

BRIEFER FORM	Security Classification (If any): ___Restricted ___ Confidential ___ Secret
A. SUBJECT	REQUEST FOR AUTHORITY TO RECALL ALL PERMANENT EMPLOYEES AND CONTRACT OF SERVICE PERSONNEL FROM VARIOUS OFFICES OF THE DEPARTMENT OF AGRICULTURE TO THEIR MOTHER AGENCY

B. BACKGROUND/RATIONALE

1. On July 01, 2016 Ms. Joeve S. Calleja, Chief of the Organic Agriculture Division and Ms. Karen A. Roscom, Chief of the Standard Development Division were reassigned at the Bureau of Plant and Industry (BPI) and National Convergence Initiative (NCI) respectively.
2. The Division Chiefs detailed represent fifty percent (50%) since BAFS have only four (4) divisions.
3. Following the creation of BAFS by AFMA four (4) other laws gave the BAFS expanded standards development mandates as well as non-standards development functions.
4. In order to carry out the BAFS functions, there is an urgency to recall detailed permanent employees and detailed contract of services personnel back to the mother agency for effective and efficient programs/projects implementation.
5. The request for authority to recall is immediate in order not to disrupt delivery of service.


C. ACTION REQUESTED:

FOR APPROVAL

D. CONTACT DETAILS OF SPECIFIC INDIVIDUAL/OFFICE WHO CAN BE CONTACTED FOR FURTHER INFORMATION. The sender may not be at all times the specific person that should be contacted to regarding the document

- Name: Marvin B. Apduhan
- Office: BAFS
- Telephone Number: Local No. 3312

E. NAME AND SIGNATURE OF THE SENDER


MYER G. MULA, Ph.D.
OIC-Director, BAFS



RVC
11/02/2016



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KOM 2020- MEMO - 09-201		
OD20-MEMO-02-226		
Reference Numbers		

MEMORANDUM FOR THE SECRETARY

FOR : **WILLIAM D. DAR, Ph.D.**
Secretary

FROM :  **MYER G. MULA, PhD.**
OIC-Director, BAFS 

SUBJECT : **REQUEST FOR AUTHORITY TO RECALL ALL PERMANENT
EMPLOYEES AND CONTRACT OF SERVICE PERSONNEL**

DATE : **NOVEMBER 10, 2020**

Ms. Joeve S. Calleja, Chief Science Research Specialist of the Organic Agriculture Division of BAFS was reassigned to the Bureau of Plant and Industry under S.O. No. 626 series of 2016 and Ms. Karen Kristine A. Roscom, Chief Science Research Specialist of the Standards Development Division of BAFS was reassigned to the National Convergence Initiative for Sustainable Rural Development under S.O. No. 624 series of 2016 both SO dated July 01, 2016.

Under both SOs, the detailed permanent employees are instructed to perform functions inherent to the designation. However, these Division Chiefs perform duties that are highly specialized fitting at BAFS, Ms. Calleja at the Organic Agriculture Division and Ms. Roscom at the Standards Development Division thereby hindering the performance and delivery of services.

Division Chiefs detailed represent fifty percent (50%) of BAFS organizational structure whose functions are extremely necessary in the BAFS standards development mandates and non-standards development functions. In addition, three (3) Senior Science Research Specialist (Section Chiefs) were on Study Leave and are due to return in year 2022.

Parenthetically, five (5) COS were detailed at the Office of Undersecretary for Regulations and Infrastructure since last April 2020.

In 2005, eight years after its establishment by the AFMA, the DBM approved seventeen (17) positions. Subsequently following the enactment of Organic Agriculture Act of 2010 (OAA), the DBM approved another fourteen (14) positions bringing the total manpower of complement of the BAFS to thirty-one (31) permanent personnel.



Since then no additional personnel were created under BAFS. However, other Laws gave the BAFS expanded standards development mandates:

- (a) the Organic Agriculture Act of 2010 (OAA) to promote and develop organic agriculture;
- (b) the Agriculture and Fisheries Mechanization Development Act of 2013 (AFMech) to ensure the safety of agricultural and fisheries machinery and equipment;
- (c) the Food Safety Act of 2013 (FSA) to strengthen the food safety regulatory system; and
- (d) the Philippine Halal Export Development and Promotion Act of 2016 to develop standards for Halal primary and post-harvest foods.

