



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 1432

Series of 2023

SUBJECT : CREATION OF COMMITTEES FOR THE CONDUCT OF THE 1st FARM AND FISHERIES CLUSTERING AND CONSOLIDATION (F2C2) PROGRAM NATIONAL CLUSTER SUMMIT

To ensure the smooth implementation of the Farm and Fisheries Clustering and Consolidation (F2C2) National Cluster Summit on December 11-15, 2023 in Region IVA as authorized through Special Order No. 1087, Series of 2023, as amended, the following committees are hereby created and its composition:

A. National Steering Committee	
Chairperson	Engr. Roger V. Navarro Officer-in-Charge, Undersecretary for Operations
Co- Chairperson	Arnel V. De Mesa, CESO III Assistant Secretary for Operations
Vice-Chairperson	Shandy M. Hubilla, CESO IV, EnP Program Director, F2C2
Members	Charie Sarah D. Saquing Assistant Secretary-Designate for Finance Milo D. Delos Reyes, CESE Regional Executive Director, RFO IV-A Brian Joseph Quanico Project Evaluation Officer II, DA F2C2 Anthony Francis Malabanan Project Development Officer III, DA F2C2 Emil Joshua Dela Cruz Project Development Officer III, DA F2C2 Algileen Villaflor Senior Administrative Assistant III, DA F2C2 Mary Louise Dorado Project Development Officer II, DA F2C2 Kiana Peroy Project Development Officer II, DA F2C2



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	<p>Lorenzo Iñigo Miguel Angeles Project Development Officer II, DA F2C</p> <p>Genella Baldonado Project Development Officer I, DA F2C2</p> <p>Jeidrian Carolino, F2C2-TST Administrative Assistant, DA F2C2</p> <p>DA-F2C2 RFO IV-A DA RFO IV-A AMAD</p>
<p>The National Steering Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Oversee and lead the effective planning and execution of the Summit; 2. Provide direction and ensure the orderly and successful conduct of the Summit; 3. Identify program topics and speakers; 4. Approve the program theme and design of the Summit. 	
B. Regional Steering Committee	
Chairperson	<p>Milo D. Delos Reyes, CESE Regional Executive Director, RFO IV-A</p>
Co-Chairperson	<p>Engr. Marcos C. Aves, Sr. Regional Technical Director for Operations and Extension, RFO IV-A</p> <p>Fidel L. Libao Regional Technical Director for Research and Regulations, RFO IV-A</p> <p>Engr. Redelliza A. Gruezo Chief, Field Operations Division, RFO IV-A</p>
Members	<p>Crissa Genice G. Datic, CARFO Juanito S. Malazo, Jr., DA RFO I Engr. Monico R. Castro Jr., DA RFO II Melody M. Valdez, DA RFO III Jhoanna Santiago, DA RFO IV-A Celso C. Olido, PhD, DA RFO IV-B Marilene Dimaculangan, DA RFO V Andrew Palomar, DA RFO VI Gerry S. Avila, Ph.D., DA RFO VII Larry U. Sultan, JD, RTD for Operations, DA RFO VIII Hannibal P. Bayo-ang, DA RFO IX Gay Nanette R. Aleria, DA RFO X Engr. Lorenzo M. Bermillo, DA RFO XI Engr. Erwin A. Arguelles, DA RFO XII Rebecca R. Atega, OIC-RTD for Operations, DA RFO XIII DA-RFO IV-A</p>



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The Regional Steering Committee shall have the following duties and responsibilities:

1. Assist in overseeing the effective conduct of the Summit;
2. Assist in providing direction and ensure the orderly and successful conduct of the Summit; and
3. Assist in monitoring the activities of Committees based on the plans, programs and timeline set by each committee.

C. Program Committee

Chairperson:

Kiana Peroy

Project Development Officer II, DA F2C2

Co- Chairperson

Radel F. Llagas

Chief, Information Section, RFO IV-A

Amylyn R. Castro

Information Officer II, RFO IV-A

Members

DA AFID

DA RFO IV-A RAFIS

The Program Committee shall have the following duties and responsibilities:

1. Coordinate with the Regional Steering Committee on the topics, speakers; and exhibits;
2. Prepare layout, theme and design of the program;
3. Plan out the sequence of the events/activities for the whole duration of the summit.
4. Design the program flow/sequence of activities for the Summit for endorsement to the Regional Steering Committee and approval of the National Steering Committee; and
5. Perform other relevant tasks and as instructed by the Regional Steering Committee and Executive Committee.

