



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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SPECIAL ORDER

No. **174**

Series of 2023

SUBJECT: CREATION OF A WORKING COMMITTEE IN SUPPORT OF THE 9TH ORGANIC AGRICULTURE MONTH CELEBRATION WITH THE THEME "Kabuhayang OA, Kinabukasang OK"

In the exigency of service and in support to the 9th Organic Agriculture Month Celebration with the theme "*Kabuhayang OA, Kinabukasang OK*" to be held on **November 10-12, 2023** at the **Elevated Garden, Quezon Memorial Circle, Quezon City**, the DA-BAR will showcase selected organic agriculture technologies developed and/or commercialized through various BAR-supported programs, projects, and activities to increase the awareness and interest of the public on organic farming. With this, the working committee composed of the following DA-BAR staff and R4D team is hereby created for the preparations and during the conduct of the activity.

Organic Agriculture R4D Team

Maylen Cunanan
Kris Thea Marie Hernandez
Glacelle Alyne Malinao
John Arvin Dela Cruz
Nieva Jean Ignacio
Gian Carlo Espiritu
Renzo Miguel Siao

Terms of Reference:

1. Lead and ensure that all necessary preparations are made prior to the conduct of the activity;
2. Coordinate with the selected proponents for the product samples to be showcased;
3. Ensure that the organic products to be displayed are received/delivered to DA-BAR prior to the conduct of the activity;
4. Man the designated booth/exhibit areas based on the assigned schedule to attend to the inquiries and concerns of guests during the course of the activity; and,
5. Assist in the distribution of IEC materials during the activity.

Documentation Team

Angelo Padura
Lara Abegail Espiritu
Mara Shyn Valdeabella-Pacunana



1. Conceptualize set-up and final lay-out of the exhibit;
2. Assist in the preparation of design and printing of tarpaulins and other IEC materials;
3. Lead in setting-up of exhibit materials;
4. Take photos and videos during the event; and,
5. Prepare necessary documents related to the activity for publication.

Food, Transportation, and Physical Arrangement Team

Alexis Gregorio
Lady Christine Joy Barcena
Lyn Pardilla
Richard Bernardo
Nestor Nebreja, Jr.
Benny Uanan

Terms of Reference:

1. Coordinate with the OA R4D Team regarding the number of participants to be provided with food and transportation;
2. Prepare and facilitate the processing of documents needed for the contract of service and payment for the caterer;
3. Plan and prepare the day to day menu, taking into consideration the food restrictions of some participants;
4. Ensure systematic and orderly way of food service to participants;
5. Prepare and facilitate the attendance sheets for November 10-12, 2023;
6. Conduct ocular inspection of reserved facilities and assist in the physical set up of the venue (including ingress and egress for the booth and products exhibit);
7. Secure materials, equipment, and vehicle needed for the activities; and,
8. Fetch and ferry participants to and from BAR to the venue before, during, and after the conduct of the activities.

The members of the DA-BAR Working Group are requested to give their full support and cooperation during the conduct of the activity in addition to the assigned duties and responsibilities.

All expenses incurred in the conduct of this activity shall be charged against the 2023 Organic Agriculture Fund subject to accounting and auditing rules and regulations.

All concerned, please be guided accordingly.

Done this 23rd day of October 2023.

JUNEL B. SORIANO, PhD
Director

