



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

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18 August 2021

OFFICE ORDER

No. 22

Series of 2021

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : USE OF VIBER FOR ALL WORK RELATED TRANSACTIONS

1. RATIONALE AND PURPOSE

In compliance with Memorandum Circular No. 2020-06 series of 2020 issued by the Anti-Red Tape Authority last 27 August 2020, on the "use of electronic platforms such as Viber, MS Teams, and other secured online platforms by concerned government offices and agencies to expedite coordination, processing and delivery of government service," the FPA shall primarily use the Viber application in the electronic mode of data transfer and timely exchange of information between and among FPA employees. Viber's data encryption functionality makes it a reliable platform for data security purposes.

2. IMPLEMENTING GUIDELINES

This Order shall have the following guidelines:

- a) The Human Resource Section shall create a primary Viber group for the Agency and share the invitation link to identified members.
- b) The FPA Viber group shall be composed of the following members:
 - FPA Management Committee
 - Regional Officers and one representative per Field Unit
 - Two Representatives from the Office of Executive Director
 - One representative for each Division
 - Human Resource Section Head
 - Information Unit Section Head
 - Information Technology Section Head
- c) The members of the Viber group shall be allowed to post the following:
 - Approved FPA memorandum, orders, guidelines and advisories
 - Issuances by other government agencies such as DA and CSC that concerns employees
 - Updates about incoming events
 - Updates from different internal committees
 - Human resource updates
- d) Each Division, Unit, and Field Units shall create their own Viber group with their employees for work-related transactions such as processing and approval of internal communication documents.

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- e) Identified representatives shall relay information from the primary FPA Viber Group to their respective Viber groups.
- f) Members of the group shall discontinue processing and posting internal electronic documents on other platforms such as Messenger.
- g) Members are highly encouraged to use Viber as the official platform for work-related transactions.
- h) The IT Section shall facilitate capacity-building on use of the application and provide necessary technical assistance.
- i) The IT shall block access to the Messenger platform in the office internet networks, revising Memorandum Re: Access to Social Media Sites dated December 5, 2018 (attached).

3. ADMINISTRATIVE ACCOUNTABILITY

The commission of prohibited acts and the failure to comply with the provisions of this Order shall constitute misconduct and shall subject the offending civil servant to appropriate administrative sanctions under the 2017 Rules on Administrative Cases in the Civil Service (RACCS) and Section 11 (Penalties) of RA 6713, in addition to any criminal and/or civil liability that may attach. Moreover, the 2017 RACCS also applies in the institution, investigation, prosecution and adjudication of cases involving the misuse of public information and communication platforms.

4. EFFECTIVITY

This Order shall take effect immediately upon approval.

For guidance and strict compliance.


WILFREDO C. ROLDAN
Executive Director

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