Not only the expanded standards development mandates but also non-standards development functions were added under the Organic Agriculture Act of 2010 (OAA). The apparent lack of manpower complement coupled with the subsequent detail of permanent employees exacerbate the hindering of the performance and the delivery of service.

The BAFS, envisions to refocus on five (5) major strategies towards organizational excellence for 2020 to 2025 such as:

- (a) develop science-based and internationally harmonized standards for primary and post-harvest agriculture and fishery products;
- (b) organize and maintain the DA pool of experts, support the development of standards and technical regulations that are consistent with international commitments, and to conduct information dissemination on adopted standards;
- (c) develop policy recommendations and enforce technical regulations that ensure the integrity of organic agriculture and fishery products;
- (d) provide technical and backstopping support for the accreditation and certification of DA laboratories; and
- (e) execute support office operations including human resource management, planning and budgeting, procurement, information management and general services which are critical to the effective and efficient operation of the Bureau.

In order to effectively and efficiently carry out the BAFS five (5) major strategies the detailed permanent employees are urgently needed at the Bureau. Thus, we are respectfully recommending the immediate **recall of detailed permanent positions.**




Also the services of COS detailed is vital for BAFS operations since they performed duties which are highly technical, hence we are likewise recommending for the immediate recall of detailed COS.

The request for authority to recall permanent employees and contract of service personnel is immediate in order not to disrupt the delivery of service.

For your favorable consideration, Sir.

Approved/Disapproved:


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE
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BUREAU OF AGRICULTURE AND FISHERIES STANDARDS

Proposed Organizational Structure

The Department of Agriculture-Bureau of Agriculture and Fisheries Standards (DA-BAFS) was created under Republic Act No. 8435 or the Agriculture and Fisheries Modernization Act (AFMA) of 1997, and was primarily mandated to set and implement standards for fresh, primary and secondary processed agricultural and fishery products.

Twenty (20) years after its creation, the mandates of the Bureau are further expanded through the passage of the following laws:

1. Republic Act No. 10068 (Organic Agriculture Act of 2010) – development of organic agriculture standards, registration of organic food and organic input producers/establishments, official accreditation of organic certifying bodies, technical and administrative secretariat to the National Organic Agriculture Board (NOAB) and creation of effective networking with organic agriculture stakeholders; No. 10601 (Agricultural and Fisheries Mechanization or AFMech Law of 2013) – development of standards specifications and test procedures of agricultural and fishery machinery, tools and equipment;
2. Republic Act No. 10611 (Food Safety Act of 2013) – development of food safety standards for primary and postharvest food including organic agriculture; and
3. Republic Act No. 10817 (Philippine Halal Export Development and Promotion Act of 2016) – development of Halal standards for primary and postharvest food.

With the additional mandates and the necessity to align its work with the needs of the Department and its stakeholders, twelve (12) new Contract of Service (COS) employees are proposed in addition to the Bureau's existing fifty-two (52) Contract of Service (COS) employees.

With the proposed additional personnel, an expanded scope on standards development could be pursued by BAFS to include the following: product quality, organic agriculture, agriculture and fishery machinery, food safety and Halal as per mandates mentioned above. Consequently, more activities could be performed related to the development of standards - the development of codes of practice, activities for capacity building of relevant stakeholders, and information dissemination to increase compliance with standards. The additional manpower will also enable BAFS to strengthen standards development process through the following new activities: regulatory impact assessment, risk profiling and assessment, and laboratory proficiency testing.

The additional Contract of Service (COS) employees will not only ensure that the Bureau is able to develop relevant standards but it will also enable the Bureau to provide high quality evidence-based advice to the Department and its agencies in order to make informed decisions.

