

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

14 September 21

SPECIAL ORDER NO. 96
Series of 2021

SUBJECT: CREATION OF WORKING COMMITTEES FOR 1st TECHNOLOGY TRANSFER FORUM

In the interest of service and in order to facilitate the preparations and smooth conduct of the **1st Technology Transfer Forum**, the following working committees are hereby created:

STEERING COMMITTEE

Chair: Vivencio R. Mamaril
Co-Chair: Joell Lales
Members: Anthony Obligado
Salvacion Ritual
Raymond Patrick Cabrera

Terms of Reference:

1. Set policies and direction in the overall planning and conduct of the 2015 National Agriculture and Fisheries Technology Forum and Product Exhibition
2. Provide guidance and directions to the various working committees.
3. Solicit reports, monitor and assess the implementation of the activities of each working committee.

PROGRAMS AND COORDINATION COMMITTEE

Chair: Julia Lapitan
Co-chair: Jay Invinsor Bermas
Members: Amavel Velasco
Rhea Desalesa
Wilson Vilorio II

Terms of Reference:

1. Prepare and design program of activities for the forum.
2. Coordinate with agency partners for collaboration and smooth implementation.
3. In-charge in the overall orchestration of the event
4. Prepare the activity design and other pertinent documents
5. Prepare certificates for the pitchers and speakers

INVITATION AND REGISTRATION COMMITTEE

Chair: Evelyn Juanillo
Co-chair: Ma. Elena Garces
Members: RCD Focals



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1. Prepare and send invitation letters to all participants, keynote speakers and guests.
2. Follow-up confirmation of participants and provide a list to be used for other related purposes.
3. Prepare and distribute necessary communication and invitation for researchers, guests, speakers and private sectors.
4. Provide the list of recipients of token, plaque and for vouchers preparation to the Awards Committee.
5. Manage the registration of the participants, guests and other invitees.

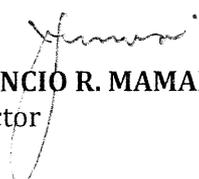
DOCUMENTATION AND PUBLICITY COMMITTEE

Chair: Ma. Eloisa Aquino
Co- chair: Melissa Resma
Members: Ryan Abrigo
Jems Rey Soto
Rena Hermoso
Jireh Alodia Laxamana

Terms of Reference:

1. Manage and oversee the virtual event proper
2. Provide technical assistance in hosting and streaming of the event.
3. Document and prepare proceedings of the forum and exhibit.
4. Prepare IEC resources for branding and awareness campaign
5. Manage and oversee the presentation of technologies by respective presenters

All concerned, please be guided accordingly.


VIVENCIO R. MAMARIL, Ph.D.
Director



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