



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



JAN 15 2024

SPECIAL ORDER
No. 2024 - 237

SUBJECT : AUTHORIZING THE ORGANIZATION OF THE DENR OVERSIGHT AND WORKING COMMITTEES FOR THE PHILIPPINES' HOSTING OF THE 2024 ASIA-PACIFIC MINISTERIAL CONFERENCE ON DISASTER RISK REDUCTION (APMCDRR)

I. Background

In accordance with Presidential Directive No. PBBM-2023-192-194 dated 20 January 2023 and Administrative Order No. 09 dated 26 September 2023, the Department has been designated as the primary lead agency for the 2024 APMCDRR hosting on 14 to 17 October 2024. Therefore, it is necessary to facilitate the preparations for the Philippines' hosting through intra-agency coordination and collaboration in order to manage and oversee all related tasks. Thus, Oversight and Working Committees shall be organized and shall be composed of officials and personnel with respective roles and responsibilities:

II. Oversight Committee

Chair	:	Undersecretary Marilou Erni
Co-Chair	:	Undersecretary Atty. Analiza Rebuelta-Teh, <i>CESO I</i>
Co-Chair	:	Undersecretary Augusto Dela Peña
Members	:	Undersecretary Atty. Jonas Leones, <i>CESO I</i> Undersecretary Atty. Juan Miguel Cuna, <i>CESO I</i> Undersecretary Atty. Ernesto Adobo, Jr., <i>CESO I</i> Undersecretary Joselin Marcus Fragada, <i>CESO III</i> Undersecretary Carlos Primo David, <i>PhD</i> Undersecretary Atty. Ignatius Loyola Rodriguez

- a. Provide overall direction to the Working Committees in planning, coordination, and conduct of the APMCDRR;
- b. Arrange regular meetings with the Working Committees concerned to discuss updates and plan of actions as well as resolve issues and concerns that may arise;
- c. Provide guidance on host country priorities in coordination with other government agencies;
- d. Lead interagency meetings;
- e. Provide regular updates to the Secretary, DENR; and
- f. Perform other tasks as may be deemed necessary.

III. Working Committees

1. Program and Host Country Priorities Committee

Supervising Usec : Undersecretary Carlos Primo David, *PhD*
Head : Assistant Secretary Noralene Uy, *PhD, EnP*,
OASPPFASP
Assistant Head : Director Cheryl Loise Leal, *EnP*, PPS
Members : Assistant Secretary Arleigh Adorable, *CESO III*,
FMB
Assistant Secretary Marcial Amaro, Jr., *CESO II*
BMB
Assistant Secretary Gilbert Gonzales, *CESO IIII*,
EMB
Assistant Secretary Ruth Tawantawan, *CESO II*,
OASFOEM
Director Emelyne Talabis, *CESO IV*, LMB
RED Jacqueline Caancan, *CESO III*, DENR NCR
Director Elenida Basug, CCS
OIC Director Atty. Danilo U. Uykieng, MGB

- a. Determine host country priorities in the disaster risk reduction, climate change, and environment sectors;
- b. Assist in formulating the substantive themes, priorities, strategies, and agenda of the Philippines as host in coordination with the members of the National Disaster Risk Reduction and Management Council;
- c. Directly coordinate with the technical team of UNDRR;
- d. Support UNDRR in planning, designing and organizing the overall program of activities, including drafting of the session concept notes;
- e. Assist UNDRR in identifying moderators, speakers, and partners/stakeholders and designating a focal person to coordinate and monitor them;
- f. Consolidate session summaries for Co-Chairs' Statement and develop a conference report with the technical team of UNDRR;
- g. Coordinate with the appropriate DENR bureau/office/service for substantive inputs in the preparation of talking points;
- h. Designate focal persons for each session in coordination with the Conference Management Committee;
- i. Designate a focal person to closely coordinate with the other working committees; and
- j. Perform other tasks as may be deemed necessary.

2. Conference Management Committee

Supervising Usec : Undersecretary Marilou G. Erni
Head : Director Karmela Beatriz Galura, SCIS
Assistant Head : Ann Javier, SCIS
Members : Assistant Secretary Hiro V. Masuda, OAHRS CSI
Assistant Secretary Noralene Uy, *PhD, EnP*,
OASPPFASP

Director Cheryl Loise Leal, *EnP*, PPS
Director Arlene Romasanta, KISS
Director Norlito Eneran, *LLM*, *CESO III*, LAS
Director Rolando Castro, AS
OIC Director Imelda Dela Cruz, FMS

- a. Serve as the lead secretariat to the oversight committee;
- b. Oversee and direct all activities and tasks related to the actual on-site management and operations of APMCDRR, and other related events and meetings, including the provision of conference services, information management, on-site technical secretariat, and IT support, and movement of delegates;
- c. Ensure symmetry and smooth implementation of the sessions based on the program;
- d. Provide guidance to the event planners and organizers;
- e. Consolidate and summarize all agreements made during the conference;
- f. Provide note-takers to document all proceedings, agreements, and decisions reached;
- g. The assigned personnel in charge of a particular sub-committee shall be responsible for the activity management such as side events, booths, marketplace, etc. in coordination with the Conference Management Committee; and
- h. Perform other tasks as may be deemed necessary.

