



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

**SPECIAL ORDER**

No. 811

Series of 2023

**SUBJECT: AUTHORITY TO CONDUCT AND PARTICIPATE IN THE BACK TO BACK WORKSHOP OF INTERNATIONAL RUBBER RESEARCH AND DEVELOPMENT BOARD (IRRDB) AND MEETING OF ASSOCIATION OF NATURAL RUBBER PRODUCING COUNTRIES (ANRPC)**

In the interest of service and to strengthen the rubber research and development collaboration between the Philippines and other natural rubber-producing countries, the Philippine Rubber Research Institute (DA - PRRI) is hereby authorized to conduct the on site Back to Back Workshop of International Rubber Research and Development Board (IRRDB) and Meeting of Association of Natural Rubber Producing Countries (ANRPC) to be held in Davao City on August 5-12, 2023, as follows:

Activity	Dates
<b>Back to Back Workshop-Meeting: <i>Boosting Productivity in Small Holdings and Advancing Crop Protection in the Rubber Industry</i></b>	
<b>A. IRRDB Workshop on Crop Management</b>	August 7-9, 2023
<b>B. ANRPC 4<sup>th</sup> Technical Meeting on Crop Protection</b>	August 10-11, 2023

The events will be attended by the Secretary General of the IRRDB, ANRPC and delegates from rubber institutes of India, Sri Lanka, Thailand, Vietnam, Malaysia, Indonesia, Myanmar and Cambodia and PRRI officials and staff.

The following committees are hereby created for the activities:

**A. Steering Committee**

Chairperson: **Dr. Cheryl L. Eusala**

Vice Chairperson: **Mr. Jess Bryan M. Alvarino**



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**Members:**

**Mr. Glenn Carl V. Andalahao**  
**Mr. Ariel O. Vilar**  
**Ms. Kristine C. Cubero**  
**Engr. Evangeline P. Garcia**

**Committee Secretariat:**

**Ms. Melanie L. Santos**  
**Mr. Julius Biolango**  
**Ms. Daireen O. Go**

**Duties and Responsibilities:**

- Oversee the overall organization and management of all preparatory activities and conduct of the back to back events;
- Provide advice to all committees;
- Perform other tasks of the successful conduct of the events;
- Provide minutes for the whole duration of the activity.

**B. Working Committees:**

**1. Finance Committee**

Chairperson: **Mr. Glenn Carl V. Andalahao**

Vice Chairperson:  
**Ms. Kristine C. Cubero**

Member:  
**Ms. Marites P. Gonzales**  
**Ms. Melanie L. Santos**

**Duties and Responsibilities:**

- Attend to all budgetary concerns (preparation of PRs, PO etc) and payment of all expenses;
- Coordinate the funding needs of all committees involved;
- Ensure the submission of complete financial and other supporting documents to fast track the processing of vouchers for payment;
- Facilitate the timely release of the funds prior to the event;
- Monitor and liquidate all expenditures.





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## **2. Conference Management Committee**

Chairperson: **Mr. Jess Bryan M. Alvarino**

Vice Chairperson: **Ms. Honey Fe G. Boje**

Members:

**Ms. Ritchel Quisadio**  
**Ms. Gemma A. Labayo**  
**Ms. Elline T. Macay**  
**Ms. Shenley P. Remollo**  
**Ms. Dianne Marielle Igot**  
**Mr. Garfel Jaictin**  
**Dr. Jill D. Villanueva**  
**Mr. Kenneth B. Manuel**  
**Ms. Daireen O. Go**

### **Duties and Responsibilities:**

- Prepare and finalize the program of activities for the delegates/ participants;
- Prepare and send-out invitation, communication and information to rubber research directors, liaison officers, concerned DA-RFOs, DFA, sites for field visit, and resource persons;
- Coordinate with the Special Events Committee for the welcome program, hosted dinner and cultural night;
- Coordinate flight details with Events, Field Trip, Transportation, Security Committee for arrival and send off;
- Oversee and ensure smooth flow of the program;
- Identify meeting requirements such as, but not limited to, tables, chairs, IT equipment, lights and sounds system and secretariat room;
- Oversee all secretariat activities such as, but not limited to, as sending registration links and confirmation messages for delegates of the IRRDB and ANRPC, summarize flight details, food restrictions and preferences of the delegates, prepare daily attendance and evaluation forms, reproduction and distribution of meeting documents and other information materials, distribution of ID cards and conference kits to delegate in coordination with Conference Facilities, Equipment, Supplies and Materials Committee;
- Consolidate PowerPoint presentations and assist resource persons during presentation;
- Ensure timely printing of invitations, programs, backdrops and IDs;



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- Prepare seating plans for workshop proper, banquets (as needed), and other requirements for various events, in coordination with the Special Events Committee;
- Handle the general registration of delegates and participants.

