



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

**SPECIAL ORDER**

No. 225  
Series of 2023

**SUBJECT : CREATION OF THE WORKING GROUPS FOR THE CONDUCT OF  
THE DEVELOPMENT PARTNERS FORUM FOR AGRICULTURE  
AND FISHERIES SECTOR**

In the interest of service and to facilitate the preparation and orderly conduct of the Development Partners Forum for the Agriculture and Fisheries Sectors on 14 July 2023 in the National Capital Region as authorized through Special Order No. 225, Series of 2023, an ADVISORY GROUP AND WORKING GROUPS are hereby created and shall be composed of the following:

**Advisory Group**

Chairperson : **Mercedita A. Sombilla**  
Undersecretary for Policy, Planning, and Regulations

Members : **Fernando D. Flores**  
Director, Project Development Service (PDS)

**Elizabeth G. Padre**  
Chief, PDS-Project Packaging and Resource Mobilization  
Division (PPRMD)

**Rowel B. del Rosario**  
Officer-in-Charge, PDS-Project Identification and Evaluation  
Division (PIED)

**Janet D. Garcia**  
Chief, Policy Research Service (PRS)- International Affairs  
Division (IAD)

**Duties and Responsibilities:**

1. Oversee and render decisions on the recommendation(s) provided by the working groups; and,
2. Provide guidance and directions to the working groups in all their preparations.

## **A. Secretariat and Logistics Group**

Lead : Mr. Alvin Paul J. Dirain, *PPRMD*

### **Members**

Ms. Rechel C. Macalalad, <i>PPRMD</i>	Ms. Abigail T. Amestoso, <i>IAD</i>
Mr. Charles Allen L. Herpacio, <i>PPRMD</i>	Ms. Feona Elizabeth L. Estanislao, <i>IAD</i>
Ms. Mariam H. Camaso, <i>PIED</i>	Ms. Rivka Hanna S. Pintuan, <i>IAD</i>
Ms. Shiela Joy DC. Samalburo, <i>PIED</i>	Ms. Ma. Lobelle M. Esguerra, <i>IAD</i>
Ms. Danica S. Tadem, <i>PPPU</i>	Ms. Alyssa Nikael S. Tan, <i>IAD</i>
Mr. John Mark S. Milan, <i>PPPU</i>	Ms. Katrin R. Mares, <i>MEPD</i>
Mr. Joshua T. Robosa, <i>PPPU</i>	Ms. April Therese M. De Guzman, <i>MEPD</i>
Ms. Johanna Marie T. Robosa, <i>ACEF</i>	Ms. Sherlene A. De Torres, <i>MEPD</i>
Mr. Dodge C. Urriza, <i>ACEF</i>	Ms. Patricia Ann A. Pielago, <i>MEPD</i>
Mr. Russel C. Camunggay, <i>ACEF</i>	Ms. Denise Ella V. Lisondra, <i>PPD</i>
Mr. Luke Gebriel I. Pagaran, <i>ACEF</i>	Mr. Patrick Villafuerte, <i>GSD</i>
Ms. Nancy Supil, <i>OSEC</i>	

### **Duties and Responsibilities:**

1. Prepare and send-out official invitations and confirm attendance/participation to the activity;
2. Lay-out and design ID card with lanyards in coordination with the finance and procurement group;
3. Print and reproduce programmes, registration and other forms, IDs and presentation materials;
4. Register and distribute ID cards and forum kits during the event;
5. Provide ushering support to ambassadors, development partners' country directors and other distinguished participants;
6. Distribute the tokens to the intended recipients;
7. Arrange the transport requirement for the event in collaboration with GSD;
8. Handle the physical arrangements in the venue in coordination with the concerned hotel staff & other working groups, which include but not limited to:
  - i. set-up of the venue;
  - ii. lay-out of the conference room and the necessary equipment identified by the Conference Management Group;
  - iii. lighting and sound system requirement are satisfactorily met during the activity; and
  - iv. Supervise the operation of the sound and presentation equipment.

## **B. Conference Management Group**

Lead : Ms. Maria Concepcion R. Cruz, *PPRMD*

Ms. Marie Flor O. Aquino, *PPRMD*

### **Members**

Ms. Kristine M. Mercado, <i>PIED</i>	Ms. Gumamela Celes C. Bejarin, <i>AFID</i>
Ms. Mae Anne P. Gardon, <i>PIED</i>	Mr. Adones V. Buhayan, <i>AFID</i>
Ms. Hana Celina E. Taguba, <i>PPPU</i>	Mr. Gian Carlo P. Luague, <i>AFID</i>
Mr. Ramoncito S. Icalla, <i>PDS-OSD</i>	Mr. Darius M. Mangampo, <i>AFID</i>
Ms. Georgina Carmelle Z. Siena, <i>BSWM</i>	Mr. Ardy M. Tompong, <i>AFID</i>
Ms. Solita Onquit, <i>DA Press Office</i>	



**Duties and Responsibilities:**

1. Prepare and finalize program of activities, presentation materials and other technical inputs regarding the forum;
2. Determine the presentation materials to be included in the activity kit;
3. Coordinate with concerned agency/office to secure inputs/information required for the forum;
4. Provide all necessary data/information required for the activity kit and properly turn-over these to the Secretariat and Liaison Group;
5. Determine all the required equipment in coordination with the Secretariat and Liaison Group;
6. Prepare the highlights and proceedings of the forum and keep the necessary documentation such as presentation materials, recordings and photos during the event;
7. Oversee and ensure smooth flow of the program activities;
8. Assign facilitator/moderator during the conduct of the forum; and
9. Provide technical support as photographer, videographer, live Streamer, and writer during the Forum.

**C. Finance and Procurement Group**

Lead : Ms. Verly N. Dacalos, *PPRMD*  
Members : Ms. Kimberly P. Castillo, *PPRMD*  
Ms. Noreen D. de Guzman, *PPRMD*

**Duties and Responsibilities:**

1. Procure and arrange food, venue rental, and supplies and token;
2. Undertake ocular inspections of possible hotel venue and participate in the canvassing and selection of venues and supplies;
3. Coordinate with the hotel and other working groups on the use of the, conference room, parking space and other amenities; and
4. Prepare and submit complete financial and other supporting documents to expedite the processing of vouchers for payment.

All expenses to be incurred by the members of the Advisory and Working Groups in the performance of their above-mentioned duties and responsibilities are chargeable against the PDS and PPP funds, subject to existing government accounting and auditing rules and regulations.

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

Done this 1st day of June 2023.

**DOMINGO E. PANGANIBAN**  
Senior Undersecretary



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