



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

APR 28 1989

DENR Special Order  
No. 401  
Series of 1989

**SUBJECT:** Creation of Organizing Committee, Secretariat and Sub-Committees for the 13th Meeting of the ASEAN-COFAF Coordinating Group on Forestry, June 6-9, 1989, Manila

In the interest of the service and in order to ensure sufficient preparations for the hosting of the 13th Meeting of the ASEAN-COFAF Coordinating Group on Forestry as part of Philippine commitment to the ASEAN, the following bodies are hereby created:

**Organizing Committee**

Director Cirilo B. Serna	-	Chairman	-	FMB
Director Jesus B. Alvarez	-	Member	-	PAWB
Asst. Sec. Lirio T. Abuyuan	-	Member	-	FASPO
Asst. Sec. Roque A. Magno	-	Member	-	PPSO
Asst. Sec. Rolando Metin	-	Member	-	MSO

**Secretariat**

Chairman:	Rodrigo Fuentes	-	FASPO
Members :	Rafael Camat, Jr.	-	FASPO
	Jesus Carino	-	FASPO
	Jesus Javier	-	FMB
	Wilbur Dee	-	PAWB
	Larry Villaflor	-	PPSO

**Sub-Committee on Vehicles and Tours**

Chairman:	Erlinda Meram	-	MSO
Members :	Alma Ballesfin	-	PAWB
	Quirico Arzadon, Jr.	-	FASPO
	Francisco Santos, Jr.	-	PPSO

**Sub-Committee on Finance**

Chairman:	Hermogenes Piol	-	MSO
Members :	Honorio Torrenueva	-	MSO
	Maximo Soriano	-	FASPO
	Froyla Vega	-	MSO

**Sub-Committee on Programs and Invitations**

Chairman: Mayumi Quintos - FMB  
Members : Angie Meniado - PAWB  
          Melinda Capistrano - PPSO  
          Emma Cabrera - FASFO

**Sub-Committee on Documentation**

Chairman: Rodrigo Fuentes - FASFO  
Members : Gregorio Texon - PAWB  
          Liberty Delima - PPSO

The Organizing Committee shall be vested with overall responsibility for the preparation and conduct of the Meeting. The Secretariat shall provide staff support to the Organizing Committee and shall be responsible in coordinating the activities of the Sub-committees and provide assistance thereto to ensure the smooth and timely implementation of their activities.

The Sub-Committee on Vehicles and Tours shall be responsible for the provision of vehicles for the staff, guests and participants of the meeting, consistent with the Program of the Meeting and the specific requirements of the staff, guest and the various delegations. It shall also be responsible for making arrangements for field trips, as may be necessary. It shall ensure that all participants are met and brought to the airport at their arrival and departure schedules, respectively and shall provide assistance to delegates in the confirmation of their tickets.

The Sub-Committee on Finance shall be responsible for the sourcing and management of funds appropriated for the meeting and the payment of obligations incurred in relation to the preparation and conduct of the meeting. It shall prepare a report of expenditures within a reasonable period after all accounts have been settled.

The Sub-Committee on Program and Invitations shall prepare the Agenda, Program and Invitation to all participants and guests of the meeting, in coordination with the CGFO Chairman and Secretariat based in Indonesia and with the Philippines Department of Foreign Affairs. It shall be responsible for the confirmation of all participants and guests to the Meeting, including their arrival and departure schedule, and in coordination with the SC on Physical Arrangements, and other SC, ensure that all arrangements are in place consistent with the approved Program. It shall likewise be responsible for the

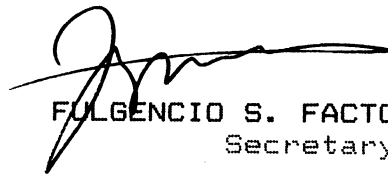


preparation of the Opening and Closing Programs, the invitation of guests thereto, and the procurement of stationaries, bags and other amenities for the participants.

The Sub-Committee on Documentation shall be directly responsible for the preparation of the briefing materials for the meeting and the meeting's reports. To carry out these tasks, it shall make arrangements for the availability of equipment and supplies necessary for the preparation of the materials and reports, and the assignment of support staff to service the meeting during the preparation of such documents.

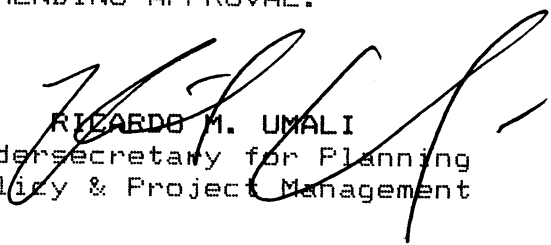
All expenses incurred in connection thereto shall be charged against the funds of DENR subject to the usual accounting and auditing rules and regulations.

This Order takes effect immediately.



FULGENCIO S. FACTORAN, JR.  
Secretary

RECOMMENDING APPROVAL:



RICARDO M. UMALI  
Undersecretary for Planning  
Policy & Project Management