



Department of Agriculture
BUREAU OF PLANT INDUSTRY
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March 25, 2025

MEMORANDUM ORDER

No. 110
Series of 2025

SUBJECT: COMPOSITION OF THE STEERING COMMITTEE AND ITS SUBCOMMITTEES FOR THE 2025 GLOBAL SYMPOSIUM ON FARMERS' RIGHTS

In view of the planned conduct of the 2025 Global Symposium on Farmers' Rights in September 2025, in relation to Article 9 of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA), the Steering Committee and its Subcommittees are hereby composed with the following functions and personnel as follows:

I. Steering Committee

Chair	:	Director Gerald Glenn F. Panganiban, Ph.D.
Vice Chair	:	Asst. Director Herminigilda A. Gabertan, Ph.D. OIC Asst. Director Ruel C. Gesmundo
Event Lead	:	Geronima P. Eusebio
Head Coordinator	:	Maria Queenie S. Tabur, Ph.D. Paul Ryan O. Alcantara
Subcommittee Heads	:	Marichu Z. Sebastian Raul F. Maminta Samuel L. Fontanilla Lolinnie A. Eugenio Jeffrey F. Morate Valerio F. Colis Roxanne C. Siuagan Mark Cristopher E. Valdez Jose Diego E. Roxas

The steering committee shall lead and oversee the planning and implementation of the event and perform other tasks for the successful implementation of the event. They shall also supervise the subcommittees for their functional delivery of duties and responsibilities.

II. Administrative Committees

a. Procurement and Finance

Head	:	Marichu Z. Sebastian Reychel M. Alcantara
Members	:	Mariz V. Urbano

Darwin Bryan Genovenia
Ariel R. Agustin
Cristine P. Crisostomo
Danilyn C. Mayor

Functions:

- Lead in procurement and finance-related activities
- Coordinate with other committees in identifying goods and service needs or requirements for the conduct of the event
- Manage fund allocation for the conduct of the event as well as the timely payment of various providers
- In coordination with other committees, prepare, review, and finalize procurement-related documents for the efficient conduct of procurement activities
- Conduct procurement activities in a timely manner
- Coordinate with selected suppliers and providers for the timely delivery of goods and services
- Review and ensure suppliers' and providers' compliance to the specification/s and term/s of procurement vis-à-vis delivered goods and services
- Perform other related functions for the efficient procurement and acquisition of quality goods and services

b. Logistics, Security, Health and Safety

Head : Raul F. Maminta
Members : Janete C. Rocero
Noli P. Garcia
Ernie Lito Y. Bollosa
Roy B. Sojuaco
Alvin M. Honorica
Christian B. Maminta
John Ezequiel Gone

Functions:

- Lead in logistics, security, health and safety-related activities
- Coordinate with other committees for logistical, security, health and safety matters
- Prepare a protocol for the safe conduct of the event, as well as for emergencies.
- Conceptualize and prepare for the venue's physical arrangement for the safe, orderly, and meaningful conduct of the event
- Ensure and facilitate the timely and orderly transportation or movement of personnel, VIPs, materials and supplies
- Coordinate with venue security personnel for the safe conduct of the event
- Perform other related functions for the safe, efficient and orderly movement and arrangement of persons and goods

c. Food, Venue and Accommodation

Head : Samuel L. Fontanilla
Members : Viña Maristela L. De Guzman
Raycel Marie C. Salmasan
Lyra Mae Lomibao
Engr. Angeline J. Salinas

Functions:

- Coordinate with other committees for food and accommodation concerns
- Specify requirements and specifications for the selection of an appropriate food, venue, and accommodation provider
- Assist the Procurement and Finance committee in reviewing, post-qualifying, and selecting the appropriate food, venue and accommodation providers for the event
- Coordinate with the Invitation and Registration committee for the dietary and accommodation requirements of participants
- Coordinate with food, venue and accommodations providers for the availability of accommodation and the orderly distribution of food taking into consideration the participants' special needs, if any
- Perform other functions in relation to food, venue and accommodation concerns

d. Publicity, Promotion and Documentation

Head : Lolinnie A. Eugenio
Members : Lovely D. Corilla
Darlene Joy Siena
Aries A. Apiña
Marielle Wapanio
Mary Jane De Guzman
Reginand David C. Caampued

Functions:

- Lead in publicity, promotion and documentation-related activities
- Prepare, produce, and publish publicity materials and collaterals for the event (such as teasers, posters, certificates, program, tokens, etc.)
- Collect and publish materials for presentation and publication (such as presentations, reading materials, etc.)
- Document the event through photographs, videos, and written reports or minutes
- Coordinate with the Technical Committee for the smooth streaming of visuals and collaterals
- Live stream select portions of the event to the Bureau's Facebook page

- Prepare a video presentation summarizing the event to be viewed on the last day
- Prepare and publish articles in relation to the event
- Perform other related functions for the effective publicity and production of relevant collaterals and reading materials of the event

e. Technical

Head : Jeffrey F. Morate
 Members : Cristopher S. Cargo
 Adriel Absalon

Functions:

- Lead in matters related to technical systems (such as, but not limited to internet, audiovisual)
- Ensure that the aforesaid technical systems are in place and are productively functional throughout the event
- Coordinate with the Logistics committee for the safe placement of technical systems
- Coordinate with the Publicity, Promotion, and Documentation committee for audiovisual matters
- Perform other related functions for the effective operation of technical systems

III. Secretariat Committees

a. Liaising

Head : Valerio F. Colis
 Members : Lovely D. Corilla
 Mauro M. Morante
 Renato F. Dela Cruz

Functions:

- Lead in back-end coordination or liaising with other relevant agencies
- Prepare relevant documents (such as pre-event meeting Minutes, Memoranda, Special Orders, etc.) for the conduct of the event
- Coordinate with involved offices or agencies for the conduct of the event
- Transmit relevant documents as necessary
- Perform other related functions for the event's compliance to legal and documentary requirements

b. Invitation and Registration

Head : Roxanne C. Siuagan
 Members : Krisjan F. Rodelas
 Earl Austin B. Aromin

Kathlen B. Racho
Cyd Clarisse C. Palado

Functions:

- Identify and invite resource speakers, guests, and participants of the event
- Coordinate with guests, resource persons, and participants in relation to their attendance to the event
- Maintain a guest, resource person, and participant list that indicates their availability, dietary, accommodation, and other relevant information for their convenience throughout the event
- Facilitate the registration of participants before and during the event
- Assist the Participant Engagement Committee in engaging with participants
- Perform other related functions for the management of participants

c. Participant Engagement

Head : Mark Christopher E. Valdez
Members : Diana SJ. Tabudlong
Just Dagu-ob
Kevin V. Quiñones
Elalin T. Torio

Functions:

- Primarily engage and guide participants and resource persons on billeting and on the event proper to address their needs and to provide a meaningful event experience
- Coordinate with other committees to address participant needs
- Assist the Invitation and Registration committee in engaging with participants
- Coordinate with the Logistics, Security, Health and Safety committee for the orderly movement of persons
- Perform other related functions for participants' and resource persons' guidance throughout the event

d. Program

Head : Ma. Queenie S. Tabur, Ph.D.
Co-Head : Paul Ryan O. Alcantara
Members : Maricel R. Mamalayan
Jerico F. Noynay
Viola Katherine M. Gamboa
Nhyll Angelo S. Acuña

Functions:

- Identify and curate relevant activities to be conducted during the event

- Coordinate with the Invitation and Registration Committee in curating resource persons for the event
- Plan, prepare, and finalize an appropriate schedule of activities for the event
- Host the event proper
- Ensure the smooth flow of the event based on the finalized schedule
- Serve as timekeepers during discussions
- Coordinate with other committees for the seamless conduct of the event
- Perform other related functions for the timely and orderly conduct of the event

e. Monitoring and Evaluation

Head : Jose Diego E. Roxas
 Members : Churchill M. Lacuesta
 Paula R. Del Rosario
 Alexis Marie Sagisi

Functions:

- Coordinate with the committees in setting committee-level targets
- Monitor the committees' accomplishments vis-à-vis their set targets
- Ensure that preparations are in order and on track for the timely conduct of the event
- Conduct audits to the committees as necessary to ensure event-related processes are done properly
- Recommend actions to the committees for the proper and timely delivery of their responsibilities
- Conduct a post-event analysis for the purpose of improving the conduct of events
- Prepare appraisals for the committee and/or its members to provide documentary evidence in terms of their accomplishments in relation to the event
- Perform other related functions in ensuring the timely delivery of requirements and compliance with relevant regulations

All employees of the Bureau are enjoined to support the team for the successful and meaningful conduct of the event.

This Order shall immediately take effect and shall supersede all other Orders inconsistent herewith.

Done this 31~~st~~ day of March 2025.


GERALD GLENN B. PANGANIBAN, Ph.D.
 Director