



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

SPECIAL ORDER  
No. 104  
Series of 2021

Subject : **Creation of Working Committee for 2021 BAR Christmas Party**

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In the interest of the service and Launching of BAR Information Systems and Celebration of Employees of the Bureau of Agricultural Research the following working committees is hereby created:

**STEERING COMMITTEE:**

Chair : Junel B. Soriano, Ph.D.  
Co-Chair : Joell H. Lales  
Members : Anthony B. Obligado  
Salvacion M. Ritual  
Raymond Patrick L. Cabrera  
Marilou C. Oren  
Roberto S. Quing, Jr.

**Terms of Reference:**

1. Set policies and directions the overall planning and conduct of the 2021 BAR Christmas Party.
2. Provide guidance and directions to the various working committee.
3. Approve the activity design and program of activities for the celebration.
4. Solicit reports, monitor and assess the implementation of the activities of each working committee.

**PROGRAM COMMITTEE:**

Chair : Evelyn H. Juanillo  
Co-Chair : Melissa A. Resma  
Members : Maria Elena M. Garces  
Peter John P. Cagula  
Ryan Joseph M. Abrigo

**Terms of Reference:**

1. Prepare the activity design and set the program of activities.
2. Lead and spearhead the conduct of the event.
3. Communicate the program of activities to all BAR staff.



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📱 @DABAROfficial

*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*



### **Games Committee:**

Chair : Kris Thea Marie B. Hernandez  
Co-Chair : Marjorie M. Mosende  
Members : Juan Nikolas P. Paller  
Wilson G. Vilorio II  
Clarisse Mae N. Abao  
Earl Vincent M. Cañaverol  
Nieva Jean S. Ignacio  
Julie Ann L. Dulay

### **Terms of Reference:**

1. In-charge of the games during the activity including the rules/guidelines as well as the implementation.
2. Serve as hosts and game masters.
3. Suggest to Awards Committee the appropriate prize for each activity.

### **REGISTRATION COMMITTEE:**

Chair : Gretel Rivera  
Co-Chair : Peter John Cagula  
Members : Jan Pauline Martinez  
Elmer Gumban  
Norman Reyes  
Ligaya Santolices

### **Terms of Reference :**

1. Manage the attendance of the participants, guests and other invitees.
2. Facilitate announcements during activity.

### **DOCUMENTATION COMMITTEE**

Chair : Ma. Elena Garces  
Co-Chair : Ma. Eloisa H. Aquino  
Members : Lyn Pardilla  
Ryan Abrigo  
Rena S. Hermoso  
Richard Bernardo

### **Terms of Reference:**

1. Reproduce information kits and program of activities.
2. Document all activities of the event.
3. Prepare streamers and backdrop.

## FINANCE COMMITTEE

Chair : Roberto S. Quing, Jr.  
Co-Chair : Marilou C. Oren  
Members : Dorotea B. Calica  
Jocelyn L. Dionido  
Arvin Dan B. Monesarte

### Terms of Reference:

1. Facilitate the disbursement of financial resources for the event and ensure their availability on time.

## PHYSICAL ARRANGEMENT

Chair : Jennifer T. Alianza  
Co-Chair : Michael Garcia  
Members : Marvin Evagelista  
German Reyes  
Jems Rey Soto  
Sheam Japhet C. Mahaguay  
Jendhel J. Serrano  
Jimson P. Samoy  
Edmund S. Aquino  
Andrew Chris B. Lazaro  
Triumph Janitors Services (9)

### Terms of Reference:

1. Leads in the planning of the physical set up of the venue (including decorations) and in securing the materials and equipment needed for the activities.
2. In-charge of setting of ICT Requirements in the venue.
3. In coordination with the Program Committee, the physical set up will depend on the various activities for the 1 day event.
4. Coordinate with the technician for troubleshooting when necessary.

## FOOD COMMITTEE

Chair : Corazon L. Barreto  
Co-Chair : Gladys B. Gammad  
Members : Vincent P Visitacion  
Jessabelle V. Gayod  
Maricar B. Blancaflor  
Jovanie L. Lipogpog

### Terms of reference:

1. Prepare the Contract of Service with the caterer.
2. Coordinate with the Registration Committee in terms of the number of participants to be provided with food.
3. Plan and prepare the menu, taking into consideration the food restrictions of some participants.
4. Ensure systemic and orderly way of food service to guests and participants.
5. Facilitate payment of the caterer

**AWARDS COMMITTEE**

Chair : Ludivina M. Pelayo  
Co-Chair : Joan Y. Azares  
Members : Nell S. Chy  
Dorina S. Rojas  
Jodan D. Araulo

**Terms of Reference:**

1. Prepare certificates, trophies and incentives of awardees.
2. Prepare AVP of awardees.

All expenses incurred in the conduct of this activity shall be subject to accounting and auditing rules and regulations.

Done this 9<sup>th</sup> day of November 2021.



**JUNEL B. SORIANO, Ph.D.**  
Director



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