### **3. Food and Hotel Accommodation Committee**

Chairperson: **Mr. Ariel O. Vilar**

Vice Chairperson: **Ms. Daireen O. Go**

Members: **Mr. Evenezer Al Esmael**  
**Mr. Jose Rico Mañalac**  
**Ms. Kristine C. Cubero**

#### **Duties and Responsibilities:**

- Undertake ocular inspections of possible hotel accommodations and participate in the canvassing and selection of hotels;
- Discuss with hotel regarding menu and costs of various meals taking into consideration certain food requirements such as halal, other dietary restrictions;
- Coordinate the requirements of the Conference Management Committee with the hotel/venue;
- Finalize workshop venue, food, and accommodation for the speakers;
- Provide information on selected hotel venue to delegation including a directory on possible hotel choices including room options and rates;
- Prepare a master list of room assignments;
- Assist in the checking-in and out of the hotel of guests;
- Determine venues for lunches and dinners bearing in mind the total number of persons for the meals (delegates, secretariat staff, others);
- Assist in the financial transactions associated with food and hotel accommodation in coordination with the Finance Committee;
- Handle physical arrangements for venue, function rooms, conference facilities and equipment in coordination with the Conference Management Committee;
- Assist Conference Management Committee in the distribution of conference kits to all delegates during registration.





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#### **4. Promotions, Media Affairs and Tokens Committee**

Chairperson: **Ms. Kristine C. Cubero**

Vice Chairperson: **Dr. Girlie R. Saludo**

Members: **Ms. Honey Fe G. Boje**  
**Mr. Julius Biolango**  
**Ms. Irene P. Sancha**  
**Mr. Jose Rico Mañalac**  
**Mr. Garfel Jaictin**  
**Mr. Albert Apas Jr.**

#### **Duties and Responsibilities:**

- Coordinate with sponsor/s and preparation of information materials for meetings and other special events;
- Take charge of photo and video documentation of activities, and posting of the event updates in PRRI social media accounts;
- Oversee design and lay-out of printed materials, particularly all program of activities, invitation to all hosted dinners and opening program, cover of reports, certificate of participation, appreciation and attendance;
- Ensure printing and reproduction of programs, signages, backdrops and IDs, in time for distribution to delegates;
- Participate in the canvass and selection of tokens items, in coordination with the finance committee;
- Distribute tokens to all delegates in coordination with the Conference Management Committee.

#### **5. Special Events, Field Trip, Transportation and Security Committee**

Chairperson: **Engr. Evangeline P. Garcia**

Vice Chairpersons: **Mr. Meynard P. Abello**

Members: **Mariah Joan Lopez**  
**Ms. Vivian M. Calambro**  
**Mr. Jose M. Remollo III**



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### **Duties and Responsibilities:**

- Draft, finalize and coordinate the program for hosted dinners including cultural performances, field trips and other special events in coordination with the Conference Management Committee;
- Prepare a guest list for special events in coordination with the Conference Management Committee, send-out invitations, confirm reservations and finalize the guest list to special functions;
- Prepare itinerary and all field-trip related concerns such as but not limited to tarpaulins, in coordination with concerned committee;
- Determine the security requirements and coordinate with the concerned LGU to compose the security detail;
- Determine transportation requirements and source-out/canvass suitable vehicles in coordination with Finance Committee;
- Coordinate airport transfers of delegates/participants;
- Manage trips of service vehicles and arrange dispatching of vehicles, parking and convoy arrangements (if applicable);
- Prepare first-aid kits.

Traveling expenses and per diem of delegates and participants shall be charged against their respective offices' funds while expenses for the hosting of the event including venue/training facilities, food, accommodation and transportation shall be charged against PRRI funds, subject to the existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall be considered revoked upon the completion of the activities. All order, memoranda, and issuances in consistent herewith are deemed revoked.

Done this 6th day of July 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



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