



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1274

Series of 2023

SUBJECT : CREATION OF THE WORKING GROUPS FOR THE CONDUCT OF THE PPP FORUM IN THE AGRICULTURE AND FISHERIES SECTOR

In the interest of service and to facilitate the preparation of orderly conduct of the activity on 24 November 2023 as authorized through Special Order No. 521, 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)

Juan Paulo M. Fajardo
Project Development Officer IV, PDS-Public-Private
Partnership Unit

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 I. Dirain, PPRMD

Members :

Ms. Danica S. Tadem, PPPU
Mr. John Mark S. Milan, PPPU
Ms. Verly N. Dacalos, PPRMD
Ms. Kimberly P. Castillo, PPRMD
Ms. Marie Flor O. Aquino, PPRMD

Ms. Mariam H. Camaso, PIED
Ms. Reina Joy L. Rome, PIED
Mr. Patrick Villafuerte, GSD

Duties and Responsibilities:

1. Prepare and send out official invitations and confirm attendance/participation to the activity;
2. Lay out and design ID cards with lanyards in coordination with the finance and procurement group;
3. Print and reproduce programs, 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 the participants;
6. Distribute the tokens to the intended participants;
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 venue 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 requirements 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. Hana Celina E. Taguba, PPPU

Members :

Ms. Kristine M. Mercado, PIED
Mr. Jorge Miguel N. Milano, PIED
Mr. Ramoncito S. Icalla, PDS-OSD

Mr. Charles Allen L. Herpacio, PPRMD
Mr. Adones V. Buhayan, AFID
Ms. Gumamela Celes Bejarin, AFID

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Duties and Responsibilities:

1. Prepare and finalize the 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 the 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 the smooth flow of the program activities;
8. Assign a facilitator/moderator during the conduct of the forum; and
9. Provide technical support as a photographer, videographer, and writer during the Forum.

C. Finance and Procurement Group

Lead : Mr. Joshua T. Robosa, PPPU
Members : Ms. Sonia T. San Jose, PIED
Ms. Noreen D. De Guzman, PPRMD

Duties and Responsibilities:

1. Procure and arrange food, venue rental, and supplies and tokens;
2. Undertake ocular inspections of possible venue and participate in the canvassing and selection of venues and supplies;
3. Coordinate with the venue 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 2023 PMS-DOPP funds, subject to existing government accounting and auditing rules and regulations.

This 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 6th day of October 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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