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REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO DEL NORTE
OFFICE OF THE PROVINCIAL GOVERNOR

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RODOLFO P. DEL ROSARIO
Governor

ADMINISTRATIVE ORDER NO. 03
Series of 2016

AN ORDER CREATING THE VARIOUS COMMITTEES OF THE 49TH ARAW NG DAVAO DEL NORTE CELEBRATION”

WHEREAS, pursuant to Republic Act 4867, the Province of Davao del Norte was officially created on July 1, 1967;

WHEREAS, this historic event is given importance by commemorating every 1st of July as the Founding Anniversary of Davao del Norte, and the weeklong celebration of *Kadagayaan Festival* which showcase thanksgiving and blissful bounty of traditions, cultures and innovations and of diversity and excellence;

WHEREAS, this year is the 49th Founding Anniversary of DavNor, a year before the Golden Jubilee. The provincial government along with the different agencies take necessary tasks and preparations as first step in shaping one of the most exciting times, the edge of new age - the Golden era - of good harvest and successful Dabaonons under a transparent and responsible governance;

WHEREAS, there is a need to create committees that shall design and effect festive and meaningful activities that will continue to shape the festival to grow with the multicultural Dabaonon whom it celebrates;

NOW, THEREFORE, I, RODOLFO P. DEL ROSARIO, Provincial Governor of Davao del Norte, by virtue of the power vested in me by law, do hereby order the creation of various committees of the 49th Araw ng Davao del Norte celebration.

Section 1. Executive Committee

Honorary Chairperson
Honorary Co- Chairperson

Hon. Rodolfo P. Del Rosario - Governor
Hon. Victorio R. Suaybaguio Jr. - Vice Governor

Boyet C. S... [Signature]

Honorary Members

- Hon. Shirley Belen R. Aala** - Board Member, 1st District
- Hon. Raymond Joey D. Millan** - Board Member, 1st District
- Hon. Vicente C. Eliot, Sr.** - Board Member, 1st District
- Hon. Alfredo D. De Veyra, O.D.** - Board Member, 1st District
- Hon. Robert L. So** - Board Member, 1st District
- Hon. Janet G. Gavina** - Board Member, 2nd District
- Hon. Alan R. Dujali** - Board Member, 2nd District
- Hon. Hernanie L. Duco** - Board Member, 2nd District
- Hon. Ely C. Dacalus** - Board Member, 2nd District
- Hon. Ernesto T. Evangelista** - Board Member, 2nd District
- Hon. Edgar T. Castillo, RN, MDMG** - FABC President
- Hon. Tristan Royce R. Aala, MDMG** - PCL President
- Hon. Datu Victor M. Pandian** – Indigenous Peoples Representative
- Hon. Antonio Rafael G. Del Rosario**- Representative, 1st District, DDN
- Hon. Antonio Ernesto F. Lagdameo**- Representative, 2nd District, DDN
- Hon. Allan L. Rellon**- City Mayor of Tagum
- Hon. James G. Gamao**- City Mayor of Panabo
- Hon. Aniano P. Antalan** – City Mayor of IGACOS
- Hon. Arnel H. Sitoy** – Municipal Mayor of San Isidro
- Hon. Joseph Nilo F. Parreñas** - Municipal Mayor of Asuncion
- Hon. Edgardo L. Timbol**- Municipal Mayor of Kapalong
- Hon. Nestor L. Alcoran**- Municipal Mayor of New Corella
- Hon. Basilio A. Libayao** - Municipal Mayor of Talaingod
- Hon. Benigno R. Andamon**- Municipal Mayor of Sto. Tomas
- Hon. Marcelino A. Perandos**- Municipal Mayor of Carmen
- Hon. Lolita A. Moral** - Municipal Mayor of Braulio E. Dujali
- Atty. Jennifer B. Namoc-Yasol** – Provincial Administrator

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Executive Chairperson:

A. Facilitating Committees

- Executive Chairperson : Atty. Jennifer B. Namoc-Yasol, PAdO - *file 5/2/16*
- 1. Physical Preparation and Restoration**
- Chairperson : Samson J. Sanchez, CSEE, MPA, PGSO - *on 5/2/16*
Co-Chairperson : Raul G. Mabanglo, CE, PEO
Members : Francis G. Linogao, CE, PGSO
Ivanhoe G. Lanzaderas, PGSO
Romulo D. Tagalo, MM, MPP, PENRO, PDRRM
1. a. Stage, Hall and Ground Preparation/ Restoration (e.g. Tables& Chairs, Tents, Power)
- Task Force Heads : Francis G. Linogao, CE, PGSO
Ivanhoe G. Lanzaderas, PGSO
Members : PGSO Selected Personnel
1. b. Lights and Sounds
- Task Force Head : Romulo D. Tagalo, MM, MPP, PDRRM - *5/2/16*
Members : PDRRM Selected Personnel
1. c. Sanitation and Garbage Disposal
- Task Force Head : Romulo D. Tagalo, MM, MPP, PENRO -
Members : PENRO & PGSO Personnel
i-Sweep Team
- 2. Traffic and Security**
- Chairperson : PSSupt. Ferdinand A. Sifuentes, PNP-DNPPO - *PO2 ORD, INF*
Co-Chairperson : Col. Ricardo Nepumoceno, (INF) GSC, PA
Members : PSupt. Solomon De Castilla, PNP-Tagum City
Pl Insp. Angelito De Castro, TMO
Rogelio S. Obenza, MPA, PGSO-CSU
Larry Franco, PhilGuard
- 3. Reception**
- Chairperson : Monica L. Salido, MM, PHRMO - *L. Amilla 5/2/16*
Members : Evelyn C. Bulaga, MBA, PADO
Mary Grace A. Lasay, PGO
Michelle B. Claridad, MPA, PHRMO
- 4. Food**
- Chairperson : Arlene M. Semblante, RSW, PSWDO - *5/2/16*
Co-Chairperson : Evelyn C. Bulaga, MBA, PADO
Members : PSWDO Personnel
PADO-Admin Personnel
- 5. Finance (Ways and Means)**
- Chairperson : Norma A. Lumain, CPA, MPA, PBO - *5/2/16*
Co-Chairperson : Regina C. Ricafort, CPA, MPA, PTO - *5/2*
Members : Serlinda C. Atake, CPA, MBA, PACCO - *5/2*
Emelia C. Palero, CPA, MSLRG, PBO
- 6. Marketing, Promotion and Information Management (Documentation and IT)**
- Chairperson : Ma. Eliza L. Andin, CPA, PEEDO - *5/2*
Co-Chairperson : Sofonias P. Gabonada Jr, PIO
Members : Noel S. Daquioag, CSEE, PADO
PEEDO Personnel
PIO Personnel
PADO-Tourism Personnel
- 7. Health and Medical**
- Chairperson : Agapito B. Hornido, MD, MHA, PHO - *5/2*
Co-Chairperson : Ma. Eliza L. Andin, CPA, PEEDO
Members : Catherine R. Valera, MD, DPOGS, PEEDO
Jessie T. Belga, MD, PEEDO
Juri B. Miyake, MD, PEEDO

Romulo D. Tagalo, MM, MPP, PDRRM
PHO, PEEDO & PDRRM Personnel

8. Legal

Chairperson : Atty. Edd Mark O. Wakan, PLO
Co-Chairperson : Alex L. Saya, PLO
Members : PLO Personnel

prearranged 5/2/14

9. Transportation

Chairperson : Raul G. Mabanglo, CE, PEO
Co-Chairperson : Leonardo C. Gaspan Jr, ME, PEO
Members : PEO Personnel

5/2/14

10. Tarpaulin

Chairperson : Sofonias P. Gabonada Jr, PIO
Members : PIO Personnel

11. Leis, Token, Plaques & Certificates

Chairperson : Joyce T. Gualberto, CE, REA, MPA, PASSO
Co-Chairperson : Gale Guadalupe Mortillero, MSLRG, PHRMO
Members : PASSO Personnel
PHRMO Personnel

2AC 5/2/14

12. Registration

Chairperson : Dennis Dean T. Castillo, MPA, OSS
Members : OSS, VGO & SPO Personnel

same committee 5/2/14

B. EVENTS COMMITTEE

Executive Chairperson :

