOCAL POINT SYSTEM

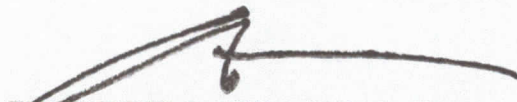
The DA Attached Corporations GFPS shall plan and implement the gender mainstreaming of PAPs in the Attached Corporations. It shall be composed of the following:

Chairperson : Head of Attached Corporation
Vice Chairperson : Designated GAD Focal Person/Coordinator
Members : Division Chiefs or designated representatives
Secretariat : Designated staff of the Chairperson/GAD Focal Person

All expenses to be incurred by the DA GFPS shall be chargeable to the respective GAD budget of the concerned office in accordance with Section 43 of the MCW, which provides that each office is mandated to allocate at least five percent (5%) of its total agency appropriation to activities supporting GAD Plans and Programs, subject to the existing government rules and regulations..

This order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and other issuance inconsistent herewith are deemed revoked.

Done this 10th day of JANUARY 2025.


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



DA-CO-OSEC-SO20250110-00032



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SPECIAL ORDER

No. 34

Series of 2025

SUBJECT : DESIGNATION OF RALPH ALAN C. CENIZA AS DEPUTY PROGRAM DIRECTOR OF THE NATIONAL RICE PROGRAM (DEP. PROG. DIR., NRP)

In the exigency of service, **RALPH ALAN C. CENIZA**, Senior Agriculturist, Field Programs Operational Planning Division (FPOPD), is hereby designated as **DEPUTY PROGRAM DIRECTOR OF THE NATIONAL RICE PROGRAM**.

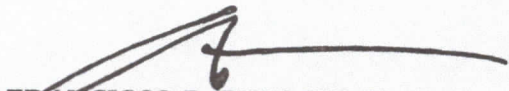
As such, he shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by the Program Director of the NRP and Undersecretary for Rice Industry Development.

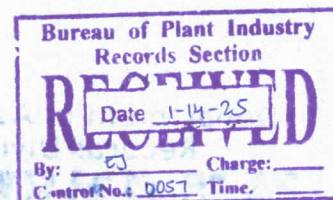
He is entitled to travelling expenses, per diem and incidental expenses that may be incurred in the performance of his functions, duties and responsibilities in view of the designation, chargeable against the NRP funds and other available funds, subject to existing government and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and DA-Regional Field Offices are hereby advised of his designation and are directed to give their full support and cooperation to Dep. Prog. Dir. Ceniza in the performance of his duties and responsibilities.

This Order shall take effect immediately and shall remain in force until revoked in writing. Special Order No. 979, Series 2024 and all orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of JANUARY 2025.


FRANCISCO P. TIUA LAUREL JR.
Secretary



DA-CO-OSEC-SO20250109-00020



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SPECIAL ORDER

No. 41

Series of 2025

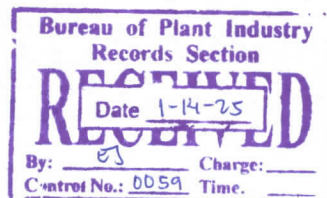
SUBJECT : DESIGNATION OF DR. JONATHAN V. SABINIANO AS PROGRAM DIRECTOR OF THE NATIONAL LIVESTOCK PROGRAM

In this exigency of service, **DR. JONATHAN V. SABINIANO**, Planning Officer V of the National Meat Inspection Service (NMIS) is hereby designated as **PROGRAM DIRECTOR OF THE NATIONAL LIVESTOCK PROGRAM (NLP)** in concurrent capacity with his regular functions at the NMIS.

The Program Director ensures that the NLP's overall goals and objectives are met by mobilizing the relevant Department of Agriculture offices and engaging in proactive engagement and partnership with livestock stakeholders.

