



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Elliptical Road, Diliman, Quezon City 1101

May 15, 2019

SPECIAL ORDER

No. 477

Series of 2019

SUBJECT: CREATION OF A TECHNICAL WORKING GROUP FOR THE DEVELOPMENT OF THE LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

In the interest of the service and in line with the implementation of the Department Order No. 4 Series of 2017, or the "Department Policy on Rationalizing and Strengthening DA National and Regional Laboratory Services", a Technical Working Group (TWG) is hereby created to support the development of the Laboratory Information Management System (LIMS)

The United States-Defense Threat Reduction Agency (US-DTRA) has committed to provide support to the development of the LIMS as part of the modifications of the Project "Enhancement of the Biosafety and Biosecurity Capabilities at the Department of Agriculture Veterinary Diagnostic Laboratories" (BSS Project).

For its part, the DA shall ensure active and sustained participation in the LIMS effort and for this purpose, a TWG is hereby created with the following composition and responsibilities:

I. COMPOSITION

Lead Action Officer: Director, Information and Communications Technology Service

Co-Lead Action Officer: Director, Bureau of Agriculture and Fisheries Standards

Members: Designated Focal Persons of the following offices and Agencies

National:

1. Office of the Assistant Secretary for Regulations (OASR)
2. Information and Communications Technology Service (ICTS)
4. Bureau of Agriculture and Fisheries Standards (BAFS)
5. Bureau of Animal Industry (BAI)

BAFS
OFFICE OF THE EXECUTIVE DIRECTOR
Received by: 
Date: 5/15/19

DDA-SD-40-168

Regional:

Integrated Laboratory Division and IT Units of the following Regional Field Offices

1. Cordillera Administrative Region (CAR)
2. Ilocos Region (Region I)
3. Cagayan Valley (Region II)
4. Central Luzon (Region III)
5. CALABARZON (Region IVA)
6. MIMAROPA (Region IVB)
7. Bicol Region (Region V)
8. Western Visayas (Region VI)
9. Central Visayas (Region VII)
10. Eastern Visayas (Region VIII)
11. Zamboanga Peninsula (Region IX)
12. Northern Mindanao (Region X)
13. Davao Region (Region XI)
14. SOCCSKSARGEN (Region XII)
15. CARAGA (Region XIII)

II. FUNCTIONS AND RESPONSIBILITIES

A. Lead Action Officer

1. Head the DA's actions in the development of the LIMS throughout the activity duration and effectively lead, coordinate and manage the participation of concerned operating units;
2. Communicate the LIMS component effort and requirements throughout the DA, both horizontally and vertically, as well as with other Departments and agencies. This shall include presenting on a regular basis the progress of work on the LIMS particularly on the DA Laboratory Services Technical Working Group (LSWG), the Policy Research Service - Food Agriculture and Fisheries Policy Division (PRS - FAFPD), and other offices for review and comments and to ensure the concurrence with the LIMS; and
3. Report on the progress and outputs of the development of LIMS to the following: the Undersecretary for Policy and Planning, Project Development, R&D and Regulations; Office of the Assistant Secretary for Regulations (OASR); BSS National Project Coordinating Group (NPCG); and the BSS Project Steering Committee.

B. Technical Working Group (TWG)

1. Provide the necessary guidance in LIMS Project Planning and implementation to ensure that critical systems integration and parameters are recognized.
2. Avail of the technical assistance to be provided by the United States Defense Threat Reduction Agency (US-DTRA), in line with the latter's commitments to the Philippines under two (2) agreements, namely the Cooperative Threat Reduction Agreement (CTRA) and the Philippines-USA Agreement on Scientific and Technological Cooperation

3. Collaborate with US-DTRA and shall prepare its workplan with its specific activities and corresponding timelines towards completion of the LIMS
4. Provide the necessary guidance in LIMS project planning and implementation to ensure that critical systems integration parameters are recognized;
5. Identify information needs, harmonize data elements and determine solutions to problems in processes;
6. Formulate and recommend the implementation guidelines of the LIMS for approval of PSC;
7. Supervise the development and implementation of the LIMS including the identification of systems or data to be interfaced and/or extracted and define standards and protocols for the different user groups/individuals;
8. Ensure that relevant LIMS standards and approaches are established and adopted in the implementation and quality review process;
9. Participate in review/evaluation of the prototypes as well as in the confirmation that deliverables have met the agreed standards;
10. The ICTS Systems Development Team shall:

Database Design, Structure and Impact Assessment

- a. Design, implement, and maintain the database management system;
- b. Recommend policies and procedures pertaining to the management, security, maintenance, and use of the database management system as inputs to the Data Privacy Policy and the overall guidelines of the LIMS;
- c. Ensure that the approved Data Privacy Policy is upheld in the implementation and maintenance of the database.