3. Registration and Protocol Committee

Supervising Usec : Undersecretary Atty. Ignatius Loyola Rodriguez
Head : Director Joe-Mar Perez, OSEC
Assistant Head : Director Arlene Romasanta, KISS
Members : Director Norlito Eneran, *LLM*, *CESO III*, LAS
OIC Director Miriam Marcelo, HRDS

- a. Send email announcements, official invitation letters, follow-up, and reminder emails;
- b. Send formal invitation through diplomatic channel;
- c. Coordinate with DFA for visa processing and prepare information note for the delegates;
- d. Coordinate with the Bureau of Customs for customs clearance and prepare an information note;
- e. Manage online registration and conference badges and on-site check-in and service desks;
- f. Assist in the confirmation of participants and resource speakers;
- g. Develop an e-registration portal and profile attendees according to sex, age, disability, and stakeholder group;
- h. Develop registration schedule and tasks to manage the on-site registration efficiently;
- i. Maintain a master list of Ministers, Dignitaries, other VVIPs, VIPs, and guests;
- j. Provide personnel who will manage the registration sites;
- k. Provide liaison officers to guide delegates during the Conference; and
- l. Perform other tasks as may be deemed necessary.

4. Receptions and Related Events Committee

Supervising Usec : Undersecretary Atty. Juan Miguel Cuna, *CESO I*
Head : Assistant Secretary Hiro V. Masuda, *OHRSCCI*
Assistant Head : Assistant Secretary Gilbert Gonzales, *CESO III*
OASFOLVE
Members : Director Joe-Mar Perez, *OSEC*
OIC Director Miriam Marcelo, *HRDS*

- a. Oversee and organize all receptions and related events in the course of the APMCDRR hosting, including but not limited to welcoming receptions, dinners, award ceremonies, informal programs, and other similar event;
- b. Assist the attendees in their participation to receptions and related events in the course of the APMCDRR hosting;
- c. In charge of beautification and cleanliness of the venues for the receptions and related events; and
- d. Perform other tasks as may be deemed necessary.

5. Strategic Communications Committee

Supervising Usec : Undersecretary Atty. Jonas Leones, *CESO I*
Head : Rochelle Elena Gamboa, *OSEC*
Assistant Head : Director Karmela Beatriz Galura, *SCIS*
Member : Maria Magnolia Danganan, *OUPPIA*

- a. Ensure proper, timely, efficient dissemination and management of public information regarding the conference, including the formulation of a communications plan, provision of facilities for media, coverage of public events, and crafting of strategic messages;
- b. Finalize invitation letters for participants, resource speakers, partners, etc., in coordination with the UNDRR;
- c. Prepare conference collateral consistent with the branding developed in coordination with the UNDRR;
- d. Package Information Note for Participants;
- e. Manage exhibits for the conference;
- f. Provide photo and video documentation for the duration of the conference;
- g. Provide Audio-Visual Presentations for the program;
- h. Provide photo and video documentation and supervise the services of the outsourced provider;
- i. Organize and coordinate media briefings and press conferences
- j. Develop speeches, press releases, and official statements in consultation with the Program Committee;
- k. Directly coordinate with the UNDRR's Communications Team; and
- l. Perform other tasks as may be deemed necessary.

6. Finance and Resource Mobilization Committee¹

Supervising Usec : Undersecretary Atty. Analiza Rebuelta-Teh, *CESO I*
Head : OIC Director Imelda Dela Cruz, FMS
Assistant Head : Assistant Secretary Marcial Amaro, Jr., *CESO II*
BMB
Members : Assistant Secretary Michelle Angelica Go,
LL.M., CESO II, OASLA
Director Al Orolfo, FASPS
Director Cheryl Leal, *EnP, PPS*
Director Rolando Castro, AS
Director Norlito Eneran, *LL.M, CESO III, LAS*

- a. Review funding requirements of the conference;
- b. Ensure availability of budget for all APMCDRR-related activities;
- c. Coordinate fund allocation with DENR Offices;
- d. Facilitate timely preparation of all documentary requirements for procurement of relevant goods and services;
- e. Ensure that all expenses are in accordance with the accounting and auditing rules and regulations;
- f. Engage the international business community, investors, governments, and other parties and organize and supervise potential business and investment-related activities, including trade expositions and missions, investment roadshows, and other promotional activities; and
- g. Perform other tasks as may be deemed necessary.

