



March 17, 2020

OFFICE ORDER
No. 03

SUBJECT: USE OF ELECTRONIC SIGNATURE OF THE EXECUTIVE DIRECTOR

In the interest of the service and in view of the Enhanced Community Quarantine being implemented in Luzon, the use of the electronic signature (eSignature) of the Executive Director for all official documents is hereby implemented subject to the following conditions:

1. Only the ICT Unit Head or his authorized representative shall affix the e-Signature;
2. The approval/confirmation of the Executive Director (OED) shall be secured first by the IT personnel before affixing his e-Signature. A "No approval, no e-Signature" policy shall be followed; and
3. The e-signed document shall be automatically converted into a Portable Document Format (PDF) file.

In view thereof, the following steps shall be followed:

Step	Process	Accountable Person
1	Email the unsigned document to fpacentral77@gmail.com including the transmittal letter in the case of requests for approval of licenses, registrations, and permits	Document originator
2	Acknowledge the email from the document originator	IT personnel /email administrator
3	Send request for authority to affix the eSignature to OED through its official email address at fpa.oed@gmail.com	IT personnel
4	Email the authority/approval to PMID upon confirmation of the Executive Director	OED staff
5	Affix the eSignature of the Executive Director and convert the document to PDF	IT personnel
7	Send the PDF file to the document originator	IT personnel
8	Release the document to client	Document originator

Further, the ICT Unit of PMID shall keep track of all documents to which the eSignature of the Executive Director is attached and ensure its security against fraud and forgery.

This Order shall take effect immediately and shall be automatically revoked upon the lifting of the enhanced community quarantine.


WILFREDO C. ROLDAN
 Executive Director

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