These needed additional Contract of Service (COS) employees will also strategically position the Bureau in the varying and complex operating environment and will equip it in responding effectively to the challenges. Case in point is the organic agriculture sector which significantly grew in the last nine years - from 14,140 hectares in 2006 to 349,041 hectares in 2016. In order to ensure that the integrity of organic products is protected, several regulations have been issued by the Bureau from 2001 to 2018. The processes and protocols that come with these regulations need to be sound, science-based, aligned with international standards and must follow the existing best practices.

These additional mandates, also direct the Bureau to revisit and revise its vision - to not only develop relevant Philippine National Standards (PNS) but to focus also on establishing effective food standards, and to essentially support the Departments' food regulatory system. Various facets in assessing the effectiveness of standards include: the level of adoption and implementation of standards by relevant regulatory agencies, compliance of producers and ability of standards to contribute to socio-economic and environmental outcomes; coming full circle to the standard setting process.

As the sole standard setting agency of the Department, BAFS develops standards that are based on risk analysis utilizing the best available scientific evidence gathered through research, field data gathering, stakeholder consultation, and validation activities. Other source of inputs for the standards development process is the output of participation in the review of other country standards, which the Bureau together with other agencies assess, synthesize and submit Philippine positions on.

The Standards that BAFS develop are also aligned with regional (ASEAN, APEC) and international standards (ISO, Codex). This alignment with regional and international standards is important now more than ever with the ASEAN integration, repositioning of APEC's focus to include the aspect of food safety and full emphasis on Codex, OIE and IPPC standards in international trade. Standards, as we know it, are primordial to the development of the Philippine agri-fishery sectors. It contributes to food safety and security and increases the competitiveness of Philippine agriculture and fishery products that facilitates its access to the global market.

The Bureau is proposing an additional twelve (12) Contract of Service employees which is summarized as follows:

Division	Current	Proposed
Office of the Director		
Plantilla	6	6
COS	26	29
Standards Development		
Plantilla	5	5
COS	9	12
Technical Services		
Plantilla	5	5
COS	6	11
Laboratory Services		
Plantilla	3	3
COS	3	4
Organic Agriculture		
Plantilla	12	12
COS	8	8
Total		
Plantilla	31	31
COS	52	64

A. Current Structure

OFFICE OF THE DIRECTOR

DIRECTOR

ATTY. MARVIN B. APDUHAN
Planning Officer III

Planning

Frederick C. Crisol,
Planning Specialist

**Finance/
Budget/Accounting**

Doreena Charlene DC. Flores,
Administrative Assistant VI

DAISY E. MELEGRITO,
Administrative Officer V

**HRDD/COS Payroll/
Administrative**

Katheryn T. Baes,
Senior Administrative Assistant IV

Recruitment/Administrative

Lissy Ann H. Cantillon,
Human Resource Management Assistant II

Training Specialist

Hiring on Process (19,620),
Human Resource Management Officer I

GSD/Property/Supplies/Records

Hiring on Process (15,818),
Human Resource Management Assistant I

**OFFICE OF THE DIRECTOR
ADMINISTRATIVE ASSISTANTS**

Mark Brian E. Umali,
Senior Administrative Assistant I

Reylen G. Escordial,
Administrative Services Officer II

Genesis Franco,
Administrative Aide IV

Drivers

Rachel C. Franco, Chauffeur IV

Samuel Z. Gellilo, Chauffeur IV

Roniel V. Bayanay, Chauffeur IV

Ronald M. Badillo, Chauffeur IV

Larry A. Yumang, Chauffeur IV

ROSEMARIE V. CALIBO
Information Officer III

France Farvynne Enriquez,
Data Controller III
Procurement Coordinator
alternate I, T

Procurement

Rowena B. Dacanay,
Senior Administrative Assistant II
Overall Coordinator

Jonathan P. Martinez,
Administrative Assistant VI
(I, T alternate Procurement Document
Record Custodian)

Mark Paulo J. Padillon,
Procurement Management Officer I
SDD, Coordinator

John Joshua D. Saquing,
Procurement Management Officer I
OAD, Coordinator

JERSON RAPHAEL A. BONTOGON,
Building Maintenance Administrator

Building Maintenance

Ryan G. Molato,
Liaison Officer B
Alternate building maintenance
Angelo N. Custodio,
Data Controller III

