



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

NOV 16 2023

TAPI Special Order No. 447
Series of 2023

SUBJECT: TAPI 37th ANNIVERSARY CELEBRATION WORKING COMMITTEES

In the interest of the service and to ensure the smooth conduct of the Technology Application and Promotion Institute (DOST-TAPI) 37th Anniversary Celebration, the following Committees are hereby constituted as follows:

STEERING COMMITTEE:

Functions:

- Provides overall direction and coordination, planning, and management of the event;
- Monitors progress of implementation of plans and activities of various working committees;
- Plans and schedules the activities for the event;

Chairperson	:	CAEZAR ANGELITO E. ARCEO
Members	:	ATTY. ISRAEL JACOB R. ZARAGOZA
	:	JOYCEL N. AGUILAR
	:	ROMEO M. JAVATE
	:	TIPD Representative

PROGRAM COMMITTEE

Functions:

- Selects the emcee and the guest speaker for the event;
- Prepares the script of the emcee;
- Handles the activities to be conducted at the stage/activity area;
- Coordinates with other committees for the requirement at the stage;
- Conceptualizes concept design and layout of the overall program in accordance to the theme as approved by the TAPI Executive Committee; and
- Coordinates with other Committees for the event planning and execution.

Chairperson	:	CAEZAR ANGELITO E. ARCEO
Co-Chairperson	:	ANNA LIZA B. SAET
Members	:	All Chairpersons
Secretariat	:	DIANE ABIGAIL S. DIMACULANGAN

FINANCE COMMITTEE & LOGISTICS COMMITTEE:

Functions:

- Handles the procurement of the overall requirements; and
- Handles/coordinates with other Committees on vehicles and other logistics requirements.
- Allocate budget for the event;
- Assigns special disbursing officer for petty cash expenses/disbursements;
- Oversees proper liquidation of funds and that budget are spent appropriately and accordingly; and
- Prepares a financial report after the Anniversary Celebration

Chairperson	:	JOSEPHINE Q. REYES
Vice-Chairman	:	TRICIA MARIE S. PACER
Members	:	LELANIE O. CASACOP
	:	DR. KAREL G. PABELIÑA
	:	JASPER JAMES B. MENDINA

: REYMARK B. BARTE
 : REENA B. ATIENZA
 : MANUEL V. BUCAO III
 : DIONISIO T. CALA-OR
 : FELIPE P. DEOCAMPO, JR.

FOOD AND VENUE COMMITTEE:

Functions:

- Handles the preparation of canvass and procurement of the food and venue for the event.
- Responsible for securing the menu and venue for the event;
- Handles venue preparation and organizes seating arrangements;

Chairperson : RICHELLE C. MALAAY
Vice- Chair : MARISSA A. MELOSANTOS
Members : JOCELYN P. TANGO-AN
 : MILDRED D. VILLANUEVA

EVENT PROMOTION and MARKETING COMMITTEE

Functions:

- Handles pre-event promotional activities, various methods of communication: TV, print, web, email, and social media;
- Prepares information materials for distribution/dissemination (i.e. annual reports, souvenir items, giveaways, DOST Agencies' corporate and technology brochures, etc.);
- Media promotion and coverage;
- Manages various methods of communication: TV, print, web, email, and social media;
- Coordinates with other committees for the needed requirements;

Chairperson : JANETH C. VIDAL
Vice Chair : RODEL R. ORACION
Members : BIENNA CATHLEEN R. RAMOS
 : MARK ANTHONY FERRER
 : MARY GRACE S. MANCENON
 : CYRIL MARK P. CASTRES
 : CARMELA ISABELLE DISILIO
 : ALONA IGUIZ

MEDIA AND DOCUMENTATION COMMITTEE:

Functions:

- Manages media coverage and various methods of communication: TV, print, web, email, and social media of the event;
- Documents the event;
- Coordinates with STII regarding activities for media promotions and press briefing/meeting; and
- Coordinates with other committees for the needed requirements;

Chairperson : RIZALNIÑO L. NOBLE
Vice Chair : JOMARI J. LASAY
Members : MYLENE A. ALANO
 : LOVELY JANE A. MALABANAN
 : MAT JEROME M. CASEQUIN
 : PATRICIA MARINELA D. PALILEO
 : MARY CLAIRE T. MANUEL

ACCOMPLISHMENT REPORT AND MILESTONES COMMITTEE:

Functions:

- Responsible for the conceptualization, implementation, and presentation of the Institute's milestones and accomplishments;
- Coordinates with other Divisions for the needed documents and materials, etcetera;
- Develops and packages the overall report of TAPI's 2023 milestones and accomplishments; and
- Prepares and organizes the report presentation and other video presentations during the program.

Chairperson	:	JANICE W. CORNEL
Vice Chair	:	JOSA C. ELEGADO
Members	:	RAMON D. NAVARRETE, JR.
	:	EMILIE S. CAPELLAN
	:	LARA JEAN P. BELGIRA
	:	ARCHIE MABULAY
	:	JOLINA C. ESTIVA
	:	LEAH CARMINA T. DISOR
	:	CRISTINA T. PILI

AWARDS AND RECOGNITION COMMITTEE:

Functions:

- Responsible for the conceptualization of Awards and Recognition areas;
- Identifies programs/activities/partners the awards to be given; (TAPI employees, recognized partners i. e. firms, councils, inventor's organizations accredited by TAPI, etc.)
- Develops guidelines, criteria, mechanics, and actual awards for the Awards, if applicable;
- Identifies Judges for the selection when needed or if applicable; and
- Coordinates with other Committees for the execution of the awarding and recognition.

