



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 Committees on the Launching of the BAR Information Systems and Awarding of DA-BAR Best Employees for 2020

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In the interest of the service, and to ensure smooth conduct of the launching of the BAR information systems as well as the awarding of the DA-BAR best employees for 2020 on December 16, 2021 at the BAR Conference Hall, the following working committees are 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 in the overall planning and conduct of the said activity
2. Provide guidance and directions to the various working committee
3. Approve the activity design and program of activities

PROGRAM COMMITTEE

Chair : Evelyn H. Juanillo
Co-Chair : Melissa A. Resma
Members : Maria Elena M. Garces
Ryan Joseph M. Abrigo
Joan Y. Azares
Dorina S. Rojas

Terms of Reference:

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



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📱 @DABAROfficial

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with empowered and prosperous farmers and fisherfolk*



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. Prepare/reproduce information kits when necessary
2. Prepare streamers and backdrop
3. Document activities of the event

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. Ensure availability of budget for the conduct of the event
2. Facilitate payment and disbursement of financial resources needed

PHYSICAL ARRANGEMENT

Chair : Jennifer T. Alianza
Co-Chair : Lyn Pardilla
Members : Marvin Evangelista
Michael Garcia
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. Lead in the planning of the physical set up of the venue following the minimum health and safety protocol (including decorations) and in securing the materials and equipment needed for the activities.
2. In-charge of setting up of ICT requirements in the venue.
3. Coordinate with IT maintenance 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 systematic and orderly way of food service to 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 information of awardees for AVP

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

Done this _____ day of _____ 2021.


JUNEL B. SORIANO, Ph.D.
Director