B. Proposed Structure

OFFICE OF THE DIRECTOR

Dr. Myer G. Mula
 OIC-Director

Mary Grace R. Mandigma
 Assistant Director

Mark Brian E. Umali
 Senior Administrative Assistant I

Reylen G. Escorial
 Administrative Services Officer I

ADMINISTRATIVE ASSISTANTS

Administrative Unit
Daisy E. Melegrito
 Administrative Officer V

and Evaluation
Atty. Marvin B. Appuhan
 Planning Officer III

Information Office
Rosemarie R. Calibo
 Information Officer III

HR and Personnel

Katheryn T. Baes
 Senior Administrative Assistant IV
HRDD, COS Payroll, Administrative

Lissy Ann H. Cantilien
 Human Resource Management
 Assistant II
Recruitment, Administrative

Rio Angelo Canaria
 Human Resource Management
 Officer I
Training Specialist

Hiring on Process
 Human Resource Management
 Assistant I
GSD/Property/Supplies/Records

Procurement

Mark F. Matubang
 Supervising Science
 Research Specialist

Rowena B. Dacanay
 Senior Administrative Assistant II
Overall Coordinator

Jonathan P. Martinez
 Administrative Assistant VI
IT, Procurement Records Custodian

Mark Paulo J. Padullon
 Procurement Management Officer I
SDD, LSD, TSD Coordinator

John Joshua D. Saquing
 Procurement Management Officer I
OAD Coordinator

General Services

Drivers

Genesis F. Franco
 Administrative Aide IV

Rachel C. Franco
 Chauffeur IV

Samuel Z. Gellilo
 Chauffeur IV

Roniel V. Bayanay
 Chauffeur IV

Ronald M. Badillo
 Chauffeur IV

Larry A. Yumang
 Chauffeur IV

Building Maintenance

Jerson Raphael A. Bontogon
 Science Research Specialist I

Ryan G. Molato
 Liaison Officer B

Angelo N. Custodio
 Data Controller III

Liaison Officers

Ayon G. Gentolia
 Liaison Officer B

Johnhay Z. Isip
 Liaison Officer B

Ricky B. Mangalindan
 Liaison Officer B

Frederick C. Crisol
 Planning Specialist
Planning and Programming

NEW

Planning Officer II
Monitoring and Evaluation

NEW
 Communication
 Development Officer I

NEW

Communication
 Development Officer I

France Erryvne R. Enriquez
 Data Controller III

Jocel Anne C. Yamson
 Senior Administrative
 Assistant I
Systems Development, LIMS

Kenneth A. Matchica
 Senior Administrative
 Assistant I
Systems Development, LIMS

Allister F. Budlao
 Senior Administrative
 Assistant I
Online Registration System

Doreena Charlene DC. Flores
 Administrative Assistant VI

Budget and Finance

To strengthen the Bureau's organizational framework and support its technical personnel in the performance of their mandates, an optimum number of administrative support staff is proposed. The proposed personnel under the Office of the Director will facilitate the creation of the Bureau's Administrative, Planning, Finance, Procurement and Information Technology Management section.

