



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City  
Tel Nos. (02) 8351-8120, 8294-9741

OD-SO-23-01-001

**SPECIAL ORDER**

No. 23

Series of 2023

**SUBJECT : DESIGNATION OF ASSISTANT DIRECTOR JUANA T. TAPEL AS AN ALTERNATE MEMBER OF DA STEERING COMMITTEE AND PROJECT MANAGEMENT COMMITTEE FOR THE ESTABLISHMENT AND IMPLEMENTATION OF THE COLD EXAMINATION FACILITY (CEFA) IN AGRICULTURE**

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In the exigency of service, **ENGR. JUANA T. TAPEL**, Assistant Director, is hereby designated as an **Alternate Member** to the DA Steering Committee and Project Management Committee for the Establishment and Implementation of the Cold Examination Facility (CEFA) in Agriculture.

As such, she shall perform the functions, duties and responsibilities inherent to the designation.

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

Done this 27~~th~~ day of January 2023.

**ENGR. ARIODEAR C. RICO**  
Director IV



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

NO. 67

Series of 2023

**SUBJECT : CREATION OF DA STEERING COMMITTEE AND PROJECT MANAGEMENT COMMITTEE FOR THE ESTABLISHMENT AND IMPLEMENTATION OF THE COLD EXAMINATION FACILITY IN AGRICULTURE (CEFA) PROJECT**

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In the exigency of public service and to ensure the efficient establishment of the Cold Examination Facility in Agriculture or CEFA in major international ports of entry for imported agri-fishery commodities, a DA Steering Committee and Project Management Committee is hereby created:

**A. STEERING COMMITTEE (Oversight)**

- CHAIRPERSON:** **MERCEDITA A. SOMBILLA, Ph.D.**  
Undersecretary for Policy, Planning, and Regulations
- VICE-CHAIRPERSON:** **MS. AGNES CATHERINE T. MIRANDA**  
Undersecretary for Administration and Finance
- MEMBERS:**
- ATTY. ARMANDO R. CROBALDE, Jr.**  
Officer-in-Charge, Director, Legal Service
- MR. FERNANDO D. FLORES**  
Officer-in-Charge, Director, Project Development Service (PDS)
- PAUL C. LIMSON, DVM**  
Officer-in-Charge, Director, Bureau of Animal Industry (BAI)
- ATTY. DEMOSTHENES R. ESCOTO**  
Officer-in-Charge, Director, Bureau of Fisheries and Aquatic Resources (BFAR)
- GERALD GLENN F. PANGANIBAN, Ph.D.**  
Officer-in-Charge, Director, Bureau of Plant Industry (BPI)
- CLARITA M. SANGCAL, DVM**  
Officer-in-Charge, Executive Director, National Meat Inspection Service (NMIS)
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**ENGR. ARIODEAR C. RICO**

Officer-in-Charge, Director, Bureau of Agricultural and Fisheries Engineering (BAFE)

The Steering Committee functions are the following:

1. Provide overall management, direction and policy guidance for the implementation and operationalization of the project;
2. Provide policy advice and support to the project, including the review of the progress and overall project outputs;
3. Conduct regular and special meetings as the need arises; and
4. Perform operational oversight, project coordination and other functions as may be relevant to the project.

**B. PROJECT MANAGEMENT COMMITTEE**

**PROJECT DIRECTOR:**

**JAMES A. LAYUG**

Assistant Secretary / DA-wide Inspectorate

**DEPUTY PROJECT DIRECTOR:**

**NOEL A. PADRE**

Assistant Secretary-designate for Policy,  
Research and Development

The Project Director and Deputy Project Director duties and responsibilities are the following:

1. Ensure the overall planning, construction and implementation of the CEFA;
2. Responsible for designating the respective Technical Working Groups head;
3. Responsible for ensuring that Technical Working Groups completes their tasks on time;
4. Responsible for addressing issues in the project cycle of the CEFA and elevating the same for the Steering Committee's resolution; and
5. Perform other functions as may be directed by the Steering Committee.

**PROJECT MEMBERS:**

Division Chief, National Veterinary Quarantine Services Division, BAI

Division Chief, Animal Feeds, Veterinary Drugs and Biologics Control Division, BAI

Division Chief, Veterinary Laboratory Division, BAI

Division Chief, Fisheries Inspection and Quarantine Division, BFAR



Division Chief, National Fisheries Laboratory  
Division, BFAR

Division Chief, National Plant Quarantine  
Services Division, BPI

Division Chief, Crop Pest Management  
Division, BPI

Division Chief, Plant Product Safety Services  
Division, BPI

Chief Meat Control Officer, Meat Import  
Export Division, NMIS

The Project Management Committee shall have the following functions:

1. Monitor the progress of the project implementation and recommend measures for sustainability;
2. Formulate Operational Guidelines for the implementation and operationalization of CEFA which shall:
  - a. Ensure that there will be no overlapping among agency duties during operations;
  - b. Ensure efficient and effective work flow and personnel traffic;
  - c. Ensure occupational safety and that work hazards are prevented; and
  - d. Recommend implementing rules that will serve as basis for resolving future issues and corrective measures for problems post-implementation.
3. Provide technical support to the project implementation;
4. Prepare reports and submit to concerned agencies;
5. Conduct regular or special meetings or as the need arises; and
6. Perform other functions as may be directed by the Project Director and Steering Committee.

**PROJECT SECRETARIAT:**

The Secretariat must be composed of the following:

- One (1) representative from Special Projects Coordination and Management Assistance (SPCMAD);
- One (1) representative from the office of the Committee Chair;
- One (1) technical representative each from BAI, BPI, BFAR, and NMIS; and
- Four (4) technical support staff (to be hired charged to CEFA Project Funds);

The Secretariat must have the following responsibilities:

1. Coordinate all meetings related to the Project;
2. Assist the Project Management Committee in the planning, implementation, and conduct of relevant various activities;

3. Prepare all proceedings of the meetings and other related inputs such as but not limited to legal, budgetary, and administrative documents;
4. Manage and keep all documents of the Project; and
2. Provide other forms of assistance relevant to the Project.

All expenses to be incurred in the conduct of related activities for the project, shall be chargeable against the Project funds, subject to the existing government accounting and auditing laws, rules, and regulations.

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

Done this 20th day of January 2023.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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