D. Secretariat/Registration and Invitation Committee

Chairperson

Algileen Villaflor

Senior Administrative Assistant III, DA F2C2

Co- Chairperson

Jacqueline G. Sunga

F2C2 Region IV A Alternate Focal Person

Members

DA F2C2 Technical Support Team

Conchita Del Rosario, Asst. Chief of PCAF PDD

Maria Belen Milanes, Chief of PCAF PDCD-SPDS

DA-F2C2 Regional Focals



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<p>The Secretariat/Registration and Invitation Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Oversee and supervise the registration of guests and participants; 2. Prepare attendance sheets, IDs, kits, tokens and certificates of appearance/participation; 3. Send out invitations to the participants, speakers and exhibitors; 4. Usher guests and participants to their seats; 5. Provide a copy of registered participants and exhibitors to concerned committees; and 6. Perform other relevant tasks and as instructed by the Regional Steering Committee and Executive Committee. 	
E. Venue, Food, Accommodation, and Physical Arrangement Committee	
Chairperson:	Mary Louise Dorado Project Development Officer II, DA F2C2
Co- Chairperson:	Engr. Romelo Reyes Chief, Regional Agricultural Engineering Division, RFO IV-A Elizabeth R. Gregorio APCO Batangas
Members	DA RFO IV-A All F2C2 Regional Staff
<p>The Venue, Food, Accommodation, and Physical Arrangement Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for the choice of menu of participants, taking into consideration the dietary requirements; 2. Assign staff to ensure the timely and orderly serving of food to the participants during the summit; 3. Ensure all participants are comfortably accommodated and billeted in the hotel; 4. Assign seats of the participants in coordination with the Secretariat/Registration and Invitation Committee; 5. Ensure that audio and video equipment are operational; 6. Prepare all the necessary documents to facilitate the procurement/payment of venue, food, accommodation and other services for the conduct of the event; 7. Submit all necessary documents to the Finance Committee to facilitate the payment for food, accommodation, venue and other expenses for the conduct of the summit; 8. Perform other relevant tasks and as instructed by the Regional Steering Committee and Executive Committee. 	



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F. Documentation and Publicity Committee	
Chairperson:	Adora D. Rodriguez Assistant Chief, Agriculture and Fisheries Information Division (AFID)
Co- Chairperson:	Radel F. Llagas Chief, Information Section, RFO IV-A
Members:	Ardy M. Tompong, DA-AFID Gumamela Celes C. Bejarin, DA-AFID Gian Carlo Luague, DA-AFID PCAF Technical Secretariat Regional F2C2 Program Staff RFO IV-A ATI-RTC IV-A DA F2C2 Technical Support Team
<p>The Documentation (Photo and Video) and Publicity Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none">1. Coordinate with media outlets for advocacy and promotion before and during the event;2. Consolidate documentation inputs, prepare articles and materials for airing, display and distribution to different stakeholders;3. Photo document the event and collect the speakers'/lecturers' presentation for input to the system; and4. Act on instructions from the Steering Committee.	
G. Finance Committee	
Chairperson:	Charie Sarah D. Saquing Assistant Secretary-Designate for Finance
Co- Chairperson:	Telma C. Tolentino, OIC-Director, FMS
Members:	DA Bids and Awards Committee Chairperson
<p>The Finance Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none">1. Facilitate the procurement process;2. Administer the financial needs for the conduct of the summit;3. Facilitate payment of goods, services, food, accommodation, venue and other expenses for the summit;4. Perform other relevant tasks.	
H. Exhibit Committee	
Chairperson:	Joyce M. Bengo OIC - Chief, Market Development Division



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Co- Chairperson:	Editha M. Salvosa Chief, Agribusiness and Marketing Assistance Division, RFO IV-A Eda F. Dimapilis Chief, Research Division, RFO IV-A
Members:	DA RFO IV-A DA F2C2 Technical Support Team
The Exhibit Committee shall have the following duties and responsibilities: <ol style="list-style-type: none"> 1. Oversee the conduct of the exhibits in coordination with the Regional Steering Committee; 2. Identify exhibitors; 3. Prepare layout and design of the exhibit areas; and 4. Attend other matters concerning the exhibit. 	
I. Transportation Committee	
Chairperson:	Celso G. Palo Chief, Motorpool Unit, RFO IV-A
Co-chairperson:	Emil Joshua Dela Cruz Project Development Officer III, DA F2C2
Members:	DA RFO IV-A
The Transportation Committee shall have the following duties and responsibilities: <ol style="list-style-type: none"> 1. Recommend quantity and type of transport vehicle requirements for participants, speakers before, during, and after the summit; 2. Ensure proper assignment of vehicles and transport coordinators and/or dispatchers and proper labeling, numbering of vehicles as official transport for the summit including hired vehicles; 3. Prepare/present service contracts with hired vehicle providers for approval; and 4. Establish a communication base/center within the venue that keeps the list of drivers with their mobile numbers and assigned vehicles. 	
J. Plenary and Workshop Proceedings Committee	
Chairperson:	Julieta Opulencia OIC Executive Director of PCAF
Co-chairperson:	Anthony Francis Malabanan Project Development Officer III, DA F2C2
Members:	Cyril Soliaban , OIC Deputy Executive Director, PCAF Sarah Bales , OIC Asst. Chief of PCAF PDCD Crissa Genice G. Datic , CARFO Juanito S. Malazo, Jr. , DA RFO I Engr. Monico R. Castro Jr. , DA RFO II





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<p>The Plenary and Workshop Committee shall have the following duties and responsibilities:</p> <ol style="list-style-type: none">1. Coordinate with F2C2 Regional Focal and DA RFO staff for the conduct of the various plenary sessions;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 have the necessary equipment needed;3. Collect materials for presentation for the plenary sessions and workshops;4. Facilitate the plenary sessions and workshops with the Host, F2C2 TST, PCAF and F2C2 Regional Focal persons;5. PCAF to finalize the documentation of the plenary and workshop proceedings; and6. Assign personnel to facilitate each breakout session.	

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 24th day of November 2023.


FRANCISCO TIU LAUREL JR.
Secretary



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