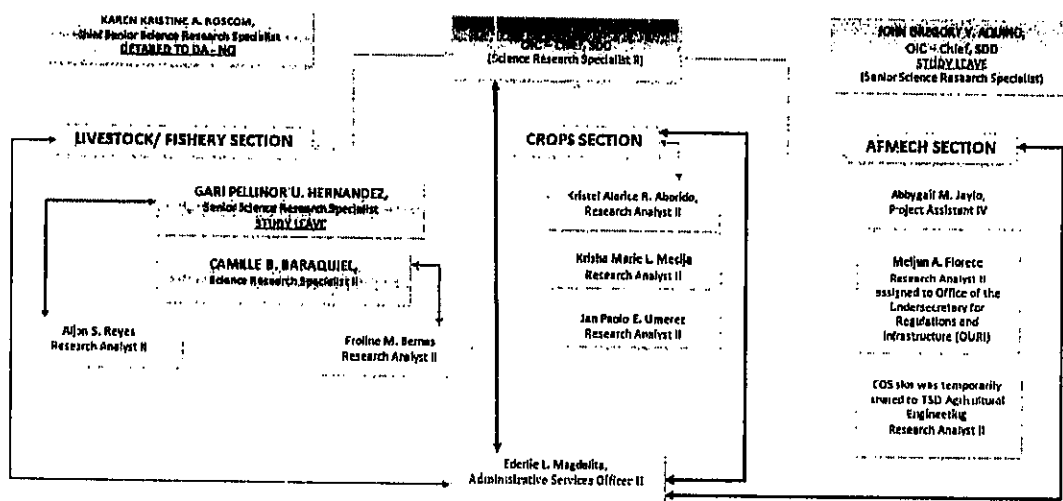
BAFS, as a staff bureau is mandated to provide policy, program development and advisory functions to the Office of the Secretary, whereas provided in the E.O No. 292 or the Administrative Code of 1987, BAFS may avail the creation of its Administrative Division, if circumstances warrants. (DBM-CSC Joint Resolution No.1 - 2006). Currently, the Administrative, Planning, Procurement, and Information Technology group are under the management and supervision of the Office of the Executive Director of BAFS, of which only three (3) key plantilla employees are retained. The three (3) positions are namely the Administrative Officer V, the Planning Officer III and the Information Officer III. The said three (3) plantilla personnel are tasked to serve as the administrative backbone of the Bureau. Thus, the office is requesting for three (3) additional Contract of Service (COS) personnel, two (2) of which would be Communications Development Officer who shall be responsible for documenting and writing articles about the activities of the Bureau and one (1) Planning Officer II who will be responsible for the Budget Monitoring and Evaluation.

Furthermore, an Assistant Director shall be appointed from the Division Chief as a concurrent position who shall assist the Director in developing and implementation of plans and goals of the Bureau in consonance with the established thrusts of the Department of Agriculture. Likewise, the Assistant Director shall assist in the supervision of daily operations of the Bureau and interprets policies and standards for the efficient and effective operations of the Bureau and recommends measures to enhance efficiency.

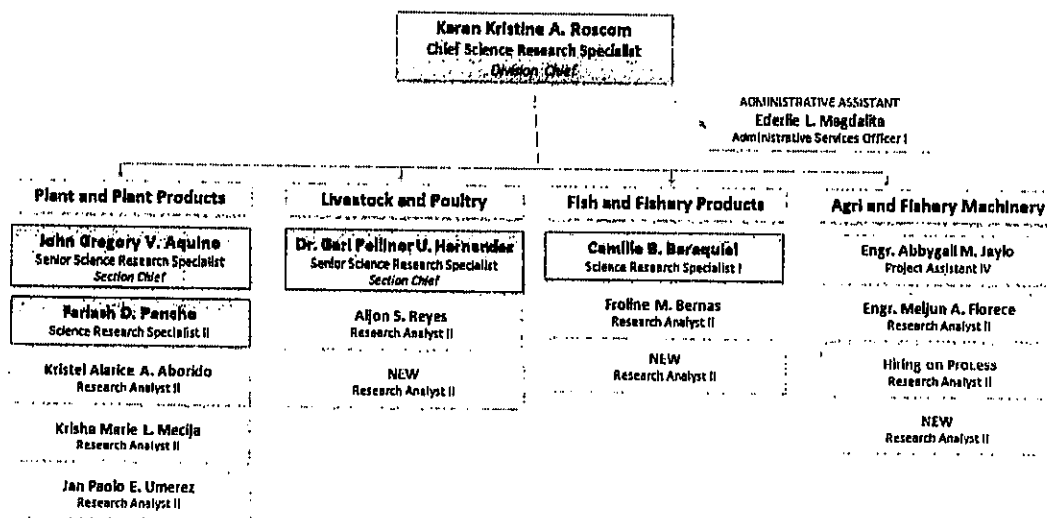
The Office of the Director shall have a total of four (4) plantilla personnel and twenty-nine (29) Contract of Service who shall compose the administrative backbone of the Bureau. It is tasked to ensure that all requirements such as planning, finance, budget, procurement, administrative, general services and information technology needs of the Bureau are met in order to efficiently deliver its functions.