Application Development

- d. Develop the application to be used in the collection and processing of data in coordination with other TWGs;
- e. Conduct planning, analysis and design for the end-to-end information system (IS);
- f. Convert the requirement and design into a fully-functional IS;
- g. Deploy and implement the IS in a web-based environment.

ICT Infrastructure

- h. Ensure the availability of the needed ICT infrastructure/facility that would allow the efficient operation of the IS and its corresponding database management system;
 - i. Ensure the required connectivity that would permit reliable data handling and processing from collection to storage and data warehousing at central servers; and
 - j. Determine the inter-operability of ICT equipment/devices to be used and ensure data protection and security for the IS.
11. Recommend and implement together with appropriate learning institutions, a capacity building program for all those who will be involved in the LIMS; and
 12. Submit reports and outputs to the Program Coordination Group (PCG) Lead for LIMS.

C. Secretariat

1. ICTS shall provide administrative services to the TWG such as in the organization and conduct of meetings, preparation and management of documents and other logistical support. It shall also ensure the timely invitation of the identified participants and oversee the related coordination activities; and
2. BAFS as over-all Project Coordinator of the BSS Project, shall monitor accomplishments to ensure work progresses in accordance with the work plan and timelines.

The DA in collaboration with US-DTRA under the BSS Project, shall support expenses to be incurred in the conduct of the activities of the TWG, such as but not limited to, meetings, workshops and seminars. Travelling and other incidental expenses of the TWG and resource persons/experts shall be charged against the funds of the respective offices, subject to the usual accounting and auditing rules and regulations.

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



EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE

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**ANNEX
TECHNICAL WORKING GROUP FOCAL PERSONS**

NATIONAL AGENCIES		
	PRIMARY FOCAL PERSON	ALTERNATE FOCAL PERSON
Lead Action Officer	Dir. John D. Pagaduan OIC-Director, ICTS	Dr. Honorio C. Flameño Information Technology Officer III, Network and Operations Management Division, ICTS
Co-Lead Action Officer	Dr. Vivencio R. Mamaril Director, BAFS	Ms. Edna Lynn C. Floresca Chief, Science Research Specialist Laboratory Services Division, BAFS
Secretariat	Darlene Rontas-Abainza Information Systems Analyst III, ICT Planning and Standards Division	Ma. Elena Camille Salgado Information Systems Analyst II, ICT Planning and Standards Division Lounelle Godinez Information Systems Analyst II ICT Planning and Standards Division Jocelyn D. Custodia Information Systems Analyst I, ICT Planning and Standards Division
Members		
Information and Communications Technology Service (ICTS)	Imelda B. Breganza Information Systems Analyst III, Systems and Applications Development Division Juan Antonio Information Systems Analyst III, Database Management Division	Nilo R. Gangan Computer Programmer II, Systems and Applications Development Division Immanuel Samuel Bautista Information Systems Analyst II, Database Management Division

	Jacky Marn Hortaleza Information Systems Analyst III, Network Operations and Management Division	Ignazzky Arellano Computer Programmer II, Network Operations and Management Division
Office of the Assistant for Regulations	Carl Gil Angelo H. Celebria Administrative Assistant VI	Gieverly U. Banzuela Administrative Assistant VI
Bureau of Agriculture and Fisheries Standards (BAFS) - Laboratory Services Division	Jerilee M. Sabariaga Senior Science Research Specialist Jocel Anne C. Yamson Senior Administrative Assistant I	Melissa Astillero Science Research Specialist I Kenneth A. Matchica Senior Administrative Assistant I
Bureau of Animal Industry (BAI) - Animal Disease Diagnostic Reference Laboratory Veterinary Laboratory Division	Dr. Sylvanna R. Sison Veterinarian IV Dr. Angeles D. de Mayo Veterinarian II	William N. Valencia Computer Operator III Wilhelm Monsanto Lab. Tech. II
Bureau of Animal Industry (BAI) - PhilAHIS Animal Health Welfare Division,	Marites C. Gealone Agriculturist II Dr. Daphne L. Jorca Veterinarian III	Liwliwa E. Tamani Computer Programmer Dr. Janice S. Garcia Veterinarian II

REGIONAL FIELD OFFICES IT REPRESENTATIVES		
REGION	PRIMARY FOCAL PERSON	ALTERNATE FOCAL PERSON
Cordillera Administrative Region (CAR)	Ulysses Gojo Information Systems Analyst II	Ryan Ranille Information Systems Analyst I
Ilocos Region	Joseph James Flores Information Systems Analyst I	Ruel Goldora Administrative Assistant III
Cagayan Valley	Jonazon Jeff Factora Information Systems Analyst II	Jerome Valoria Computer Maintenance Technologist II

