



January 22, 2018

DEPARTMENT ORDER

No. 04

Series of 2018

SUBJECT : Amendment and Addendum to Department Order 9 Series of 2017 on the *"Guidelines in the Implementation of the Project of the Biosafety and Biosecurity Capabilities at the Department of Agriculture Veterinary Diagnostic Laboratories (BSS Project)"*

In the exigency of service, Section 10. Project Coordination Group under Article IV. Project Implementation of Department Order No. 9, Series of 2017 on the "BSS Project", is hereby amended as follows:

Section 10. Project Coordination Group

Composition:

Overall Project Coordinator: BAFS Director

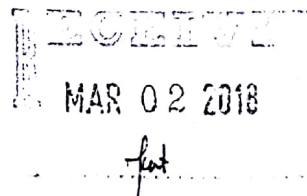
Technical Lead: BAI Director

Technical Coordinator: Division Chief, BAI - Veterinary Laboratory
Division

Members:

Division Chiefs of ILDs and Section Chiefs of RADDLs- RFOs II (Cagayan Valley), III (Central Luzon), VII (Central Visayas), X (Northern Mindanao), XI (Davao Region) and XII (SOCCSKSARGEN)

In addition, the following Operational Guidelines shall be included as Annex 1 of Department Order 9 Series of 2017.

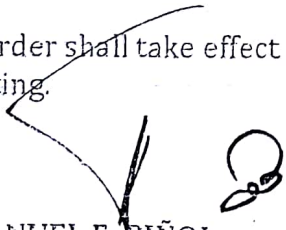


**ANNEX 1
OPERATIONAL AGREEMENTS**

Activities/Components	SOPs
A. General Procedures	<ul style="list-style-type: none"> • BAFS shall serve as the Overall Project Coordinator/Project Management Office (PMO); • Collaborating units shall create their own project team and identify a project focal person; • The regional project teams shall be tasked with securing necessary (local) permits (for infrastructure projects) and be in-charge of coordination of activities within their specific sites; • Regional project focal persons shall be primarily responsible for submission of reports and coordination with the central project management office; • In cases of clarifications/issues relevant to the implementation of the project, these concerns shall be transmitted to the PMO for endorsement to proper authorities/institutions; • Black and Veatch (B&V) Special Projects Corporation, Program Manager of US DTRA, shall coordinate with and submit report to the PMO. • US DTRA, B&V, and DA through BAFS and BAI shall have regular and open communication on all activities related to the project implementation.
B. Infrastructure: Renovation and construction	<ul style="list-style-type: none"> • The Regional Project Teams, with the supervision of the Regional Executive Director and the US DTRA shall agree on the proposed design and the construction schedule ("sign-off"); • A pre-construction meeting is required for all infrastructure projects that shall be initiated; • There shall be minimum or no changes to the agreed design. Warranted cases of Modifications/Deviations from the agreed design shall be transmitted to the PMO for endorsement to USDTRA (or through their official contractor). Changes in the design/specifications shall have no cost implication/no implication in the engineering design and shall have a maximum 10% variation order.

OPERATIONAL AGREEMENTS	
Activities/Components	SOPs
C. Provision of equipment and supplies	<ul style="list-style-type: none"> The Regional Project Teams, with the supervision of the Regional Executive Director and the US DTRA shall agree on the proposed equipment/supplies list and specifications ("sign-off"); A pre-procurement conference shall be organized to validate the specifications of the equipment to be provided; The beneficiaries (identified veterinary diagnostic laboratory) shall ensure that the appropriate technical personnel/analyst shall be present at the agreed schedule of training. There shall be minimum or no changes to the agreed specifications. Warranted cases of Modifications/Deviations from the agreed specifications shall be transmitted to the PMO for endorsement to USDTRA (or through their official contractor). Changes in the /specifications shall have no cost implication/no implication in the specification and shall have a maximum 10% variation order.
D. Training	<ul style="list-style-type: none"> BAI as the technical lead of the project shall be the Overall Training Coordinator and shall, among others, validate the recommended training pool for the scheduled trainings provided by USDTRA; B&V shall simultaneously address to BAI and BAFS all its communication related to the training component of the project; A certificate of undertaking shall be required. The undertaking shall be signed by the ILD Chief and approved by the Head of Agency. This is to ensure commitment and participation of the identified personnel until full completion of the training course assigned to them.
E. Others <ul style="list-style-type: none"> Acceptance 	<ul style="list-style-type: none"> Acceptance through certificates of transfer/deed of donation shall be undertaken upon the conduct of joint quality inspections of DA and USDTRA

This Order shall take effect immediately and shall remain in force until revoked in writing.



EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE

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