



Republic of the Philippines
Department of Environment and Natural Resources
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SPECIAL ORDER
NO. 97- 1479

DEC 29 1997

**SUBJECT: CREATING A PREPARATORY COMMITTEE FOR THE 06
JANUARY 1998 CABINET MEETING AT THE DENR
CENTRAL OFFICE COMPOUND**

In view of the scheduled Cabinet Meeting on 06 January 1998, at the DENR Central Office compound, a **Preparatory Committee** is hereby created to be composed as follows:

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|-------------------------------------|---|
| Assistant Secretary Ramon J.P. Paje | - Overall Chairman |
| Director Leonora P. Gonzales | - Lead, Sub-committee on Protocol |
| Director Erlinda P. Meram | - Lead, Sub-committee on Food and Finance |
| Director Ramon Z. Ezpeleta | - Lead, Sub-committee on Support Services |
| Ms. Diane D. Eustaquio | - Lead, Technical Support Group |
| Director Irma Paulme | - Lead, Media Group |

The **Overall Chairman** shall coordinate all the activities of the Sub-committees and report the progress directly to the Secretary.

The **Lead Persons** shall ensure the completion of the designated task of their respective Sub-committees. They are likewise authorized to identify the members of their sub-committees, utilize their respective offices and seek assistance from any DENR Official/Office, in relation to the completion of their designated tasks.

The **Sub-committee on Protocol** shall ensure a warm welcome and smooth departure of the President and all the other members of the Cabinet and staff. It shall design and implement a plan for this purpose. The Lead Person may designate a responsible point person for every cabinet member. The Secretary, shall be the point person for the President. The Undersecretary for Field Operations shall be the point person for the Vice-President.

The **Sub-committee on Food and Finance** shall be responsible for the availability of food and funding for the said Meeting. Menu and catering services shall be consulted with the Conference Management Office, Presidential Management Staff.

The **Sub-committee on Support Services** shall be responsible for the physical arrangements and the provision of meeting facilities including, sound system and audio-visual facilities. All physical arrangements must be finished by January 05, 1998, including clearing of the entire compound, designation of parking areas, preparation of conference hall, security and the like. No private cars shall be allowed inside the Central Office compound on January 06, 1998. All physical and security arrangements must be coordinated with the PMS and PSG.

The **Technical Support Group** shall assist the Secretary on all technical matters including the presentation to the Cabinet. The Group shall likewise prepare a 10-15 minutes audio-visual/powerpoint presentation on the accomplishments/performance of the DENR, highlighting the Brown Sector and the Water/El Niño issues. Said presentation must be available for pre-viewing by the Secretary on or before January 05, 1998.

The **Media Group** shall be responsible for facilitating the press conference, if any, and providing support services/facilities to the press/media. The Group's activities/preparations must be coordinated with the OPS and PIA.

All Usecs/Asecs are hereby instructed to be present in the Central Office on January 06, 1998 and to provide necessary assistance for the preparation for the said Cabinet Meeting.

Moreover, in view of the very limited time for preparations, the Overall Chairman is hereby authorized to negotiate contract for the procurement of supplies, materials, equipment and/or services in order to perform the above-cited tasks.

All expenses to be incurred relative to this Order shall be charged against DENR funds subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.


VICTOR O. RAMOS
Secretary