7. Security, Order, Emergency Preparedness, and Response Committee

Supervising Usec : Undersecretary Augusto Dela Peña
Head : OIC Director Reuel Sorilla, ELEPS
Assistant Head : RED Jacqueline Caancan, *CESO III, DENR NCR*
Members : Assistant Secretary Atty. Daniel Darius M. Nicer,
CESO II
Director Ruben Candelario, SMOTO
Director Rolando Castro, AS
Director Joe-Mar Perez, OSEC

- a. Coordinate with the venue management regarding their safety protocols;
- b. Secure the availability of first-aid response if an emergency case arises;
- c. Ensure minimum health standards and protocols are observed for the forum;
- d. Coordinate with concerned local government units, security forces, and emergency operations center; and
- e. Coordinate with the service provider relative to the parking of service vehicles of DENR officials and personnel, as well as the provision of first-aid treatment if an emergency case arises.
- f. Coordinates with the venue management regarding their safety protocols designed for disasters; and
- g. Perform other tasks as may be deemed necessary.

¹ Mobilize funds (UNDP, UK, private sectors, and other partner institutions)

8. Logistics, Infrastructure, and Transport Committee

Supervising Usec : Undersecretary Ernesto Adobo Jr., *CESO I*
Head : OIC Assistant Secretary Arleigh Adorable, *CESO III*,
FMB
Assistant Head : Director Rolando Castro, AS
Members : Director Arlene Romasanta, KISS
OIC Director Miriam Marcelo, HRDS

- a. Facilitate timely preparation of all documentary requirements for procurement of relevant goods and services;
- b. Plan and implement the approved physical set-up, including the design of the venue and other appropriate props, in coordination with the Program and Conference Management Committee;
- c. Identify and procure and/or rent appropriate lights and sound equipment, online applications/software, and supplies/materials, if necessary;
- d. Arrange airfare booking, hotel accommodation and room assignments for international guests and delegates, officials from other national government agencies, DENR, guests, and other concerned parties;
- e. Provide service vehicles to and from the venue for the officials and guests;
- f. Coordinate with the service provider relative to the parking of service vehicles of DENR officials and personnel, as well as the provision of first-aid treatment if an emergency case arises;
- g. Ensure availability of other logistical requirements; and
- h. Perform other tasks as may be deemed necessary.

9. Hospitality and Cultural Promotion Committee

Supervising Usec : Undersecretary Joselin Marcus Fragada, *CESO III*
Head : Assistant Secretary Ruth Tawantawan, *CESO II*,
OASFOEM
Assistant Head : Director Al O. Orolfo
Members : RED Jacqueline Caancan, *CESO III*, DENR NCR
Director Rolando R. Castro, Administrative Services
ARD Erlinda O. Paquigan, Mgmt Services-NCR
ARD Henry A. Pacis, Technical Services-NCR
ARD Ma. Theresa J. Allen, Mgmt Services-R10

- a. Manage the overall promotion of Filipino culture and tourism during the APMCDRR 2024 hosting in coordination with the Logistics, Accommodation and Transportation Committee as well as the Receptions and Related Events Committee;
- b. Coordinate with the Department of Tourism and other related agencies for the arrangement for cultural tours and provision of tokens, among others;
- c. In charge of beautification and cleanliness of the venues for cultural tours and related sites; and
- d. Perform other tasks as may be deemed necessary.

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

Likewise, the Heads of the Working Committees have the authority to call for a regular coordination meeting among their members to ensure the timely, efficient execution of their assigned tasks, and regularly update the Oversight Committee on the progress of organizing and planning the Conference. Moreover, the members of the Working Committees shall ensure the participation of their concerned Chiefs, designate respective personnel to perform respective tasks, recommend the inclusion of personnel from other offices, and closely coordinate with the interagency committee members.

All expenses incurred in the conduct of the Conference shall be charged against the DENR funds in compliance with R.A. 9184 and other accounting and auditing rules and regulations.

The Head of the Oversight Committee is hereby authorized to include additional officials and personnel, as necessary, to constitute the Working Committees. Subsequent Advisories shall be issued by the Head of the Oversight Committee for this purpose.

This Order shall take effect immediately until the conduct of the 2024 APMCDRR on the dates specified herein as well as all corresponding post-activities.


MARIA ANTONIA YULO LOYZAGA
Secretary

