



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 971

Series of 2023

SUBJECT: CREATION OF THE NATIONAL STEERING COMMITTEE AND SUB-COMMITTEES FOR THE CONDUCT OF THE 9TH NATIONAL ORGANIC AGRICULTURE MONTH CELEBRATION

Presidential Proclamation No. 1030, issued on May 15, 2015, set the month of November as the Organic Agriculture (OA) Month in the country to recognize the importance of organic agriculture and to encourage its adoption as an effective tool for development, environmental conservation, and health protection of farmers, consumers, as well as the general public.

Every year, the Department of Agriculture (DA) commemorates the said event and celebrates through various activities conducted nationwide, in partnership with the Department's Regional Field Offices (RFOs) and attached agencies and bureaus.

The DA-Agricultural Training Institute (ATI), DA-Bureau of Soils and Water Management (BSWM), and DA-National Organic Agriculture Program (NOAP), as lead offices in the conduct of the activities will focus this year's celebration on the environmental conservation and health protection brought by practicing organic farming. There is a need to increase awareness on healthy farming and food consumption. Thus, activities promoting organic agriculture as the key for safer food, and will greatly contribute in achieving food sufficiency will be conducted. It will be a month-long celebration enjoining all the DA family and national agencies.

To ensure the smooth implementation of the National Organic Agriculture Month, the DA hereby creates a National Steering Committee and Sub-Committees, as follows:

I. National Steering Committee (NSC)

The NSC shall be responsible for the overall supervision of the implementation of the activity.

Chairperson: Engr. Remelyn R. Recoter, CESO III
Director, Agricultural Training Institute (ATI)

Alternate: Nemielynn P. Pangilinan
OIC - Chief, Partnerships and Accreditation Division
DA - ATI

Co-Chairperson: Bernadette F. San Juan, CESO II
Program Director, National Organic Agriculture Program (NOAP)

Alternate: Lea C. Deriquito
Chief, Advocacy and Policy Division
DA - NOAP

Co-Chairperson: Gina P. Nilo, Ph.D.
Director, Bureau of Soils and Water Management (BSWM)

Alternate: Denise A. Solano
Assistant Director, BSWM

Members: Sherrie C. Dreje, ATI
Mc Alter A. Lanzon, ATI
Maricris A. Locquiao, NOAP
Janice C. Castro, BSWM

II. Sub-Committees

A. Programme, Invitation, Protocol and Registration Committee

Chairperson: Maricris A. Locquiao, NOAP
Vice Chairperson: Sherrie C. Dreje, ATI
Members: Joeven C. Calasagsag, ATI
Dyesel G. Cezar, NOAP
Georgina Carmelle Z. Siena, BSWM

Functions:

- a. Prepare the Program of Activities;
- b. Prepare the official list of invitees (VIP guests, resource persons, exhibitors, media, etc.) and confirm their attendance;
- c. Prepare and send out invitation letters;
- d. Assign protocol officer for each VIP;
- e. Coordinate with the Master of Ceremonies (Emcee) of the event;
- f. Prepare attendance sheets, OA stickers, and other materials needed for the registration;
- g. Set-up registration tables and strategize the registration process/ system;
- h. Monitor the progress of all preparatory activities for the event; and
- i. Perform other tasks as needed.

B. Procurement Committee

Chairperson: Mc Alter A. Lanzon, ATI
Vice Chairperson: Glenn B. Umandap, NOAP
Members: Editha S. Venuya, ATI
Mark Daniel U. Laygo, NOAP
Glenn Raymund M. Serrano, BSWM
Romelyn G. Bergantiños, BSWM



Functions:

- a. Determine all items that need to be procured for the event, i.e., tokens, t-shirts, food, lodging, etc.;
- b. Prepare the needed documents on all items for procurement;
- c. Monitor progress of all items being procured;
- d. Prepare/ lay-out the designs for tokens, t-shirts, stage design/ backdrop, plaques, and certificates, among others; and
- e. Perform other tasks as needed.

