



Republic of the Philippines
Province of Davao Oriental

OFFICE OF THE PROVINCIAL GOVERNOR

Capitol Hills, Brgy. Central, City of Mati

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**Executive Order No. 25
Series of 2023**

**AN ORDER ORGANIZING THE PROVINCIAL EVENTS MANAGEMENT
AND COORDINATION TEAM**

WHEREAS, the Local Government Code of 1991 vests upon the Chief Executive the power to exercise general supervision and control over all programs, projects, services, and activities of the Provincial Government.

WHEREAS, in implementing such programs, projects and activities, there is a need to conduct affairs or stage events which necessitates expertise in events management and coordination.

WHEREAS, given the extensive scope of work required to prepare, manage, coordinate and stage events and/or other province-led affairs and activities, there is a need to create a team who shall facilitate and ensure the smooth conduct of pre-event, event proper and post event related activities.

NOW, THEREFORE, by the authority vested in me as Provincial Governor by the Constitution and the laws of the Republic of the Philippines, I, Niño Sotero L. Uy, Jr., do hereby order:

SECTION 1. COMPOSITION

1.1 The Provincial Events Management and Coordination Team is hereto created and shall be composed of the following:

Over-all Coordinator:	Rezmarquel P. Pann
Planning:	Rizza Jean R. Rivera
Secretariat:	Eva Ces Gamalong Krestta Jiera T. Narciso
Finance and Budget:	Princess Gayle B. Butlig, CPA
Marketing and Promotions:	Marjorie Egot
Health, Safety and Security:	Francis Jason C. Bendulo Adamson Señora
Visual artist:	Jaycee Delute Patrick Badles Eric Rojas Van Jorain Rufin
Logistics: Concerned Department/ Program Implementer	Ma. Dece Joy J. Decenilla

1.2 The team may, from time to time as the need arises and/or as the nature or type of events so necessitates add on additional interim members that will form part of the Working Committee.

SECTION 2. ROLES AND RESPONSIBILITIES

The PEMCT shall be responsible for the following:

- 1.) Develop an event concept such as event objectives, rationale, set-up, among others;
- 2.) Manage event logistics such as but not limited to venue, food and physical set-up arrangement, and other event supplier and outsource the same whenever necessary;
- 3.) Ensure the health, safety and security of attendees and establish contingency plans as needed;
- 4.) Drafts/Propose activity design and budgetary requirements for the overall conduct of the event;
- 5.) Provide onsite event management and ensure smooth flow of the program;
- 6.) Coordinate and provide technical and on site assistance with the lead department/program implementer as the main proponent of the event;
- 7.) Perform other functions as may be directed by the undersigned.

SECTION 3. COORDINATION WITH DEPARTMENT CONCERNED

All heads of office are directed to designate one focal person per event conducted in which their respective office will be the lead department concerned. This is to ensure smooth and efficient coordination between the PEMCT especially in ensuring event deliverables are established and met.

SECTION 4. SEPARABILITY CLAUSE.

If, for any reason, any part or provision of this Order shall be found unconstitutional or invalid, other parts or provisions thereof which are not affected thereby, shall continue to be in full force and effect.

Section 5. REPEALING CLAUSE.

Previous issuances or parts thereof in conflict with or inconsistent to the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 8. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately.

Done on the 23rd day of August 2023 in Mati City, Davao Oriental, Philippines.


NIÑO SOTERO L. UY, JR.
Governor