Josie Jean R. Rabanoz, CE, MPA, PPDO

Ann 5/2/14

1. Programs and Events

Chairperson : Sofonias P. Gabonada Jr, PIO
Co-Chairperson : Noel S. Daquioag, CSEE, PADO
Members : PAdO-Tourism Personnel

1. a. Opening Program (Kadagayaan Festival 2016)

Task Force Head : Anastacia G. Notarte, RA, PhD, PAGRO
Member : Renato R. Embate, DVM, PVO

Gu 5/2/14

1. b. Fireworks Display

Task Force Head : Samson J. Sanchez, CSEE, MPA, PGSO
Members : Selected PGSO Personnel

1. c. Thanksgiving Mass

Task Force Head : Joyce T. Gualberto, CE, REA, MPA, PASSO
Co-Head : Lily M. Salazar, CE, REA, PASSO
Members : PASSO Personnel
PADO-Admin Personnel

1. d. Alay Davao Walk & Anniversary Program

Task Force Head : Josie Jean R. Rabanoz, CE, MPA, PPDO
Members : Alex C. Roldan, CESO V, DILG
PGSO, PPDO & PIO Personnel

1. e. Awarding & Oath Taking Ceremonies

Task Force Head : Atty. Edd Mark O. Wakan, PLO
Member : Monica L. Salido, MM, PHRMO
PLO & PHRMO Personnel

1. f. Nightly Entertainment

Task Force Head : Mr. Sofonias P. Gabonada Jr, PIO
Co-Head : Mr. Giovanni I. Gulanes, PAdO
Members : Noel S. Daquioag, CSEE, PADO
Mr. Samson J. Sanchez, CSEE, MPA, PGSO

Wakan

2. Trade & Tourism Fair and DavNor Products Promotion

Chairperson : Gloria Excelsa S. Pamugas, MPA, PADO
Member : Joevynar M. Miedes, PADO

 5/2/14

Section 3. Tasks and Functions. All committees are expected to meet the following tasks and functions from the time of preparation until the whole duration of the celebration, viz:

A. FACILITATING COMMITTEES

1. Physical Preparation and Restoration

- ✓ Coordinate with the Program and Event Committees as to the requirements of the stage, grounds, and venues;
- ✓ Prepare ground, hall, stage, and other physical and logistical requirements;
- ✓ Prepare checklist to ensure that all requirements are well attended prior to the activity, and
- ✓ Ensure all equipment, paraphernalia, fixtures, add-ons, etc. used are well accounted after the function;

2. Traffic and Security

- ✓ Ensure smooth traffic flow in the City and in the event-venue;
- ✓ Provide security to all guests and visitors;
- ✓ Coordinate with the proper authority(ies) to ensure that adequate traffic and security personnel are deployed;
- ✓ Help in the formulation of a traffic plan to ensure efficient crowd management, and
- ✓ Facilitate the establishment of several Public Help Desks in different areas of the Capitol premises.

3. Reception

- ✓ Provide ushers to welcome and assist guests during the Opening of *Kadagayaan Festival 2016*, Thanksgiving Mass, Oath Taking and Anniversary Program Ceremonies;
- ✓ Organize pool of ushers and conduct briefing to the group to ensure smooth reception of guests and VIPs in every event;
- ✓ Provide Welcome to any arriving guests, and
- ✓ Coordinate with the transport committee as to the schedule of ingress and egress of guests;

4. Food

- ✓ Come up with a practical and efficient scheme in food distribution and brief concessionaires/caterers and other office(s) concerned as to its implementation to ensure orderliness during the distribution;
- ✓ Ensure that concessionaires/caterers are performing their responsibilities to make sure that food supply is always replenished;
- ✓ Ensure the provision of food/meals for various events and for the working committees, and
- ✓ Coordinate with the Health and Medical Committee to ensure food safety and quality

5. Finance

- ✓ Prepare general budget and ensures proper disbursement and liquidation;
- ✓ Allocate and handle necessary financial requirements, and
- ✓ Make sure that budget disbursement for food, supplies, and other expenses is immediately done to ensure that the purchase/procurement of required supplies are timely;

