



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336

MEMO-ADM-2020-Mar- 45

March 18, 2020

SPECIAL ORDER No. 49
Series of 2020

Subject: CREATION OF THE COVID-19 FOOD RESILIENCY TASK FORCE SUPPORT TEAM IN THE SRA

In compliance to Proclamation No.922, Declaring A State of Public Health Emergency Throughout the Philippines as well as in the exigency of service and to comply with the President's directive to undertake community quarantine order in Metro Manila and create a skeletal workforce to continue SRA's mandate due to the COVD-19 pandemic, the SRA is hereby creating its support team for the Food Resiliency Task Force to ensure the availability, affordability, accessibility and safety of sugar supply in the National Capital Region and the other parts of the country.

A. The SRA COVID-19 TASK FORCE

The Task Force is hereby constituted to be composed of the following:

Chairperson: **Engr. Hermenegildo R. Serafica**
Administrator

Members:

Josephino M. Agosto
Manager III, AFD

Rosario F. Motus
OIC, AFD Visayas

Daisy N. Fabia
Manager III, AFD

Wilfredo R. Monares
OIC, RD Visayas

Rosemarie S. Gumera
Manager III, PPSPD

Luis M. Marajas
Manager III, IAD

Ignacio S. Santillana
OIC, RDE Visayas

M. Dina P. Fernandez
OIC, RDE L/M

Office of the Administrator

Jennifer Marie S. Artates	EA V
Raphael Henri B. Mundo	Chemist IV
Regina Christine B. Lucas	EA IV
Jennifer Rose D. Boyero	Clerk III



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"A food-secure Philippines with prosperous farmers and fisherfolk"

Regulation Department (RD)

Rondell Ray D. Manjares	Senior SPRO
Ian A. Pedalizo	Senior SPRO

Administrative and Finance Department (AFD)

Narciso N. Cabalquinto	OIC, GAD
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PPSPD

Alex John R. Galicia	Proj. Evaluation Officer I
Digna D. Gonzales	Proj. Evaluation Officer III

RD&E

Adel V. Catuira	OIC, Extension (L/M)
Helen B. Lobaton	OIC, Extension (Visayas)
Laverne C. Olalia	OIC, LAREC
Ma. Lourdes I. Dormido	OIC, LGAREC

Roles and Responsibilities**I. The TASK FORCE shall:**

- a) Provide direction to address issues and concerns to ensure the unhampered supply of sugar for business and household consumption for the entire duration of the community quarantine.
- b) Issue policies or other directives that support all initiatives of the national government relative to the COVID-19 crisis leading to the formulation of policies, plans, programs, projects and activities, budget, systems and procedures of the SRA.

B. The functions of each Department in the COVID-19 Task Force**Office of the Administrator**

1. Provide administrative support to the Administrator for the internal and external affairs
2. Serve as Secretariat to the SRA COVID-19 Food Resiliency Task Force
3. Use technology to limit face-to-face interactions of key executives
4. Manage workload of personnel under the Work From Home scheme

Regulation Department (RD)

1. Conduct sugar price monitoring, stabilization and enforcement of sugar policies
2. Coordinate, monitor and link all monitoring activities to the Office of the Administrator
3. Manage workload of personnel under the Work From Home scheme

Administrative and Finance Department (AFD)

1. Provide essential staff support services in administration and management
2. Provide transportation and other auxiliary services
3. Facilitate distribution of ID/stickers to skeletal force
4. Manage workload of personnel under the Work From Home scheme

PPSPD

1. Ensure compliance of all reportorial requirements of DA, DBM, Congress and other government institutions relative to COVID-19 crisis
2. Manage information through MIS by utilizing free online office productivity and collaboration tools
3. Promote the use of social media as means of communication
4. Manage workload of personnel under the Work From Home scheme

RD&E

1. Ensure safety and security of research facilities, farm equipment, layouts and animals.
2. Manage workload of personnel under the Work From Home scheme

Further, the SRA COVID-19 TASK FORCE is likewise authorized, whenever necessary, to enjoin the assistance of all MANCOM members or units or any SRA officer or employee in the performance of its functions.

All expenses relative to the conduct of the above activity shall be charged against their respective offices and/or Office of the Administrator funds subject to usual accounting and auditing rules and regulations.

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

ENGR. HERMENEGILDO R. SERAFICA

Administrator

