



June 13, 2019

OFFICE ORDER

No. 7

Subject : CREATION OF CLEARING HOUSE FOR THE CONDUCT OF TRAININGS, SEMINARS AND WORKSHOPS OUTSIDE THE DEPARTMENT OF AGRICULTURE TRAINING FACILITIES

In the interest of the service and in compliance with the Memorandum from the Department of Agriculture dated 27 May 2019, the following officials are authorized to comprise the FPA Clearing House for the conduct of trainings, seminars and workshops outside the Department of Agriculture (DA) training facilities:

Chair : Deputy Executive Director for Pesticide

Members : Deputy Executive Director for Fertilizer
Head of Fertilizer Regulations Division
Head of Pesticide Regulations Division
Head of Laboratory Services Division

Secretariat : Information Unit, PMID

A. Responsibilities of the FPA Clearing House:

1. To ensure that government training facilities shall be given utmost priority in the conduct of trainings/seminars/workshops:
First priority : DA facilities
Second priority : Other government offices
2. To evaluate the documents submitted for the conduct of training/seminar/workshop;
3. To recommend approval/disapproval of the request to the Executive Director; and
4. To submit a quarterly accomplishment report within 30 days after end of quarter to the Office of the Undersecretary for Administration, Department of Agriculture.

B. Responsibilities of the Requestor:

1. To submit the required documents enumerated in the attached routing slip to the Clearing House Secretariat 45 days prior to the conduct of training/seminar/workshop; and
2. To submit the "After Activity Completion Report" within 15 days after end of activity.

Likewise, all expenses to be incurred in the performance of their duties are also authorized, subject to the existing budgeting, accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain enforced unless otherwise revoked in writing.


WILFREDO C. ROLDAN
Executive Director