C. Food and Accommodation Committee

Chairperson: Jovane S. Dela Cuadra, ATI
Vice Chairperson: Maria Teresita S. Lesaca, NOAP
Members: Lian Valencia, ATI
Renelyn M. Gamaya, NOAP
Rochelle M. Ocbina, BSWM
Zellica Mae R. Bautista, BSWM

Functions:

- a. Prepare the menu taking into consideration the food restrictions/ requirement, and suggest serving style for the event;
- b. Coordinate on the provision of accommodation for the guests; and
- c. Perform other tasks as needed.

D. Physical Arrangement, Venue, Security and Logistics Committee

Chairperson: Joshua Ace Marcos, ATI
Vice Chairperson: Adeline P. Gomez, NOAP
Members: Mc Alter A. Lanzon, ATI
Manuel M. Dimalaluan, ATI
Glenn B. Umandap, NOAP
Alresty S. Mationg, BSWM
Mc Reith C. Rodriguez, BSWM
Rosemarie S. Aquino, GSD

Functions:

- a. Coordinate with the Quezon City Parks Office;
- b. Prepare security plans and protocols;
- c. Prepare assignment of Marshalls;
- d. Set-up holding area for VIPs and guests;
- e. Set-up registration area;
- f. Ensure availability of transportation and security of the guests;
- g. Prepare seating arrangement of the invitees;
- h. Ensure availability of sound systems and test them before the event; and
- i. Perform other tasks as needed.



E. Exhibit Committee

Chairperson: Trinidad P. Carlos, AMAS
Vice Chairperson: Justin Paolo Interno, ATI
Members: Leonie R. Baes, AMAS
Ronaldo S. Caddarao, AMAS
Joseph Baldelomar, AMAS
Joshua Ace Marcos, ATI
Alexandria D. Sunga, NOAP
Troy Paolo R. Espiel, BSWM
Rig Limlwel F. Caiyod, BSWM
Marybeth A. Cimafranca, GSD
Ronaldo S. Garcia, GSD

Functions:

- a. Invite and confirm participation of exhibitors;
- b. Organize the physical set-up of the exhibit/ booths;
- c. Coordinate with the exhibitors and brief them on their booth assignment;
- d. Provide assistance to the exhibitors during the conduct of the exhibit; and
- e. Perform other tasks as needed.

F. Publicity, Media Promotions and Documentation Committee

Chairperson: Adora D. Rodriguez, AFID
Vice Chairperson: Karl Salibio, ATI
Members: Solita S. Onquit, Press Office, OSEC
Bethzaida B. Sarian, AFID
Jayvee P. Masilang, ATI
Dale Russeth Gabanes, NOAP
Alexandria D. Sunga, NOAP
Georgina Carmelle Z. Siena, BSWM


Functions:

- a. Prepare press releases, press kits, and draft speeches;
- b. Coordinate with DA Press Office and Media, and brief them about the event;
- c. Prepare and distribute souvenir program/ flyers/brochures;
- d. Document the event; and
- e. Perform other tasks as needed.

G. Fellowship Night Committee

Chairperson: Adeline P. Gomez, NOAP
Vice Chairperson: Engr. Mc Alter A. Lanzon, ATI
Members: Renelyn M. Gamaya, NOAP
John Carl Ace Velez, ATI
Glenn Raymund M. Serrano, BSWM

Functions:

- a. Plan and prepare the program for the fellowship night;
 - b. Coordinate with the invited performers;
 - c. Set-up the area for the fellowship night; and
 - d. Perform other tasks as needed.
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All expenses relative to the conduct of the various activities for the 9th National Organic Agriculture Month Celebration shall be chargeable against the organic agriculture funds of the respective offices, subject to the usual accounting and auditing rules and regulations.

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

Done this 14th day of August, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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