

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

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

Junel B. Soriano, Ph.D. Chair

Co-Chair Joell H. Lales

Anthony B. Obligado Members

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

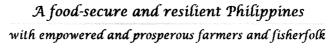
Terms of Reference:

- 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











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

Iennifer T. Alianza

Co-Chair

Lyn Pardilla

Members

Marvin Evangelista

Michael Garcia German Reyes Jems Rey Soto

Sheam Japhet C. Mahaguay

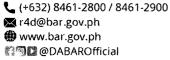
Jendhel J. Serrano Jimson P. Samoy Edmund S. Aquino Andrew Chris B. Lazaro Triumph Janitors Services (9)

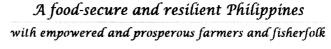
Terms of Reference:

- 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 Iodan 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



