



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**BUREAU OF AGRICULTURAL RESEARCH**  
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**SPECIAL ORDER**

No. 49

Series of 2025

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 303, SERIES OF 2024,  
"Reconstitution of the DA-BAR Audit Response Team (ART)"**

In the interest of service and to ensure that all matters and concerns being raised by the Commission on Audit (COA) are properly addressed in a timely manner, the DA-BAR Audit Response Team (ART) is hereby reconstituted as follows:

- Chair** : **Joell H. Lales**  
*Assistant Director*
- Vice-Chair** : **Roberto S. Quing, Jr.**  
*Head, Accounting*
- Members** : **Concerned Division/Unit Heads**  
*Alternate: As Authorized by the  
Concerned Division/Unit Heads  
Concerned staff*
- Secretariat** : **Maria Ruby G. Lumongsod**, *Office of the Assistant Director*  
**Gladys B. Gammad**, *Office of the Director*  
**Ruth R. Feril**, *Office of the Director*  
**Neil Francis M. Prado**, *Procurement Unit*
- Observer** : **Jennifer T. Alianza**  
*Compliance Officer*

As such, the ART shall perform the following duties and responsibilities:

Chair:

1. Oversee the committee's activities and ensure that the Team functions effectively;
2. Set the Agenda in collaboration with the Secretariat;
3. Preside committee meetings and give the overall guidance in resolving COA issues and enjoin concerned members to always cooperate in providing timely and necessary inputs, information and actions in packaging responses to COA;



Vice-Chair:

4. Assists the chairman in carrying out important tasks, and stand in place of the chairman when he is absent.
5. Lead the consolidation of inputs, packaging and submission of Agency Action Plan and Status of Implementation (AAPSI) or agency's updates on actions undertaken on AOMs;

Members:

6. Provide the necessary inputs, documents, information and action required by the ART in packaging responses and complying with COA issuances in a timely and appropriate manner;
7. Fully cooperate with the Team's Secretariat in resolving COA concerns by prioritizing compliance with COA observations, recommendations, queries, and requests for information and actions ;
8. Craft initial responses to specific COA letters, observations, recommendations and queries and submit to the Secretariat for final packaging.

Secretariat:

9. With the guidance of the Chair, call a meeting among concerned divisions/units/sections to discuss and ensure, accuracy, and appropriateness of responses prior to submission to COA;
10. Facilitate the screening of responses from the concerned divisions/units/sections as well as validation of related documents to ensure that all responses are supported by facts and evidences and in accordance with generally-acceptable accounting and auditing principles;
11. Consolidate inputs from concerned divisions/units/sections and staff based on COA's recommendations and audit observations;
12. Conduct periodic evaluation and assessment including the engagement of legal and other expert services outside the committee whenever necessary;
13. Package responses and prepare endorsement/transmittal/letter/memo to the COA noted by the Director;
14. Document discussions, key agreements and recommendations of the ART during meetings; and organize and keep the records/files of the Audit Response Team; and,
15. Perform other tasks related to the foregoing and/or as assigned by the Management relative to compliance with COA observations and recommendations.

All expenses to be incurred by the ART in relation to the performance of the above duties and responsibilities shall be charged against BAR funds subject to the usual accounting and auditing rules and regulations.

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This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 28th day of February 2025.

  
**JUNEL B. SORIANO, PhD**  
Director