Dr. Sabiniano shall report directly to Undersecretary for Livestock. He shall be supported by technical and administrative staff and perform the following duties and responsibilities:

1. Oversees the implementation of programs and projects in all operating units, including the Bureau of Animal Industry (BAI), the National Meat Inspection Service (NMIS), the National Dairy Authority (NDA), the Philippine Carabao Center (PCC), Regional Field Offices (RFOs), and the Agricultural Training Institute-International Training Center on Pig Husbandry (ATI-ITCPH);
2. Prepares the annual work and financial plans of the program in consultation with the livestock sector;
3. Prepares regular updates and reports on the status of the implementation of the program and projects, including their outcomes and impact;
4. Maintains a regularly updated database on the production, consumption, supply, and demand the targeted livestock by the program;
5. Together with the Office of the Undersecretary for Livestock, conduct regular stakeholder consultation;
6. Assists the Undersecretary for Livestock in policy formulation and planning to enhance the development of the livestock and poultry industry;
7. Signs and acts on the administrative matters and procurement matters of the NLP whenever the Undersecretary for Livestock is on travel and/or official business; and
8. Performs other functions and responsibilities as assigned by the Undersecretary for Livestock and the Secretary.

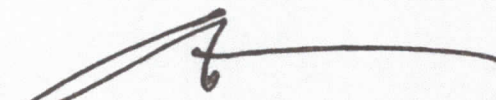


He is entitled to RATA, travelling expenses, per diems, communication expenses and other incidental expenses that may be incurred in the performance of his functions, duties and responsibilities in view of the designation, chargeable against the NLP funds and other available funds, subject to the existing government accounting and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby directed to give their full support and cooperation to Program Director Sabiniano in the performance of his duties and responsibilities.

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.

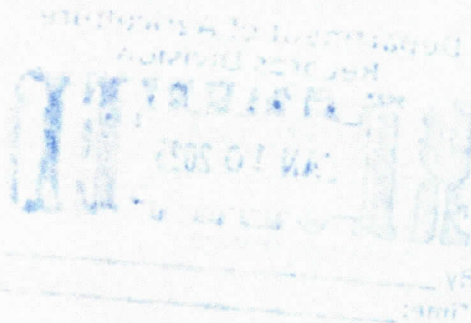
Done this 10th day of January 2025.



FRANCISCO P. TIU LAUREL JR.

Secretary

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DA-CO-ASECNLP-SO20250106-00001



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SPECIAL ORDER

No. 43

Series of 2025

**SUBJECT : REASSIGNMENT OF DR. ORLANDO C. ONGSOTTO TO
NATIONAL MEAT INSPECTION SERVICE REGIONAL
TECHNICAL OPERATION CENTER I (NMIS RTOC I)**

In the exigency of service, **DR. ORLANDO C. ONGSOTTO**, Director II, National Meat Inspection Service Regional Technical Operation Center, National Capital Region (NMIS RTOC NCR), is hereby reassigned to NMIS Regional Technical Operation Center I (NMIS RTOC I).


As such, he shall perform the functions, duties, and responsibilities inherent to his designation and such others as directed by the NMIS Executive Director and the Secretary.

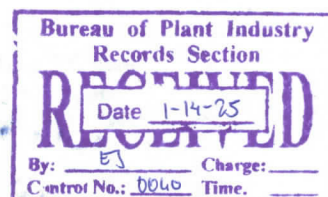
Dr. Ongsotto shall be entitled to RATA, travelling expenses, per diems, and incidental expenses in the performance of his functions, duties, and responsibilities in view of the designation, chargeable against NMIS Funds and other available funds, subject to the existing government accounting, and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to RTD Ongsotto in the performance of his duties and responsibilities.

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

Done this 10th day of January 2025.


FRANCISCO P. TIUA LAUREL JR.
Secretary





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SPECIAL ORDER

No. 44

Series of 2025

SUBJECT : REASSIGNMENT OF DR. FERNANDO N. LONTOC TO NATIONAL MEAT INSPECTION SERVICE REGIONAL TECHNICAL OPERATION CENTER NATIONAL CAPITAL REGION (NMIS RTOC NCR)

In the exigency of service, **DR. FERNANDO N. LONTOC**, Director II, National Meat Inspection Service Regional Technical Operation Center I (NMIS RTOC I), is hereby reassigned to NMIS Regional Technical Operation Center, National Capital Region (NMIS RTOC NCR).


