



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 929-66-26 to 29 · (632) 929-62-52
929-66-20 · 929-66-33 to 35
929-70-41 to 43

SPECIAL ORDER
No. 2002- 349

MAY 20 2002

SUBJECT: Creation of a Technical and an Administrative Secretariat to Support the International Forum on Integrated Environmental Management in ASEM Megacities to be Held at the Manila Hotel From May 29- June 1, 2002

In the interest of the service, and in support of the DENR's commitment to hold and jointly organize with the Asia-Europe Environmental Technology Center (AEETC) an International Forum on Integrated Environmental Management in ASEM Megacities, sponsored by the European Commission, a Technical Secretariat composed of DENR officials and an Administrative Secretariat composed DENR staff are hereby organized.

The Technical Secretariat shall be composed of the following officials:

- | | | |
|---------------------------------|---|--------------------------------|
| 1. Mr. Robert S. Jara | - | Forum Coordinator |
| 2. Dir. Corazon Davis | - | Moderator, Sub-Topic 1 |
| 3. Dir. Sixto E. Tolentino, Jr. | - | Moderator, Sub-Topic 2 |
| 4. Ms. Erlinda A. Gonzalez | - | Moderator, Sub-Topic 3 |
| 5. Ms. Gloria S. Arce | - | Rapporteur, Parallel Session 1 |
| 6. Ms. Ma. Lourdes G. Ferrer | - | Rapporteur, Parallel Session 2 |
| 7. For. Wilfredo J. Obien | - | Rapporteur, Parallel Session 3 |

The Administrative Secretariat shall be composed of the following Staff:

- | | | |
|--------------------------------|---|---|
| 1. Emerita Linda D. Javillonar | - | Over-all Administrative Coordinator |
| 2. Marilou T. Callado | - | Proceedings Documentor, 1 |
| 3. Corazon B. Checa | - | Proceedings Documentor, 2 |
| 4. Erlinda M. Mamaradlo | - | Proceedings Documentor 3 |
| 5. Nelia J. Quesada | - | Registration/Reception |
| 6. Isabel D. Salas | - | Registration/Reception |
| 7. Romart Samaniego | - | Equipments Operator |
| 8. Ramil Justiniano | - | Computer Operator |
| 9. Lemina S. Pascual | - | Logistics Staff, Accommodations |
| 10. Cecille C. Inocencio | - | Logistics Staff, Meals/Menu |
| 11. Haydee Lato | - | Logistics Staff, Tickets/Transportation |

All expenses relative to the holding of the Forum shall be consistent with the Memorandum of Understanding between the DENR and the AEETC.

The Technical and Administrative Secretariats shall have the following functions:

1. Serve as rapporteurs and moderators during the plenary session as well as during the parallel sessions.
2. Attend to the registration of participants.
3. Provide assistance to the participants in reproducing papers, preparing slides, and other activities related to the preparation of presentations.
4. Coordinate with the Hotel to ensure that services are adequately provided as agreed upon in the Contract of Service.
5. Assist the participants in dealing with the Hotel on any problems related to accommodations and other services.
6. Assist the participants in matters relating to their tickets, travel arrangements, and transportation to and from the Hotel.
7. Establish coordination with concerned agencies to ensure the security of the participants.
8. Coordinate with the Public Affairs Office of DENR to ensure national and local media coverage of the affair.

This Order takes effect immediately and shall remain in force until the completion of the Forum.



HEHERSON T. ALVAREZ
Secretary

MAY 20 2002