STANDARDS DEVELOPMENT DIVISION (SDD)

A. Current Structure



B. Proposed Structure



The SDD is primarily mandated to develop relevant and science-based Philippine National Standards (PNS) for fresh, primary- and secondary-processed agricultural and fishery products, related to consumer health and safety and efficient trade, both food and non-food as per Implementing Rule 62.1 of AFMA 1997. They are now expanded to include the standards and codes of practice on product quality, organic agriculture, agriculture and fishery machinery, food safety and Halal.

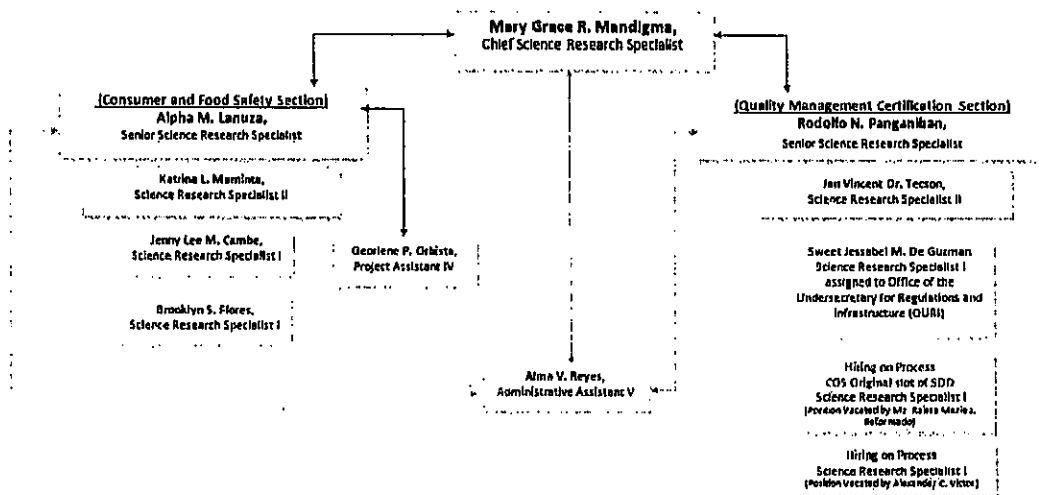
Currently, SDD has five (5) plantilla and eight (8) Contract of Service employees. The division is proposing to add three (3) Contract of Service (COS) employees, preferably

Research Analyst II, who shall be assigned at Livestock and Poultry section, Fish and Fishery Products Section and Agri and Fishery Machinery Section

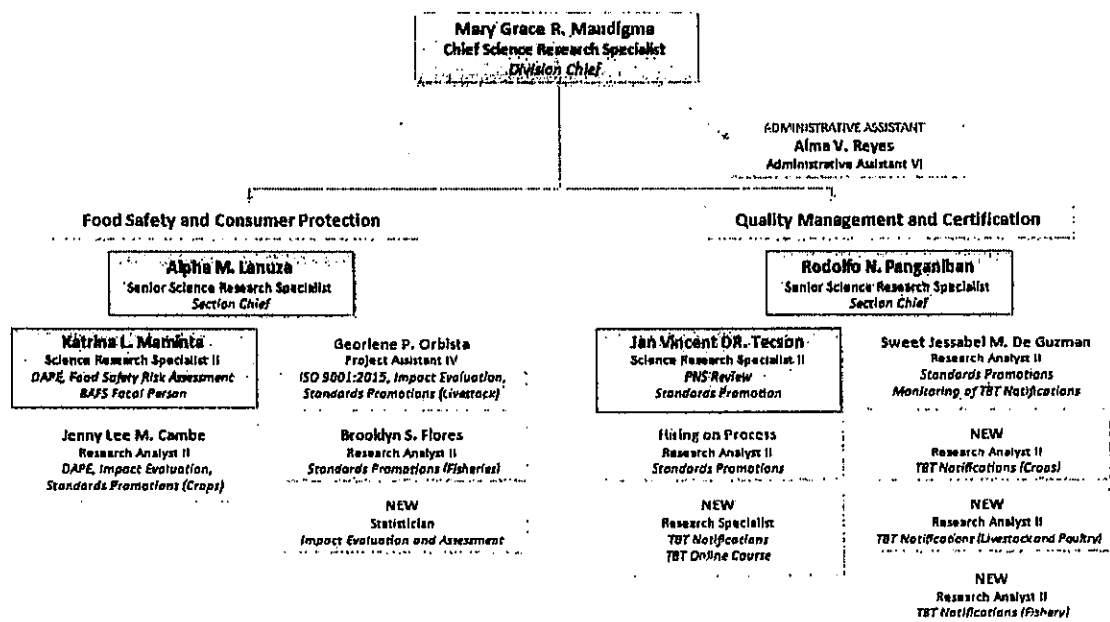
The Standards Development Division which shall have a total of five (5) plantilla and eleven (11) contract of service employees shall develop science-based and internationally harmonized standards for primary and post-harvest agriculture and fishery products and machinery and structures that will ensure consumer safety and promote global competitiveness of Philippine agriculture and fishery products.

