



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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**SPECIAL ORDER**

No. 1047  
Series of 2023

**SUBJECT : WORKING COMMITTEE FOR THE 16TH NATIONAL RICE TECHNOLOGY FORUM (NRTF) CULMINATING ACTIVITY IN REGION XI ON 18-22 SEPTEMBER 2023**

To ensure the efficient conduct of the 16th National Rice Technology Forum (NRTF) in Hagonoy, Davao Del Sur on 18-22 September 2023, the National Coordinating Group, Regional Coordinating Group and the following Committees are created and constituted:

<b>I. National Coordinating Group</b>	
Chairperson	<b>Leocadio S. Sebastian, Ph.D., CESO I</b> Undersecretary for Rice Industry Development
Alternate	<b>Emerson S. Yago</b> Director for Rice Clustering and Consolidation Office of the Undersecretary for Rice Industry Development
Co-Chairperson	<b>Engr. Remelyn R. Recoter, MNSA, CESO III</b> Director, DA-ATI
Members	<b>Frisco M. Malabanan, DA-NRP</b> <b>Valentino C. Perdido, DA-NRP</b> <b>Pamela Kristine R. Ablen, DA-NRP</b> <b>Sherry Ann E. De La Cruz, DA-NRP</b> <b>Marielle Angeline M. Bonus, DA-NRP</b> <b>Sherrie C. Dreje, ATI</b> <b>John Carl Ace Velez, ATI</b>
The National Coordinating Group shall: <ol style="list-style-type: none"><li>1. Oversee the preparation and implementation of activities to ensure the successful conduct of the event;</li><li>2. Provide directions and ensure the orderly and successful conduct of the forum;</li><li>3. Serve as the advisory body in the conduct of the NRTF;</li><li>4. Ensure close coordination among DA agencies and other concerned offices;</li><li>5. Spearhead the conduct of meetings; and</li><li>6. Provide regular updates to the DA Management on the progress of preparation.</li></ol>	





<b>II. Regional Coordinating Group</b>	
Chairperson	<b>Abel James I. Monteagudo</b> Regional Executive Director, DA-RFO XI
Co- Chairperson	<b>Alicia Rose D. Nebreja</b> Center Director, ATI-RTC XI
Members	<b>Evelyn G. Basa</b> , DA-RFO XI <b>Olivia D. Gatus</b> , ATI-RTC XI
<p>The Regional Coordinating Group shall:</p> <ol style="list-style-type: none"> <li>1. Supervise all the regional activities under each identified committee;</li> <li>2. Provide guidance on the processing of documentary requirements for procurement (PR, RFQs and canvases, etc.);</li> <li>3. Oversee confirmation of participants, registration, and ushering;</li> <li>4. Supervise the confirmation of attendance of regional participants;</li> <li>5. Administer transportation, food, and accommodation arrangements;</li> <li>6. Manage physical arrangements and security measures;</li> <li>7. Oversee the installation of the exhibit booth and sending of invitations;</li> <li>8. Organize and prepare cultural presentations or video presentations of success stories;</li> <li>9. Lead in the invitation of institutional markets from each region; and</li> <li>10. Identify and create sub-committees and their composition, roles, and responsibilities.</li> </ol>	
<b>III. Regional Committees</b>	
<b>a. Program, Invitation, and Confirmation Committee</b>	
Chairperson	<b>Roselyn N. Dagoldol</b> DA-RFO XI
Members	<b>Parrah C. Ladio</b> , DA-RFO XI <b>Ma. Cristin Rosan T. Besario</b> , ATI-RTC XI <b>Assel P. Mapayo</b> , ATI-RTC XI <b>Rice Board Members</b>
<p>The Program, Invitation, and Confirmation Committee shall:</p> <ol style="list-style-type: none"> <li>1. Closely coordinate with the National and Regional Coordinating Groups on the conduct of the program proper;</li> <li>2. Assist in the finalization of the theme for the NRTF subject for approval of the National Coordinating Group;</li> <li>3. Assist in the finalization of topics and speakers for the NRTF;</li> <li>4. Create the souvenir program for the NRTF;</li> </ol>	





5. Assist in the planning of the sequence of activities for the whole duration of the event; and
6. Determine recipients of recognitions or tokens.

