



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 284
Series of 2023

SUBJECT: CREATION OF AN INTER-AGENCY STEERING COMMITTEE AND ORGANIZING COMMITTEES FOR THE CONDUCT OF THE LIVESTOCK PHILIPPINES 2023

Livestock Philippines is an international event dedicated to the livestock, poultry, feeds and meat sectors to help promote and contribute to the growth of the agriculture industry in the Philippines. This event serves as a comprehensive platform for local and international exhibitors to help them showcase their most innovative products available in the global market, and connect them with key industry players, decision makers, and trade buyers. The Department of Agriculture (DA) provides support to this event as co-sponsor with the organizer, Informa Markets.

To ensure the smooth and fruitful conduct of Livestock Philippines 2023 to be held on July 5-7, 2023 in Manila, the DA hereby creates a Steering Committee and Organizing Committees to be composed of the following with their respective functions:

I. Steering Committee

Chairperson: Assistant Secretary for Operations

Co-Chairperson: Director, National Livestock Program

Members: Director, Bureau of Animal Industry
Executive Director, Philippine Carabao Center
Executive Director, National Meat Inspection Service
Administrator, National Dairy Authority
Director, Agricultural Training Institute
Director, Field Operations Service
Executive Director, Philippine Council for Agriculture & Fisheries
Chief, DA-Agriculture and Fisheries Information Division
Regional Portfolio Director, Informa Markets

Functions:

- Oversee the preparation and implementation of DA activities for the Livestock Philippines 2023;
- Coordinate with Informa Markets on the planning and implementation of DA activities;
- Review the plans, activities, and deliverables of the Organizing Committees for endorsement to the Senior Undersecretary; and

- Perform other tasks as needed.

II. Organizing Committees

A. Programme and Conference Committee

Head:	Executive Director, PCAF
Co-Head:	Regional Portfolio Director, Informa Markets
Members:	Representative, <i>BAI</i> Representative, <i>NMIS</i> Representative, <i>PCC</i> Representative, <i>NDA</i> Representative, <i>ATI-ITCPH</i> Representative, <i>FOS</i> Representative, <i>NLP</i> Representative, <i>PCAF</i> Representative, <i>Informa Markets</i>

Functions:

- Prepare the DA activities and Program of Activities;
- Recommend and finalize the conference/seminar topics;
- Identify the guests, resource persons for the program/conference/seminars;
- Prepare the master list of attendees (guests, resource persons, participants, exhibitors and media, etc);
- Prepare invitation letters/invitations; and
- Prepare certificates/plaque of participation/appreciation to participants/exhibitors;
- Perform other tasks as needed.

B. Invitation Committee

Head:	Director, National Livestock Program
Members:	Representative, <i>BAI</i> Representative, <i>NMIS</i> Representative, <i>PCC</i> Representative, <i>NDA</i> Representative, <i>ATI-ITCPH</i> Representative, <i>FOS</i> Representative <i>NLP</i> Representative <i>PCAF</i> Representative <i>Informa Markets</i>

Functions:

- Coordinate with the Program Committee on the list of attendees (guests, resource persons, participants, exhibitors, etc. .);
- Send out the invitations;

- Confirm the presence/attendance of participants;
- Prepare a masterlist of confirmed guests, resource persons, participants, exhibitors, media, etc.
- Perform other tasks as needed.

C. Exhibit Committee

Head: **Director, National Livestock Program**

Co-head: **Chief, DA-Agriculture and Fisheries Information Division**

Members: Representative, *BAI*
 Representative, *NMIS*
 Representative, *PCC*
 Representative, *NDA*
 Representative, *ATI-ITCPH*
 Representative, *FOS*
 Representative, *NLP*
 Representative, *PCAF*
 Representative, *Informa Markets*

Functions:

- Coordinate with DA attached agencies and bureaus in putting up their respective exhibits;
- Agree on the concept/theme for the DA exhibit booth;
- Request for logistics support from DA attached agencies & bureaus and NLP; and

D. Publicity and Documentation Committee

Head: **Chief, DA-Agriculture and Fisheries Information Division**

Co-Head: **Representative, Informa Markets**

Members: Representative, *DA-AFID*
 Representative, *DA-AFID*
 Representative, *DA-AFID*
 Representative, *DA-AFID*
 Representative, *BAI*
 Representative, *NMIS*
 Representative, *PCC*
 Representative, *NDA*
 Representative, *ATI-ITCPH*
 Representative, *FOS*
 Representative, *NLP*
 Representative, *PCAF*

Functions:

- Document in print, photo and video the conference proceedings;

- Prepare the Souvenir Program;
- To write media releases; and
- To coordinate with media outfits for coverage of the event;
- Promotion of Livestock Expo Philippines in coordination with the Department of Agriculture.

All expenses related to the performance of duties and responsibilities of the inter-agency steering committee and organizing committees shall be charged against their respective agency's funds, subject to existing government accounting rules and regulations.

This Order shall take effect immediately and shall remain in force and considered revoked upon the completion of the activity. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 10th day of March 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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