



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

No. 303
Series of 2024

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 78, 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*

Secretariat : **Maria Ruby G. Lumongsod**, *Office of the Assistant Director*
Gladys B. Gammad, *Office of the Director*
Neil Francis M. Prado, *Procurement Unit*

Observer : **Jennifer T. Alianza**
Compliance Officer

Legal Advisor: **Atty. Charmaine V. Cayaban, JD**
Development Management Officer IV

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

1. Conduct joint meetings among concerned divisions/units/sections to discuss and ensure completeness, accuracy, and appropriateness of responses prior to submission to COA;
2. Facilitate screening of responses from the concerned divisions/units/sections as well as consolidation of related documents to ensure that all responses are supported by facts and evidences and in accordance with generally-acceptable accounting and auditing principles;
3. Lead the crafting of responses to specific COA letters/Audit Observations Memos (AOM) by consolidating inputs from concerned



divisions/units/sections and staff based on COA's recommendations and audit observations;

4. Conduct periodic evaluation and assessment including the engagement of legal and other expert services outside the committee whenever necessary;
5. Consolidate responses, documentary requirements as well as submission of Agency Action Plan and Status of Implementation (AAPSI) or agency's updates on actions undertaken on AOMs;
6. Package responses and prepare endorsement/transmittal/ letter/memo to the COA noted by the Director;
7. Document discussions, key agreements and recommendations of the ART during meetings; and,
8. 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.

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 12th day of September 2024.


JUNEL B. SORIANO, PhD
Director

