



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 1675
Series of 2024

SUBJECT: CREATION OF STEERING COMMITTEE AND SUB-COMMITTEES FOR THE 2025 RUBBER SUMMIT

To ensure the success of the conduct of the 2025 Rubber Summit on January 22 to 24, 2025 at Kidapawan City, a Steering Committee and Sub-Committees are hereby created and shall be composed of the following:

STEERING COMMITTEE

- Chairperson: **Usec. Cheryl Marie Natividad-Caballero**, Undersecretary for High-Value Crops
- Co-Chairperson: **Dr. Cheryl L. Eusala**, Executive Director III, PRRI
- Vice Chairperson: **Mr. Jess Bryan M. Alvariano**, Senior SRS, PRRI
- Members: **Ms. Kristine C. Cubero**, Budget Officer II, PRRI
Mr. Ebenezer Al R. Esmael, AO III/Property Officer, PRRI
Dr. Girlie R. Saludo, Chief SRS, PRRI
Mr. Ariel O. Vilar, Senior. SRS, PRRI
Ms. Daireen O. Go, Senior. SRS, PRRI
Ms. Jenepher A. Bade, SRS II, PRRI
Ms. Eline T. Macay-Ahig, SRS II, PRRI

Duties and Responsibilities:

- Ensure that all required resources shall be available to undertake the Rubber Summit;
- Ensure that the assigned tasks to all the working committees are being implemented efficiently; and
- Ensure that the Rubber Summit shall be held in accordance with the desired outputs and outcomes.

SUB-COMMITTEES

1. Program Committee

- Chairperson: **Mr. Jess Bryan M. Alvariano**, Senior SRS, PRRI
- Vice Chairperson: **Dr. Jill D. Villanueva**, Training Specialist III, PRRI
- Members: **Ms. Eline T. Macay-Ahig**, SRS II, PRRI
Ms. Marianita G. Roldan, SRA, PRRI
Mr. Paquito II M. Caluban, Project Technical Asst. I, PRRI
Mr. Serafin J. Balboa III, Project Assistant I, PRRI
Ms. Dianne Marielle B. Igot, Admin Aide IV, PRRI
Mr. Clarence Olimpo, Technical Staff, PCAF

Duties and Responsibilities:

- Prepare and finalize the program of activities for the summit;
- Coordinate with the Special Events, Transportation, and Security Committees for the welcome program and fellowship dinner for guests and participants;
- Ensure smooth and timely 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; sending registration links and confirmation messages from participants, flight details, prepare registration, attendance and evaluation forms, reproduction and distribution of meeting documents and other information materials, distribution of ID cards and event kits to delegates;
- Consolidate PowerPoint presentations and assist resource persons during presentation;
- Ensure timely printing of programs, backdrops, IDs;
- Prepare seating plans for the event proper, banquets (as needed), and other requirements for various events, in coordination with the Food, Venue, and Hotel Accommodation Committee; and
- Handle the distribution of event kits to all participants during registration.

2. Budget and Finance Committee

Chairperson: **Ms. Kristine C. Cubero**, Budget Officer II, PRRI

Vice Chairperson: **Mr. Glenn Carl V. Andalahao**, Accountant III, PRRI

Member: **Ms. Marites P. Gonzales**, Admin Assistant I, PRRI
Mr. Ariel O. Vilar, Senior. SRS, PRRI

Duties and Responsibilities:

- Attend to all budgetary concerns (preparation of PRs, PPMP, PO, etc) and payment of all expenses;
- Coordinate the funding needs of all committees involved;
- Responsible for the liquidation of expense;
- 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; and
- Perform other tasks as needed.

3. Food, Venue, and Accommodation Committee

Chairperson: **Mr. Ariel O. Vilar**, Senior. SRS, PRRI

Vice Chairperson: **Ms. Jenepher A. Bade**, SRS II, PRRI

Members: **Engr. Mariah Joann S. Lopez**, Admin Assistant III, PRRI
Mr. Glenn A. Corpuz, Project Assistant II, PRRI
Mr. Manalindo M. Guiaman, Science Aide, PRRI

Duties and Responsibilities:

- Undertake ocular inspections of possible hotel accommodations and participate in the canvassing and selection of hotels;
- Discuss with possible food caterers' costs for various meals, taking into consideration certain food requirements such as halal, and other dietary restrictions;
- Coordinate the requirements of the Program Committee with the hotel/venue contact person;
- Finalize the event, venue, food, and accommodation for the speakers and VIPs taking into consideration the food restrictions and preferences;
- Prepare a master list of room assignments;
- Assist in the checking-in and out of the summit guests;
- Determine venues for lunches and dinners of delegates, secretariat staff, others;
- Assist in the processing of financial transactions associated with food and hotel accommodation in coordination with the Finance Committee; and
- Handle physical arrangements for venue and function rooms, event facilities and equipment in coordination with the Program Committee.

4. Promotions and Tokens Committee

Chairperson: **Ms. Kristine C. Cubero**, Budget Officer II, PRRI

Vice-Chairperson: **Atty. Mae Theresa Clare Dimol**, Legal Officer III, PRRI

Members: **Ms. Irene P. Sancha**, Admin Assistant III, PRRI
Mr. Glenn A. Corpuz, Project Assistant II, PRRI
Mr. Jose Rico Mañalac, Admin Assistant III, PRRI
Mr. Garfel Jaictin, Admin Assistant III, PRRI

Duties and Responsibilities:

- Oversee design and lay-out of printed materials, particularly the programs of activities, invitations cover of reports, certificate of participation, appreciation and attendance;
- Participate in the canvass and selection of tokens, in coordination with the Finance Committee; and
- Distribute tokens to all delegates in coordination with the Invitation and registration Committee.