#### **b. Registration and Reception Committee**

Chairperson	<b>Genefred B. Gordo, DA-RFO XI</b>
Co-Chairperson	<b>Omarbliss B. Dalam, ATI-RTC XI</b>
Members	<b>Leah S. Arubio, DA-RFO XI</b> <b>Lynn A. Leopoldo, ATI-RTC XI</b> <b>Mecris Raras, ATI-RTC XI</b> <b>Cristina Perez, ATI-RTC XI</b>

The Registration and Reception Committee shall:

1. Facilitate the registration, confirmation, and room designation of guests and participants in coordination with the Regional Steering Committee;
2. Prepare attendance sheets, ID, kits and t-shirts, and certificate of attendance/participation; and
3. Take charge of the registration of all participants in the forum.

#### **c. Venue, Food, Accommodation, and Physical Arrangement Committee**

Chairperson	<b>Jacinto D. Macoy, Jr., DA-RFO XI</b>
Co-chairperson	<b>Guila Rose R. Galendez, ATI-RTC XI</b>
Members	<b>Samuel Dacera, DA-RFO XI</b> <b>Evangeline C. Jimenez, ATI-RTC XI</b> <b>Raul Fueconillo, PA- Davao del Sur</b> <b>Leowin Briones, MA-Hagonoy, Davao Del Sur</b> <b>Rice Board Members</b>

The Venue, Food, Accommodation, and Physical Arrangement Committee shall:

1. Coordinate with the venue coordinator the meals that will be served for the NRTF;
2. Assign staff to coordinate with the venue coordinator to ensure timely and orderly service for the delegates;
3. Assign staff to inspect mechanisms in serving the meals and the availability of the menu in different stations during the duration of the NRTF;
4. Attend to/facilitate participants' needs (accommodation, transportation, etc.) including accommodation of guests and resource speakers in coordination with the Transportation Committee;
5. Oversee the preparation for the Plenary/ Workshop Sessions in coordination with the Plenary and Workshop Proceedings Committee, including preparations





<p>for the Audio, Video, and Presentation needs for the Plenary Sessions and the Program; and</p> <p>6. Perform the directives of the Regional Steering Committee and coordinate with other committees for the success of the event.</p>	
<b>d. Finance Committee</b>	
Chairperson	<b>James Saldares</b> , ATI-RTC XI
Co-Chairperson	<b>Jerry C. Carpennero</b> , ATI-RTC XI
<p>The Finance Committee shall:</p> <ol style="list-style-type: none"> <li>1. Administer the financial need of the organization for the NRTF;</li> <li>2. Manage the allocated budget and disburse funds in accordance with the usual government accounting rules and regulations; and</li> <li>3. Perform other directives as may be required by the Regional Steering Committee.</li> </ol>	
<b>e. Documentation and Publicity Committee</b>	
Chairperson	<b>Elizabeth C. Torio</b> , DA-RFO XI
Co-chairperson	<b>Lucille B. Camarines</b> , ATI-RTC XI
Members	<b>Janelle T. Flores</b> , DA-RFO XI <b>Babyglace Lanit</b> , ATI-RTC XI
<p>The Documentation and Publicity Committee shall:</p> <ol style="list-style-type: none"> <li>1. Coordinate with media outlets for advocacy and promotion before, during, and after the NRTF;</li> <li>2. Prepare promotion and documentation articles/reports for airing, display, and distribution to different stakeholders;</li> <li>3. Provide other written and oral documentation in support to the NRTF;</li> <li>4. Lead the operation and preparation of control and technical booth; and</li> <li>5. Perform other directives as may be required by the National Coordinating Group and Regional Coordinating Group.</li> </ol>	
<b>f. Exhibit Committee</b>	
Chairperson	<b>Juvy M. Pregon</b> , DA-RFO XI
Co-Chairperson	<b>Recher Ondap</b> , Rice Board
Members	<b>Roy Dela Cruz</b> , DA-RFO XI <b>Ronald H. Villaraza</b> , ATI-RTC XI <b>Ruby Jane Bentiros</b> , ATI-RTC XI <b>Ebenezer Basco</b> , Rice Board



The Exhibit Committee shall:

1. Oversee the conduct of the exhibits in coordination with the Regional Steering Committee;
2. Identify and invite exhibitors;
3. Prepare layout and design of the exhibit areas; and
4. Attend other matters concerning the exhibit.

**g. Transportation and Field Tour Committee**

Chairperson	<b>Norsaeb B. Lumandong, ATI-RTC XI</b>
Co-chairperson	<b>Marilyn C. Mamaril, DA-RFO XI</b>
Members	<b>Wenifredo E. Delos Reyes, ATI-RTC XI</b> <b>Jeff B. Encarnacion, ATI-RTC XI</b> <b>Wilson Bolanio, DA-RFO XI</b> <b>Rice Board Members</b> <b>Raul Fueconcillo, PA- Davao del Sur</b> <b>Leowin Briones, MA-Hagonoy, Davao Del Sur</b>

The Transportation and Field Tour Committee shall:

1. Arrange the field tours/visits and coordinate the transportation needs of the participants during the farm tour;
2. Recommend the quantity and type of vehicle requirements for the participants, and speakers before, during, and after the event;
3. Ensure proper assignment of vehicles and transport coordinators and/or dispatchers and proper labeling and numbering of vehicles as official transport for the NRTF, including hired vehicles;
4. Prepare/present service contracts with hired vehicle providers for approval; and
5. Establish a communication base/center within the venue with the complete list of drivers with their mobile numbers and assigned vehicles.

