



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Office of the Secretary  
Elliptical Road, Diliman, Quezon City 1100  
Philippines

May 24, 2006

SPECIAL ORDER  
No. \_\_\_\_\_  
Series of 2006

**SUBJECT: CREATION OF A STRUCTURE FOR THE PROJECT ON AVIAN  
POPULATION SURVEY IN THE PHILIPPINES**

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In the exigency of the service and in view of the urgent need to address concerns on a concrete and reliable data on avian population in the country in line with the government's Avian Influenza Preparedness Plan; a collaborative effort between the Livestock Development Council (LDC), Bureau of Animal Industry (BAI), Bureau of Agricultural Statistics (BAS), Department of Agriculture Regional Field Units (DA-RFU) and the different Provincial Veterinary Offices of concerned Local Government Units (PVO-LGU) is hereby instituted and a project structure compose:

**PROJECT MANAGEMENT TEAM**

CHAIRMAN: PEDRO O. OCAMPO (LDC)

CO- CHAIRMAN: DAVINIO P. CATBAGAN (BAI)  
ROMEO S. RECIDE (BAS)  
MAURA S. LIZARONDO (BAS)

**MEMBERS:**

1. SAMUEL B. ANIMAS (BAI)
2. REILDRIN G. MORALES (BAI)
3. VICENTE C. AMORA (BAS)
4. RATELIETA T. MILLENDEZ (BAS)
5. NENITA T. YANSON (BAS)
6. AMELIA P. CAPARAS (BAS)
7. ROBERTO M. DALAG (BAS)
8. AMELIA V. MARCELO (LDC)
9. FREIDO I. PRADO (LDC)
10. REGIONAL GMA LIVESTOCK COORDINATORS
11. REGIONAL AI COORDINATORS
12. REGIONAL AGRICULTURAL STATISTICS OFFICERS

**PROJECT TECHNICAL STAFF:**

1. GARRY M. ARVESU (BAI)
2. CALIXTA C. BERBA (BAI)
3. MARITES C. GEALONE (BAI)
4. MONA V. MIJARES (BAS)
5. CONSUELO M. DELOS REYES (BAS)
6. ROSALINDA M. GARCIA (BAS)
7. ALFONSA T. QUITAIN (BAS)
8. RODRIGO N. LABUGUEN (BAS)
9. CRISTINA A. PARADO (BAS)
10. JESUS A. GRONA (BAS)
11. ODETTE D. SOLLER (BAS)
12. SATURLY S. SEVENORIO (BAS)
13. CHARLENE M. AGOJO (BAS)
14. JUVY E. MO-OC (BAS)
15. CESARIO P. ANGCOG (BAS)

**PROJECT FIELD COORDINATORS**

1. VIRGINIA B. TIONG (BAI)
2. ELISA SANTIAGO (BAI)
3. RICARDO PINAY-AN (BAI)
4. AMADEO D. LUCIDO (BAS)
5. MYRNA BELARMINO (BAS-LUZON)
6. MAGDALENA ARQUILLO (BAS-VISAYAS)
7. FELICIDAD MAGNO (BAS-MINDANAO)
8. PROVINCIAL VETERINARIAN
9. PROVINCIAL AGRICULTURE STATISTICS OFFICERS

**ADMINISTRATIVE SUPPORT**

1. RICA EVASCO (BAI)
2. GLORIA C. ALTEZ (BAS)
3. REBECCA R. COROZA (BAS)
4. ROSARIO S. AYDO (BAS)
5. JHOANA R. BAUTISTA (BAS)
6. MICHELLE D. GUSTILO (BAS)

All expenses incidental to this activity shall be charged to the project funds subject to the usual accounting and auditing rules and regulations.

**DOMINGO F. PANGANIBAN**  
Secretary

## **TERMS OF REFERENCE**

Project Management Committee shall be in charge of national coordination and provide over-all leadership and guidance to the project. It shall be the highest decision making body of the project headed by the chair from the lead agency (LDC) and co chair by BAI and BAS with member coming from all three agencies.

### **A. LIVESTOCK DEVELOPMENT COUNCIL**

- Provide over-all direction on the project's implementation;
- Provide/facilitate sourcing of funds;
- Release of funds to respective collaborating agencies; and
- Serves as clearing house on the results/output of the survey.

### **B. BUREAU OF ANIMAL INDUSTRY**

- Provide technical support on project planning and operation including conduct of trainor's training;
- Provide technical support on the data and information to be generated and data analysis and presentation;
- In charge of the system's development and facilitate training on systems application for database management;
- Provide other technical support which may come out in the duration of the project; and
- Serve as clearing house on the results/output of the survey.

### **C. BUREAU OF AGRICULTURAL STATISTICS**

- Provide technical support on project planning and operation including conduct of trainor's training;
- Provide technical support on survey methodology and preparation of training and survey materials'
- Provide technical support on a) system's development and training for data encoding, consolidation and summarization b) data validation c) data analysis and presentation d) report writing and packaging;
- Provide personnel to coordinate and supervise the survey operation;
- Disburse funds for supervision of data collection, other services including computer rentals and other operating expenses to be incurred in the implementation of the survey from the funds allocated to BAS;
- Serves as the clearing house on the results/output of the survey.

### **D. REGIONAL FIELD UNITS**

- Provide personnel to coordinate, supervise the survey operation and to collect data and information from key informants/respondents;
- Facilitate and provide technical support on the conduct of trainings and seminars relative to the over-all operation of the project; and
- Provide and disburse funds for data collection including travel allowances of data collectors from funds allocated to RFU;
- Provide funds for mobilization and data validation meetings, trainings/seminars, gas and oil and travel allowances of participants including BAS for the purpose of their participation in the said activities;

### **E. LOCAL GOVERNMENT UNITS**

- Provide personnel to collect data and information from key informants/respondents;

- Provide access to identified poultry raisers/operators, growers and other key informants existing in the locality;
- Make available local level data and information particularly barangays and municipalities whenever these are available and accessible; and
- Provide personnel to coordinate and supervise the survey operation and to collect data and information from key informants/respondents.