



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
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January 13, 2023

SPECIAL ORDER

No. 5

Series of 2023

SUBJECT : AUTHORIZING THE ATTENDANCE TO THE VIRTUAL ORIENTATION TO THE NEWLY APPOINTED AND NEW CONTRACT OF SERVICE PERSONNEL

In the interest of the service and in compliance with the Civil Service Commission Memorandum Circular No. 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 (ORA-OHRA), the following newly appointed and new contract of service personnel are hereby directed to attend the virtual orientation:

A. Attendees

- | | |
|---------------------------------|---------------------------|
| 1. Mike P. Cuento | Agriculturist II |
| 2. Christian C. Fortin | Agriculturist II |
| 3. Rhey Mark S. Credo | Agriculturist II |
| 4. Jessielyn M. Alfuentes | Agriculturist II |
| 5. Jan Paolo E. Umerez | Agriculturist II |
| 6. Rosie T. Malazar | Agriculturist II |
| 7. Albert S. Cardiente | Agriculturist II |
| 8. Evan C. Bojos | Agriculturist II |
| 9. Maribel M. Querijero | Supervising Agriculturist |
| 10. Rachelle D. Almoite | Administrative Officer II |
| 11. Ronalyn R. Mayuga | Administrative Officer I |
| 12. Jowee Estefan P. Gabiano | Board Secretary |
| 13. Carl William R. To | Accountant I |
| 14. Shiena Lyn D. Atienza | Accountant III |
| 15. Jerome G. Valdez | Chauffeur IV |
| 16. Xavier Albert B. Cendaña | Administrative Aide VI |
| 17. Efren L. Erederos | Administrative Aide VI |
| 18. Christian James S. Guilalas | Legal Officer I |
| 19. Elija Marie G. Divina | Administrative Aide VI |
| 20. Crisilyn Orbisa | Administrative Aide VI |
| 21. Jyrone V. Dela Rosa | Administrative Aide VI |
| 22. Louie M. Atuli | Administrative Aide VI |
| 23. Rea Colis | Administrative Aide VI |



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B. Resource Speakers

- | | |
|------------------------------|------------------------------------|
| 1. Dr. Gina C. Tomimbang | Chief Administrative Officer |
| 2. Anjaneth B. Palcutilo | Administrative Assistant III |
| 3. Engr. Jesson E. Garcia | Agriculturist II |
| 4. Kriz Anne Joi L. Minguez | Chemist II |
| 5. Ivan P. Layag | Administrative Officer V |
| 6. Sharmaine D. Tecson | Chemist III |
| 7. Edward Allen Calapatia | Senior Agriculturist |
| 8. Maria Theresa B. Oliveros | Supervising Administrative Officer |
| 9. Madonna Bella C. Flavier | Administrative Officer IV |
| 10. Rachelle D. Almoite | Administrative Officer II |
| 11. Angelo S. Bugarin | Chemist IV/Head Secretariat -QMSC |

C. Facilitators

- | | |
|------------------------|-----------------------------|
| 1. Mary Ann B. Ballega | Administrative Aide VI |
| 2. Aljhon L. Igbuhay | Administrative Assistant II |

It will be conducted by the **Human Resource Management Section, Finance and Administrative Division** on **January 20, 2023**, from **9:00 a.m.** to **4:00 p.m.** via **virtual platform** with the assistance of PMID IT personnel. Link to this virtual orientation will be sent to the email addresses provided by the personnel. Attached is the Program of Activities (Annex A) for everyone's information and guidance.

This Order shall take effect immediately.


JULIETA B. LANSANGAN
OIC – Executive Director 



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**VIRTUAL ORIENTATION OF NEWLY APPOINTED AND NEW CONTRACT OF
SERVICE PERSONNEL**

January 20, 2023, 8:30 a.m. to 12:00 nn

08:30 a.m. – 08:35 a.m.	Invocation	MS. RACHELLE D. ALMOITE Administrative Officer II
08:35 a.m. – 08:40 a.m.	Opening Remarks	JULIETA B. LANSANGAN OIC-Executive Director
08:40 a.m. – 09:00 a.m.	Introduction of Participants & Setting of Expectations	MS. RACHELLE D. ALMOITE Administrative Officer II
09:00 a.m. – 09:10 a.m.	Context of the FPA Organization and Its Organizational Structure	DR. GINA C. TOMIMBANG Chief Administrative Officer
09:10 a.m. – 09:20 a.m.	OED Background and Processes	MS. ANJANETH B. PALCUTILO Administrative Assistant III
09:20 a.m. – 09:30 a.m.	FOCU/Regional Field Units Background and Processes	MR. EDWARD ALLEN CALAPATIA Senior Agriculturist
09:30 a.m. – 09:40 a.m.	FRD Background and Processes	ENGR. JESSON E. GARCIA Agriculturist II
09:40 a.m. – 09:50 a.m.	PRD Background and Processes	MS. KRIZ ANNE JOI L. MINGUEZ Chemist II
09:50 a.m. – 10:00 a.m.	LSD Background and Processes	MS. SHARMAINE D. TECSON Chemist III
10:00 a.m. – 10:10 a.m.	PMID Background and Processes	MR. IVAN P. LAYAG Administrative Officer V
10:10 a.m. – 10:20 a.m.	FAD Background and Processes	MS. MARIA THERESA B. OLIVEROS Supervising Administrative Officer



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10:20 a.m. – 10:45 a.m.	Compensatory and Other Monetary and Non-Monetary Benefits	
	Benefits from Other Government Institutions	MS. MADONNA BELLA C. FLAVIER Administrative Officer IV
	Personnel Policies	
10:45 a.m. – 10:50 a.m.	BREAK	
10:50 a.m. – 11:30 a.m.	Quality Management System Brief Overview	MR. ANGELO S. BUGARIN Chemist IV/Head Secretariat, QMSC
11:30 a.m. – 11:45 a.m.	FPAEA Membership	MS. RACHELLE D. ALMOITE Administrative Officer II/FPAEA CO Cluster Representative
11:45 a.m. – 11:50 a.m.	Closing Remarks	DR. GINA C. TOMIMBANG Chief Administrative Officer

Facilitators:

RACHELLE D. ALMOITE
Administrative Officer II

MS. MARY ANN B. BALLEGA
Administrative Aide VI

MR. ALJHON I. IGBUHAY
Administrative Assistant II