**h. Plenary and Workshop Proceedings Committee**

Chairperson	<b>Shynettee Clide Peralta, DA-RFO XI</b>
Co-chairperson	<b>Ofelia A. Sanchez, ATI-RTC XI</b>
Members	<b>Judy Adrivan, DA-RFO XI</b> <b>Chona Vae Canete, ATI-RTC XI</b> <b>Joy Reyes, ATI-RTC XI</b> <b>Rice Board Members</b>





The Plenary and Workshop Committee shall:

1. Coordinate the preparation for the conduct of various plenary sessions with the National Coordinating Group, Regional Rice Program Focal Persons and Coordinators, DA-RFO Staff, ATI-CO Support Team, and ATI-RTC staff.
2. Coordinate with the Venue, Food, Accommodation, and Physical Arrangement Committee in ensuring that the venue for the program as well as plenary and workshop sessions are prepared and has the necessary equipment needed;
3. Collect materials for presentation for the plenary sessions and workshops; and
4. Facilitate the plenary sessions and workshops with the Host, Regional Focal persons, and Technical Support Team (TST).

**i. Demonstration Committee**

Chairperson	<b>Dann Angelo Agulan, DA-RFO XI</b>
Co-chairperson/s	<b>Leowin Briones, MA-Hagonoy, Davao Del Sur</b> <b>Maria Alma Maravillas, UPSFIA President</b>
Members	<b>Rice Board Members</b> <b>Farmer-Cooperators</b> <b>Ernie L. Malazarte, ATI-RTC XI</b> <b>Richel Zamora, ATI-RTC XI</b> <b>Louie Benedict Gulfan, ATI-RTC XI</b> <b>Rolls M. Rubis, ATI-RTC XI</b> <b>Felson Jay Mahumot, ATI-RTC XI</b> <b>Raul Fueconcillo, PA- Davao del Sur</b> <b>Dionrill Noja, PhilRice-Agusan</b> <b>Jimmy Apostol, NIA Regional Manager- XI</b> <b>Engr. Dexter Tinapay, NIA-IMO - Davao del Sur</b>

The Demonstration Committee shall:

1. Identify the site for the technology demonstration;
2. Coordinate with the farmer-cooperators;
3. Coordinate with the participating companies to ensure that crops or technology express its best potential and a good showcase during the NRTF;
4. Assist in the establishment of the demo;
5. Monitor and give updates of the established demo;
6. Recommend timely action as required to ensure good demo field ie. Irrigation, pest and disease prevention etc.;
7. Spearhead the demo tour and other activities before and during the NRTF proper such as the schedule of pre-NRTF visits, Field set-up, Flow of demo visit, and Demo collaterals installation (Tarps, flags, plot signs, signages, etc);
8. Facilitate harvesting together with the participating companies and farmer-cooperators; and



9. Form the sub-committee to handle harvest and ensure accurate data and record of yield including analysis of the results.	
<b>j. Medical, Security, and Traffic Committee</b>	
Chairperson	<b>Leowin Briones</b> , MA-Hagonoy, Davao Del Sur
Co-chairperson	<b>Raul Fueconcillo</b> , PA-Davao del Sur
Members	MLGU of Hagonoy - Security Cluster
<p>The Medical, Security, and Traffic Committee shall:</p> <ol style="list-style-type: none"> <li>1. Provide medical team on standby for medical emergencies</li> <li>2. Provide security team in the premises during the ingress, activity proper, and the egress; and</li> <li>3. Ensure the smooth traffic flow within the premises during the field tour</li> </ol>	

Expenses in the conduct of the functions, duties, and responsibilities of the National Coordinating Group, Regional Coordinating Group and its Committee Members such as traveling expenses, per diem, and incidental expenses are chargeable against their respective office's funds, subject to existing government accounting and auditing rules and regulations.

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

Done this 24th day of August 2023.



DA-CO-OSEC-SO20230829-00486

**LEOCADIO S. SEBASTIAN, Ph.D., CESO I**  
*Undersecretary for Rice Industry Development*