Central Luzon	Alvin David Information Systems Analyst II	Francis Ebalo Administrative Assistant III
CALABARZON	Julany Castillo Information Systems Analyst II	Geraldine Torio Information Systems Analyst
MIMAROPA	Anne Lalaine Olivar Information Systems Analyst II	Melbourne Beronio Computer Maintenance Technologist II
Bicol Region	Irene Bron Project Evaluation Officer II	Joel Herald Computer Maintenance Technologist II
Western Visayas	Edwin Cesar Ian Den Senobin Planning Officer III	Edna Mae Delfin Computer Maintenance Technologist II
Central Visayas	Elvin J. Milleza Information Systems Analyst II	Dante Minoza Information Systems Analyst I
Eastern Visayas	Jan Leo Paller Information Systems Analyst II	Carlo Basañez Information Systems Analyst I
Zamboanga Peninsula	Irvin Kent Andalaha Information Systems Analyst II	Odillo Cesar Gutierrez Computer Technologist Maintenance II
Northern Mindanao	Christian Padrones Information Systems Analyst II	Jaypee Pichay Information Systems Analyst I
Davao Region	Pamela Sosa Information Systems Analyst II	Jollie Ann Barannan Computer Maintenance Technologist II
SOCCKSARGEN	Jerra Dolor Information Systems Analyst II	Johann Maguad Computer Maintenance Technologist II
CARAGA	Andrew Aguis Information Systems Analyst II	Edgie Malunas Information Systems Analyst I

REGIONAL FIELD OFFICE - INTEGRATED LABORATORIES		
	FOCAL PERSONS	
REGION	PRIMARY FOCAL PERSON	ALTERNATE FOCAL PERSON
Cordillera Administrative Region (CAR)	Dr. Ofelia Ducayag Chief, Regional Animal Disease Diagnostic Laboratory	Dr. Meriam M. Micklay Regional Animal Disease Diagnostic Laboratory
Ilocos Region	Ms. Consuelo M. Belarmino Chief, Integrated Laboratory Division	Dr. Gilbert D. Rabara Chief, Regional Animal Diagnostic Disease Laboratory
Cagayan Valley	Dr. Judith Z. Tattaog OIC-Chief, Regional Animal Disease Diagnostic Laboratory	Dr. Christine V. Mamauag Regional Animal Disease Diagnostic Laboratory
Central Luzon	Dr. Joely T. Ongtangco Chief, Regional Animal Disease Diagnostic Laboratory	Julicet S. Carpio Laboratory Technician , Regional Animal Disease Diagnostic Laboratory
CALABARZON	Dr. Gloria G. Salazar Chief, RADDL	Dr. Princess Diana D. Flores Veterinarian III, RADDL
MIMAROPA	Dr. Shynie Vee Telmo Veterinarian II, Regional Animal Disease Diagnostic Laboratory	Jeremie U. Caringal Laboratory Technician, Regional Animal Disease Diagnostic Laboratory
Bicol Region	Dr. Rona P. Bernales Veterinarian IV, Regional Animal Disease Diagnostic Laboratory	Dr. Maria Erlinda T. Llames Veterinarian II, Regional Animal Disease Diagnostic Laboratory
Western Visayas	Mr. Vicente M. Nim Chief, Integrated Laboratory Division	Dr. Lerisa Balopenos Chief, Regional Animal Disease Diagnostic Laboratory

Central Visayas	Dr. Julius M. Galvan Veterinarian III, Regional Animal Disease Diagnostic Laboratory	Dr. Estrella B. Mellomida Veterinarian II, Regional Animal Disease Diagnostic Laboratory
Eastern Visayas	Reynaldo B. Salamat Chief, ILD	Paul Anthony Batiancila Laboratory Technician II RADDL
Zamboanga Peninsula	Engr. Silvano D. Corpuz, Jr Chief, Integrated Laboratory Division	Dr. Josephine J. Datoy Chief, Regional Animal Disease Diagnostic Laboratory
Northern Mindanao	Dr. Ma. Teresa Roa Chief, Integrated Laboratory Division	Dr. Viralou L. Tuquib, DVM, MPM Veterinarian III Regional Animal Disease Diagnostic Laboratory
Davao Region	Dr. Mylene Cabilogan Chief, Regional Animal Disease Diagnostic Laboratory	Kris Louven De La Cerna Sr. Agriculturist, Regional Animal Disease Diagnostic Laboratory
SOCCSKSARGEN	Dr. Jeneffer R. Bulawan OIC-Chief, Integrated Laboratory Division	Dr. Jobienaur Moscoso Veterinarian III, Regional Animal Disease Diagnostic Laboratory
CARAGA	John Gamboa Chief, Integrated Laboratory Division	Esther B. Cardeño, DVM Chief, Regional Animal Disease Diagnostic Laboratory