



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

SPECIAL ORDER
No. 2022 - 780

NOV 11 2022

**SUBJECT: AUTHORIZING THE CONDUCT OF 2022 DENR MINDANAO
MULTISTAKEHOLDER FORUM AND CREATION OF
TECHNICAL WORKING COMMITTEES**

I. Background:

In the interest of the service and to strengthen partnership and gather broad range of sectors from the society, towards accelerating the Department's mission of mobilizing the country's citizens in protecting, conserving and managing the environment and natural resources, the conduct of 2022 DENR Mindanao Multistakeholder Forum to be held on November 24-25, 2022 at Chali Resort and Conference Center is hereby authorized.

The Summit aims to provide a platform for collaboration and whole-of-society consultation that will serve as critical inputs to the Policy Reform Agenda, Systems and Collaboration Mechanisms, and Shared Program, Actions, and Plans.

The Summit shall be participated in by Mindanao stakeholders from the academe, civil society, business, private and public organizations, and the international development community.

To ensure smooth implementation of the activity, the following Technical Working Committees shall be created to be composed of officials and personnel with the following duties:

II. Oversight Committee:

- | | | |
|------------------|---|---|
| Chairperson | - | Undersecretary Joselin Marcus E. Fragada, <i>CESO III</i> |
| Vice-Chairperson | - | Undersecretary Augusto D. Dela Peña, <i>MNSA, CESE</i> |
| Members | - | Undersecretary Marilou G. Erni
Undersecretary Jonas R. Leones, <i>CESO I</i>
Undersecretary Analiza Rebuelta-Teh, <i>CESO I</i>
Assistant Secretary Ruth M. Tawantawan, <i>CESO II</i>
Assistant Secretary Arleigh J. Adorable, <i>CESO III</i> |

- Provides overall direction in the planning, coordination, and conduct of the forum; and
- Assist the Technical and Policy Advisor in managing the forum, particularly in the content and deliverables.

III. Working Committees:

1. Program Committee

- | | | |
|------------|---|--|
| Chair | - | Dr. Carlos Primo David |
| Vice-Chair | - | Undersecretary Marilou G. Erni |
| Members | - | Undersecretary Augusto D. Dela Peña, <i>MNSA, CESE</i>
Regional Executive Director Henry A. Adornado, PhD
Assistant Regional Director Ma. Theresa J. Allen
Executive Director Maria Matilda A. Gaddi (TF TAK) |

- Plans, designs, and organizes the overall program of activities;
- Leads the actual implementation of the forum;
- Facilitates the registration of participants;
- Provides ushers and usherettes to guide DENR officials and participants during the activity; and
- Provides photo and video documentation for the duration of the forum.

2. Communications and Registration Committee

Chair - Assistant Secretary Ruth M. Tawantawan, *CESO II*
Vice-Chair - Assistant Regional Director Felix S. Mirasol, Jr.
Members - Regional Director Reynaldo S. Digamo, EMB R10
PENRO Ferdinand E. Dagulo
Ms. Gina Padilla, ORED DENR R10

- a. Sends invitations and monitors confirmations of participants and resource persons;
- b. Ensures that all participants are registered during the duration of the forum;
- c. Prepares kit materials, certificate of participation/appreciation, and tokens for the Keynote Speaker; and
- d. Provides Audio-Visual Presentations for the program.

3. Documentation and Analysis Committee

Chair - OIC Director Melinda C. Capistrano (PPS)
Vice-Chair - Director Al O. Orolfo (FASPS)
Members - Regional Executive Director Bagani Fidel A. Evasco
Regional Executive Director Felix S. Alicer
Mindanao Planning Management Division Chiefs

- a. Documents all proceedings, agreements and decisions reached;
- b. Consolidates and summarizes all agreements made during the plenary and breakout sessions; and
- c. Facilitate video recording of the activity and spearhead the photo documentation and meeting proceedings.

4. Finance Committee

Chair - Assistant Secretary Arleigh J. Adorable, *CESO III*
Vice-Chair - Regional Executive Director Henry A. Adornado, PhD
Members - Assistant Regional Director Ma. Theresa J. Allen
Chief Pura Tangcalagan Pallares, Finance Division, R10
Chief Mabel Gemma A. Ravanera, PMD R10
Chief Maybell N. Mangubos, Budget Division DENR CO

- a. Reviews funding requirements of the Summit;
- b. Coordinates fund allocation with DENR offices; and
- c. Ensures that all expenses are in accordance with the accounting, auditing, and procurement rules and regulations.

5. Administration and Logistics Committee

Chair - Regional Executive Director Felix S. Alicer
Vice-Chair - Assistant Regional Director Ma. Theresa J. Allen
Members - OIC Regional Executive Director Ronald D. Gadot R9
Regional Director Felizardo A. Gacad Jr., MGB R10
Regional Director Reynaldo S. Digamo, EMB R10

- a. Plans and implements the approved physical set-up, including the design of the venue and other appropriate props in coordination with the Program Committee;
- b. Facilitates all documentary requirements on the timely processing and procurement of goods and services;
- c. Arranges hotel accommodation and room assignments of DENR officials, guests and other concerned parties;
- d. Serve as welcome and departure party of the participants;
- e. Coordinates with the venue management regarding their safety protocols designed for natural disasters;
- f. Secures the availability of first-aid response, if an emergency case, arises;
- g. Ensures that minimum health standards and protocols are being observed for the duration of the forum;
- h. Provides service vehicles to and from the venue for officials and guests; and
- i. Ensures that other logistical requirements are being provided.

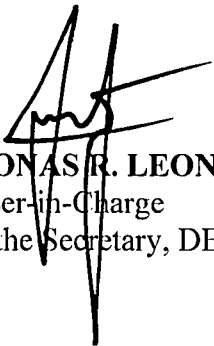
IV. Coordination Instructions:

The Oversight Committee shall have the authority to call upon the support and assistance of other offices to ensure the successful implementation of the Summit.

Likewise, all committees shall perform their assigned tasks and shall regularly update the Oversight Committee on the progress of the organizing and planning of the Summit.

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

This order shall take effect on the date specified herein.



ATTY. JONAS R. LEONES
Officer-in-Charge
Office of the Secretary, DENR