TECHNICAL SERVICES DIVISION

A. Current Structure



B. Proposed Structure



The TSD shall be strengthened to fulfill the additional mandate of BAFS under the Food Safety Act, which is on the provision of scientific and technical recommendations on food safety issues forwarded by DA Food Safety Regulatory Agencies (FSRAs)(Implementing Rule 16.3, Rules 16.8 to 16.10). These recommendations are developed after the conduct of risk assessments. The scientific or technical recommendation will be provided to the

Secretary, the Undersecretary for Policy and Planning, Project Development and Regulations, the DA FSRA and the National Codex Organization, aside from the DA FSRAs.

Under Rule 16.7, the BAFS is further instructed to conduct validation and impact evaluation of standards and codes of practice. This is to ensure that Philippine National Standards developed by BAFS are translated to regulations by the DA FSRAs and/or adopted by Food Business Operators (FBOs) and ultimately contribute to socio-economic and environmental outcomes.

At present, TSD is working with five (5) plantilla personnel and six (6) Contract of Service employees. The proposal is to add five (5) COS employees. One shall be responsible for Impact Evaluation and Assessment, preferably Statistician I, three (3) Research Analyst II who shall be assigned on the monitoring of Technical Barriers to Trade (TBT) on Crops, Livestock, and Poultry and Fishery and one Research Specialist who will be primarily responsible for Technical Barriers to Trade (TBT) notifications and TBT online course.

The Technical Services Division which shall have a total of five (5) plantilla personnel and eleven (11) Contract of Service employees who shall facilitate the conduct of risk assessment towards development of technical and scientific recommendations to support the development of standards and ensure that technical regulations that are science-based and consistent with international commitments, maintain the DA Pool of Experts, monitor the level of usage and adoption of standards including assessment of its effectiveness and develop policy recommendations thereafter, popularize adopted standards to enhance capacity on understanding and adoption and develop capacity building programs to enable compliance with certification standards particularly for Halal standard.

2. Develop food safety protocols and policy recommendations based on the results of risk profiles and analyses to relevant stakeholders and;
3. Develop framework for laboratory proficiency testing for all the relevant laboratories of the Department of Agriculture as risk management option.

LSD is proposing for an additional Research Analyst II that shall be assigned under Risk Profiling Section. This will total to three (3) plantilla personnel and four (4) Contract of Service employees who shall conduct risk profiling and researches on food contaminants, allergens, microbial pathogens, and other food hazards in the food chain to support standards development; and provide proficiency testing services or inter-laboratory comparison to DA laboratories.

provisions of Sections 17 (Labeling of Organic Produce) and 18 (Retailing of Organic Produce) of RA 10068 should be put in place and provided with additional manpower.

The Organic Agriculture Division, which shall have a total thirteen (13) plantilla personnel and eight (8) Contract of Service employees shall develop policy recommendations and technical regulations that ensure the integrity of organic agriculture and fishery products.