5. Special Events, Exhibit, and Security Committee

Chairperson: **Dr. Girlie R. Saludo**, Chief SRS, PRRI

Vice Chairperson: **Engr. Evangeline P. Garcia**, Training Specialist IV, PRRI

Members: **Ms. Honey Fe G. Boje**, Supervising SRS, PRRI
Ms. Xela Patrice Pingol, Project Tech. Assistant II, PRRI
Ms. Juliet B. Biolango, Science Aide, PRRI
Mr. Meynard P. Abello, Supervising SRS, PRRI

Duties and Responsibilities:

- Coordinate with the exhibitors;
- Prepare the physical setup of exhibit area;
- Oversee all exhibits and coordinate with the Program Committee for the fellowship dinner including cultural performances and other special events; and
- Determine the security requirements and coordinate with the concerned LGU to compose the security detail.

6. Transportation Committee

Chairperson: **Ronie A. Magdua**, SRA, PRRI

Vice-Chairperson: **Vivian M. Calambro**, SRS II, PRRI

Members: **Ms. Jenepher A. Bade**, SRS II, PRRI
Ms. Lovie D. Ysulan, Statistician, PRRI
Mr. Kim A. Gonzales, Project Technical Assistant I, PRRI
Mr. Reymond T. Lim, Admin Aide IV, PRRI

Duties and Responsibilities:

- Determine transportation requirements, source out/canvass suitable vehicles in coordination with invitation and registration committee and prepare necessary Purchase Requests (PRs) with the Finance Committee;
- Coordinate with the Invitation and Registration Committee for the airport and local transfers of participants; and
- Manage trips of service vehicles and arrange dispatching of vehicles and parking

7. Media Affairs Committee

Chairperson: **Mr. Glenn A. Corpuz**, Project Assistant II, PRRI

Vice Chairperson: **Mr. Evezzer Al R. Esmael**, Admin Officer III, PRRI

Members:

Mr. Julius G. Biolango, Training Specialist II, PRRI
Mr. Jose Rico C. Mañalac, Admin Assistant III, PRRI
Mr. Garfel James L. Jaictin, Admin Assistant III, PRRI
Mr. Joebert S. Odian, Admin Assistant III, PRRI
Ms. Sidney M. Santuyo, Information Officer, PRRI
Ms. Abhay Charan Tunacao, Technical Staff, PCAF
Mr. Mark John Rey Awacay, Technical Staff, PCAF

Duties and Responsibilities:

- Provide the layout and design of all printed and digital materials related to the summit;
- Prepare event teasers, and AVPs and coordinate with the Promotions and Tokens Committee for the harmonized design themes.
- Oversee photo and video documentation of activities, preparation of information materials for meetings and special events;

- Take charge of documentation committee and timely posting of event updates on PRRI social media accounts; and
- Coordinate and assist visitors from media outlets.

8. Invitation and Registration Committee

Chairperson: **Ms. Elline T. Macay-Ahig**, SRS II, PRRI

Vice Chairperson: **Ms. Daireen O. Go**, Senior. SRS, PRRI

Members: **Mr. Elvert G. Simbol**, Statistician I, PRRI
Engr. Mariah Joan S. Lopez, Admin Assistant III, PRRI
Ms. Melanie L. Santos, Planning Officer II, PRRI
Ms. Dianne Marielle Igot, Admin Aide IV, PRRI
Mr. Serafin J. Balboa III, Project Assistant I, PRRI
Ms. Ditas Matulac, Technical Staff, PCAF
Ms. Irene Camba, Technical Staff, PCAF

Duties and Responsibilities:

- Prepare and send out invitations, communication, and letters, to concerned DA-Regional Field Offices, Farmer Cooperatives and Associations, resource persons, and other invitees;
- Coordinate the flight details of participants with Transportation, and Security Committee for arrival and send-off;
- Manage the registration, confirmation of attendance, and handle inquiries of attendees; and
- Document the highlights of the meeting of the Steering Committee and facilitate stakeholder FY2026 consultation and submission of the activity report.

9. Documentation Committee:

Chairperson: **Evangeline P. Garcia**, Training Specialist IV, PRRI

Vice-chairperson: **Mr. Meynard P. Abello**, Supervising SRS, PRRI
Dr. Girlie R. Saludo, Chief SRS, PRRI
Atty. Mae Theresa Clare M. Dimol, Legal Officer III, PRRI
Mr. Julious G. Biolango, Training Specialist II, PRRI
Ms. Sidney M. Santuyo, Information Officer, PRRI
Ms. Xela Patrice Pingol, Project Tech. Assistant II, PRRI
Ms. Maria Belen Milanes, Section Chief for Sectoral Policy Coordination, PDCD, PCAF
Ms. Kaye Ann Banez, Technical Staff, PCAF
Ms. Maiane Danisse Radan, Technical Staff, PCAF


Duties and Responsibilities:

- Prepare the highlights of the discussion in the summit;
- Collect and archive event-related documents, agenda, presentations, and handouts, for future reference; and
- Prepare and finalize the summit proceedings.

Expenses for the hosting of the events such as venue, food, vehicle rental, office supplies and kits are chargeable against PRRI funds while traveling expense and incidental expenses of participants are chargeable against the funds of their respective offices 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 activity. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 6th day of NOVEMBER 2024.


FRANCISCO P. TIU LAUREL JR.
Secretary



DA-CO-OSPC-SO20241029-00698