INTERNAL AWARDS

Chairperson	:	LOURDES C. PALILEO
Vice Chair	:	REANN BERNADETTE E. TOLENTINO
Members	:	GLACY LANCE C. SAN PEDRO
	:	MARICRES D. SABADO

RECOGNITION TO STAKEHOLDERS/PARTNERS

Chairperson	:	RAYMOND O. TORRES
Vice Chair	:	KRYSTEL MONICA MANALO
Members	:	ATTY. ALDRITZ IGNACIO P. JURADO III
	:	MERLINA C. ACERO
	:	ANGELICA D. TRIA
	:	CLARISSA J. GO

REGISTRATION, INVITATION, AND USHER/USHERETTE COMMITTEE:

Functions:

- Identifies the final list of guests/visitors;
- Prepares and sends out invitation letters and programs for the TAPI Anniversary to other DOST Agencies, Universities, Inventors, DOST-TAPI Retirees, identified awardees, etc.:

- Coordinates with other Committees and Divisions for the invitees;
- Coordinates and follow-up confirmation/reply from the invited guests/visitors;
- Handles mailing and distribution of letters from the various divisions/committees;
- Assigns ushers/usherettes for the event;
- Manages the traffic in the venue;
- Coordinates with the Physical Arrangement and the Exhibit Committee for the guests' seating arrangement; and
- Acts as the registration committee during the event.

Chairperson	:	ROMEL R. NERI
Vice-Chairman	:	RODELIA R. PADILLA
Members	:	XYRRYL MAE D. OPINALDO
	:	THEDA MAE S. DUMALI
	:	EARL MATTHEW SABILE
	:	ERIKA MARIE A. DEVILLA
	:	MARK NEIL F. TAJAN
	:	RUBY ANNE G. ENORME
	:	CLARISSA J. GO
	:	BIENNA CATHLEEN R. RAMOS
	:	MARY GRACE S. MANCENON

PHYSICAL ARRANGEMENT, STAGE DECORATION, AND EXHIBIT COMMITTEE:

Functions:

- Coordinates with the Program Committee, the Food and Venue Committee, and the Transportation Committee in setting-up of materials and other facilities/equipment needed in the event;
- Handles and manages the distribution and posting of banners, posters, and related collaterals for the exhibition;
- In coordination with the Production and Stage Decoration Committee, conceptualizes, designs, and executes the overall venue looks, thematic exhibition, and product display; stage set-up and decorations, sound system, ribbons/plants and flowers decorations and other requirements; and
- Coordinates with other committees regarding stage set-up and decorations, sound system, ribbons/plants and flowers decoration and other requirements.

Chairperson	:	ROBERTO R. VERZOSA
Vice-Chairman	:	AIZA B. NAVARRETE
Members	:	MARK ANGELO B. LASALA
	:	AIKO N. VERZOSA
	:	JUDITH R. FABROS
	:	JACKSON C. LU
	:	MILDRED A. REAL

TECHNICAL PRODUCTION COMMITTEE:

Functions:

- Takes charge of the sound system and other technical requirements for the program;
- Facilitates the hiring of an event organizer when necessary;
- Coordinates with the PHYSICAL ARRANGEMENT, STAGE DECORATION AND EXHIBIT COMMITTEE for the conceptualization of the venue and other needed assistance for the setting-up of materials and other facilities/equipment needed;
- Assists the DOCUMENTATION COMMITTEE for the documentation (i.e. same-day edit, etc., when necessary); and
- Handles the flow of the event's program (i.e. sequential play of the AVPs, etc.)

Chairperson	:	ESTEVE RONNEL H. LOPEZ
Vice Chair	:	JUFFREY I. RODRIGUEZ
Members	:	JOHN SETH ARCILLA
	:	ROSEL J. SUMAQUIAL
	:	MIS Project Staff

THANKSGIVING MASS COMMITTEE:

Functions:

- Collaborates with the members of the pastoral staff; and
- Prepares mass offerings and facilitates the activities for the celebration of the Holy Mass.

Chairperson	:	TERESITA R. ALARCON
Vice Chair	:	RICHELLE C. MALAAY
Members	:	ELLA U. DE LUNA
	:	IRENE I. GUITIERREZ
	:	MARK NIEL F. TAJAN
	:	ATTY. ALDRITZ IGNACIO P. JURADO III
	:	TAPI Choir (voluntary)

TAPI DAY COMMITTEE:

Functions:

- Identifies activities (games, raffle, prizes) and prepares program for the day's activities;
- Coordinates with other Committees on the needed logistics;
- Conceptualizes and develops criteria for the games, and other identified activities; and
- Takes charge of the overall flow and execution of the day's activities.

Chairperson	:	MARIA MICHELLE T. AMARILLAS/TAPIEA
Vice Chairperson	:	FLORISA MAE A. ILAGAN
Members	:	RYAN H. EBRON
	:	THEDA MAE S. DUMALI
	:	TAPIEA OFFICERS

The Committee shall perform their respective duties and functions above-mentioned for the smooth celebration of TAPI's 37th Anniversary.

This order shall take effect immediately and shall remain in force until the completion of the activity and the submission of the necessary reports from selected committees.


ATTY. MARION IVY D. DECENA
 Director