



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Special Order

No. 62

Series of 2025

SUBJECT: CREATION OF WORKING COMMITTEES FOR THE 3rd NATIONAL AGRICULTURE AND FISHERIES TECHNOLOGY EXHIBITION (NAFTE)

In the interest of service and to ensure the smooth conduct of the **3rd National Agriculture and Fisheries Technology Exhibition (NAFTE)**, which will be held on **June 17-22, 2025** (inclusive of travel time) in **Cebu**, the following working committees are hereby created by the DA Bureau of Agricultural Research to partner with the DA-Regional Field Office 7 as event co-organizer:

STEERING COMMITTEE

Chair : Junel B. Soriano, PhD
Co-chair : Joell H. Lales
Members : Raymond Patrick L. Cabrera
Salvacion M. Ritual
Anthony B. Obligado, PhD, MNSA
Melody T. Memita

Terms of Reference:

1. Set policies and directions in the overall planning and conduct of the activity.
2. Provide guidance and directions to the various working committees.
3. Monitor and assess the implementation of the activities of each working committee.

PROGRAM & INVITATION COMMITTEE

Chair : Julia A. Lapitan
Co-chair : Rhea D. Desalesa
Members : Czarina Gricell M. Reyes
Juan Nikolas A. Paller
Gladys B. Gammad
Christopher S. Japones
Hannah Nicole M. Silva

Terms of Reference:

1. Facilitate the overall coordination for the preparation of the event.
2. Prepare the Program of Activities in coordination with the DA RFO 7.
3. Prepare and send invitation letters to guests (national), speakers, and participants.
4. Follow-up confirmation of participants and provide a list to the working committees.
5. Consolidate activity/event feedback from guests and participants.

REGISTRATION AND RECEPTION COMMITTEE

Chair : Alvin L. Fontanil
Co-chair : Evelyn H. Juanillo
Members : Apolonia A. Mendoza
Kris Thea Marie B. Hernandez
Amavel A. Velasco
Adriel C. Abando

Terms of Reference:

1. Coordinate with the DA RFO 7 in securing the Attendance Sheets and Certificate of Appearance for the entire duration of the activity.
2. Assist the DA RFO 7 in managing the daily registration of participants and guests; and distribution of IDs, kits, and other materials as required.
3. Provide a list of VIPs to the Program Committee for proper acknowledgment during the opening and closing programs.
4. Assist the DA RFO 7 in guiding the guest of honor, VIPs, resource person and other participants during the opening ceremony and viewing of the exhibits and ensure that VIPs are escorted to their designated areas.

EXHIBIT AND PHYSICAL ARRANGEMENT COMMITTEE

Chair : Jennilyn J. Castañeto
Co-chair : Kristan Deo B. Rodriguez
Members : Gian Carlo R. Espiritu
Edmichael D. Figueroa
Lara Abegail S. Espiritu

Terms of Reference:

1. Coordinate with the DA RFO 7 to conceptualize the set-up and final layout of the exhibit area and the overall venue.
2. Conduct a pre-event site inspection to validate the layout plan, address potential logistical challenges, and finalize arrangements.
3. Develop the 3rd NAFTE Exhibitor's Manual.
4. Organize and lead the NAFTE Exhibitor's Meeting with DA RFO 7 to provide participating exhibitors with clear guidelines, event schedules, and address exhibitor queries and concerns.
5. Prepare a post-event evaluation, collect and consolidate feedback/response from exhibitors for submission to the program committee.

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AWARDS COMMITTEE

Chair : Nieva Jean S. Ignacio
Co-chair : Eric J. Morales
Members : Marjorie M. Mosende
Glacelle Alyne C. Malinao
Marilou C. Oren
Roberto S. Quing Jr
Gretel F. Rivera
Shaina A. Balingbing

Terms of Reference:

1. Prepare the mechanics and guidelines (categories, criteria, eligibility requirements, etc.) for the NAFTE awards/competition (Best Booth, Best Product, AFRREDN Night) and recommend the panel of judges for each award category.
2. Provide orientation and assist the panel of judges during the evaluation process .
3. Prepare the rating and tabulated sheets to be signed by the panel of judges and Awards Committee Chair.
4. Prepare the narrative content of plaques and/or certificates for winners, resource speakers and exhibitors.
5. Assist the Program Committee during the awarding ceremony.
6. Assist the DA RFO 7 in providing the requested data/information to facilitate the processing of award payment.

DOCUMENTATION & PUBLICITY COMMITTEE

Chair : Daryl Lou A. Battad
Co-chair : Angelo N. Padura
Members : Rena S. Hermoso
Ma. Elena M. Garces
Ma. Eloisa H. Aquino
Jimwell R. Tanay
Edmundo S. Aquino
Ricardo G. Bernardo
Lino Norman D. Reyes
Geline Nicole A. Morillo

Terms of Reference:

1. Prepare a publicity and communication plan to promote the 3rd NAFTE in partnership with DA-RFO 7, including the preparation of press releases, media advisories, and other drumbeating activities in social media and other platforms.
2. Prepare and oversee the production of all event collaterals such as teaser and highlight videos, print materials including souvenir program and branding elements for consistent messaging.
3. Prepare collateral materials and messages for keynote speakers.

4. Document all sessions, activities, and proceedings of the event, and prepare releases for dissemination and publication.
5. Spearhead the conduct of the Seminar Series and the pilot run of Market Talks, in coordination with the Program Committee.
6. Manage live event coverage including social media updates, livestreaming, on-site interviews, and other needed online and offline technical support.
7. Coordinate with local/national media outlets for event coverage and facilitate press conferences, media interviews, and distribution of press kits as needed.

TRANSPORTATION, FOOD AND ACCOMMODATION COMMITTEE

Chair : Ryan Joseph M. Abrigo
Co-chair : Julie Ann L. Dulay
Members : Cusrome Loi S. Adaro
Lady Christine Joy A. Barcena
Judith A. Maghanoy
Corazon L. Barretto
Jennifer T. Alianza

Terms of Reference:

1. Coordinate with the Program and Invitation Committee regarding participant arrival and departure schedules.
2. Arrange transportation for BAR working committees and guests in coordination with DA-RFO 7.
3. Assist in confirming the number of participants to be provided with food and accommodation.

All committee chairs, members and DA RFO 7 counterparts are requested to closely coordinate and collaborate to carry out their respective functions and responsibilities effectively. All expenses to be incurred shall be subject to the usual accounting and auditing rules and regulations.

Approved this 10th day of March 2025.

JUNEL B. SORIANO, PhD
Director

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