



SPECIAL ORDER

No: 17
 Series of 2024

TO : ALL BAFS PERSONNEL

FROM : OFFICE OF THE DIRECTOR

SUBJECT : DESIGNATION OF JAN VINCENT DR. TECSON AND KATRINA L. MAMINTA, SCIENCE RESEARCH SPECIALIST II (SRS II), AS OFFICERS-IN-CHARGE OF TECHNICAL SERVICES DIVISION (TSD) SECTIONS

In the interest of the service, the following TSD employees are hereby designated as Officer-in-Charge (OIC) Section Chiefs:

1. **JAN VINCENT DR. TECSON** - Standards Knowledge Management Section
2. **KATRINA L. MAMINTA** - Standards Policy Recommendation Section

As such, they shall have the following functions, and duties and responsibilities inherent to the designation.

Employee	Major Functions	Duties and Responsibilities
JAN VINCENT DR. TECSON	<ol style="list-style-type: none"> 1. Oversees the conduct of activities related to the development of KPs and conduct of L&D activities 2. Coaches and mentors Science Research Specialist II and Science Research Specialist I 	<ol style="list-style-type: none"> 1. Oversees the preparation and submission of draft annual work plan for the development of KP and L&D activities 2. Oversees the review of commodity prioritization and endorses draft priority list for PNS promotion 3. Reviews and endorses the draft concept notes related to the development of KPs and L&D activities, and content of BAFS website and social media pages. 4. Oversees the development of KP and endorses the draft KP 5. Oversees the development of Modules for L&D activities




		<ol style="list-style-type: none"> 6. Oversees the conduct of L&D activities 7. Reviews and endorses Minutes of Meeting and Activity Report of KP development and L&D activities conducted 8. Oversees the development of draft KM-related needs assessment and evaluation plans 9. Oversees the conduct of KM-related needs assessment activities 10. Reviews and endorses draft KM-related needs assessment report 11. Reviews and endorses the draft annual reports on KM strategies 12. Drafts and endorses proposed KM-related policy recommendations to improve KM strategies 13. Conducts mentoring and coaching sessions 14. Reviews and submits the draft annual PPMP and procurement for KM activities.
<p>KATRINA L. MAMINTA</p>	<ol style="list-style-type: none"> 1. Oversees the conduct of research and drafting of policy recommendations related to the adoption and use of standards 2. Coaches and mentors the SRS II and SRS I. 	<ol style="list-style-type: none"> 1. Oversees the development of conceptual framework, research design, activity designs for data collection and identifies appropriate tools to guide the drafting of policy recommendations related to the adoption of PNS or SKM strategies 2. Supervises and manages the development of the annual agenda/work plan for SPR 3. Oversees the development of draft SPR needs assessment plan and SPR evaluation plan 4. Oversees the conduct of



		<p>SPR-related needs assessment activities and SPR-evaluation-related activities</p> <ol style="list-style-type: none"> 5. Reviews and endorses Minutes of Meeting and Activity Reports related to SPR-related needs assessment activities and SPR-related evaluation activities 6. Reviews and endorses activity design for data collection related to policy research, and its relevant methodologies (e.g., impact evaluation), SPR-related needs assessment activities 7. Reviews and endorse SPR-related assessment reports and SPR-related evaluation reports 8. Drafts policy recommendations recommendation 9. Reviews and endorses policy briefs based on the policy recommendation developed 10. Oversees the development of KP related to policy recommendations 11. Conducts mentoring and coaching sessions 12. Reviews and submits the draft annual PPMP related to SPR
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This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked

Done this 6TH day of MAY 2024.


KAREN KRISTINE A. ROSCOM, PFT, PhD
 Director IV