As such, he shall perform the functions, duties, and responsibilities inherent to his designation and such others as directed by the NMIS Executive Director and the Secretary.

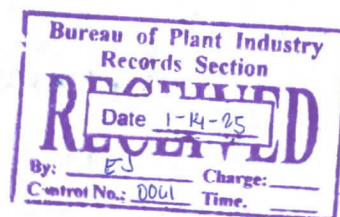
Dr. Lontoc shall be entitled to RATA, travelling expenses, per diems, and incidental expenses in the performance of his functions, duties, and responsibilities in view of the designation, chargeable against NMIS Funds and other available funds, subject to the existing government accounting, and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby advised of this designation and directed to give their full support and cooperation to RTD Lontoc in the performance of his duties and responsibilities.

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

Done this 10th day of January 2025.


FRANCISCO P. TIU LAUREL JR.
Secretary





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SPECIAL ORDER

No. 46

Series of 2025

SUBJECT : DESIGNATION OF MR. EMERSON S. YAGO AS DIRECTOR-DESIGNATE FOR RICE CLUSTERING AND CONSOLIDATION UNDER THE MASAGANA RICE INDUSTRY DEVELOPMENT PROGRAM (MRIDP)

In the exigency of service, **MR. EMERSON S. YAGO**, Development Management Officer IV, Agricultural Training Institute (ATI), is hereby designated as **DIRECTOR-DESIGNATE FOR RICE CLUSTERING AND CONSOLIDATION UNDER THE MASAGANA RICE INDUSTRY DEVELOPMENT PROGRAM (MRIDP)**.

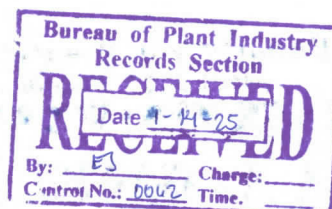
As such, he shall perform the functions, duties, and responsibilities inherent to the designation and such others as directed by the Undersecretary for Rice Industry Development.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and DA-Regional Field Offices are hereby advised of this designation and are directed to give their full support and cooperation to Director-designate Yago in the performance of his duties and responsibilities.

This Order shall take effect on January 2, 2025 and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 10th day of January 2025.

FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-OSEC-SO20250107-00012

SPECIAL ORDERNo. 49

Series of 2025

**SUBJECT : DESIGNATION OF MR. ALVIN PAUL J. DIRAIN AS DEPUTY
PROGRAM DIRECTOR OF THE NATIONAL LIVESTOCK
PROGRAM**

In the interest of service, **MR. ALVIN PAUL J. DIRAIN**, Project Development Officer IV of the Project Development Service - Project Packaging and Resource Mobilization Division (PDS-PPRMD) is hereby designated as **DEPUTY DIRECTOR OF THE NATIONAL LIVESTOCK PROGRAM** in concurrent capacity with his regular functions at the Project Development Service.

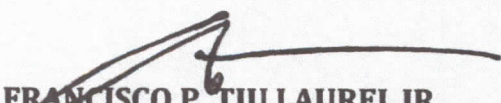
As such, he shall perform functions, duties, and responsibilities inherent to the designation and such others as directed by the Program Director and the Undersecretary for Livestock.

He is entitled to claim travelling expenses, per diems and incidental expenses that may be incurred in the performance of his functions, duties and responsibilities as designated, chargeable against the NLP funds and other available funds, subject to existing accounting and auditing rules and regulations.

All officials and employees of the Department, including its Bureaus, Attached Agencies and Corporations, and Regional Field Offices are hereby directed advised of this designation and directed to give their full support and cooperation to Deputy Director Dirain in the performance of his duties and responsibilities.

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 10th day of January 2025.


FRANCISCO P. TIUA LAUREL JR.
Secretary