6. Marketing, Promotion and Information Management

- ✓ Take charge in seeking out support from different sponsors including other LGUs of the Province;
- ✓ Make a Marketing Plan;
- ✓ Coordinate with local and regional media to ensure media coverage;
- ✓ Publish the latest updates and events in the official website of the Province;
- ✓ Issue press releases periodically to all media outlets;
- ✓ Organize and brief the media of the guidelines and policies as to the official coverage of the event;

7. Health and Medical

- ✓ Set up medical team during the Alay Davao Walk and other activities of the celebration;
- ✓ Come up with a comprehensive Medical Plan for the weeklong event;
- ✓ Work with the food security and distribution committee to ensure food safety and quality.

8. Legal

- ✓ Prepare Memorandum of Agreement (MOA)
- ✓ Render legal opinion vis-à-vis draft MOA

9. Transportation

- ✓ Provide service vehicles requested by other committees ;
- ✓ Prepare daily schedule of service vehicles for reference of other committees;

10. Tarpaulin

- ✓ Prepare Request Slip to be filled-up by requesting committee with complete information and description of the activity;
- ✓ Coordinate with the requesting committee as to the final layout of the tarpaulin;
- ✓ Prepare layout and print tarpaulins as requested, and
- ✓ Coordinate with the Marketing, Promotion and Information Management Committee and Provincial Engineer's Office for dispatch and hanging of tarpaulin.

11. Leis, Tokens, Plaques and Certificates

- ✓ Prepare Leis for guests and VIPs needed in the program;
- ✓ Prepare Tokens (gift, cash), Plaques and Certificates for Speakers and/or Facilitators of an event, and
- ✓ Coordinate with the in-charge committee of an event to ensure smooth and successful program.

12. Registration

- ✓ Take charge of guests and participants' attendance to every event;
- ✓ Provide list of attendees of the celebration to the Secretariat, and
- ✓ Keep a copy of list of guests and participants for future references.

B. EVENTS COMMITTEES

1. Programs and Events

- ✓ Take charge in the overall coordination of all programs and events of the 49th Araw ng Davao del Norte celebration.

2. Trade & Tourism Fair and DavNor Products Promotion

- ✓ Take charge in coordinating local government units as to the display of One Town One Product (OTOP);
- ✓ Meet and brief exhibitors as to the guidelines of the tourism trade fair;
- ✓ Coordinate with the Physical Preparation and Restoration Committee as to the logistical requirements of the tourism and trade fair.

Section 4. Secretariat. There shall be a Secretariat created with the following composition and tasks and functions, viz:

- ✓ Take charge in the coordination with other offices and dissemination and sending out of letters and communications;
- ✓ Formulate letters, invitations, and other correspondences;
- ✓ Provide guest list to Reception Committee;
- ✓ Facilitate order of businesses and minutes of the executive meetings pertaining to the celebration, and
- ✓ Perform other tasks that may be assigned by the Executive Committee.

Chairperson : **Evelyn B. Cortez-Bulaga, MBA, PAdO** *- talal sp*

1. Invitation and Correspondence

Co-Chairperson : **Joefrey C. Mirafuentes, MPA, PADO**

Members : **Ma. Antonette D. Gerolaga, PADO**
Ladenice Ciara Tolibas, PADO

2. Dissemination/Dispatch

Co-Chairperson : **Evelyn M. Israel, MPA, PADO**


Members : **Nemesez P. Nuñez, PGO**
Mary Grace A. Lasay, RN, PGO

Section 4. SOURCE OF FUNDS. Funds for this purpose shall be taken from the appropriation under the Socio-Cultural Program and from the respective budgets of concerned offices.

Section 5. Effectivity. This Order shall take effect immediately upon approval hereof and shall remain in full force and effect unless rescinded.

SO ORDERED.

DONE this 29th day of April a 2016 Governor's Office, 2nd Floor, Capitol Building, Government Center, Mankilam, Tagum City, Davao del Norte, Philippines.


RODOLFO P. DEL ROSARIO
 Governor *rd*