



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER

No. 098-2021 *mdj*

In the exigency of the service and pursuant to the:

- creation of a National Organizing Committee (NOC) on the occasion of the Philippines' hosting of the World Travel and Tourism Council (WTTC) Global Summit under the Department of Tourism Order No. 2021-059 headed by DOT Secretary Bernadette Romulo-Puyat and participated in by TIEZA as member, and
- creation of a Tourism Investments Committee to be included in the Secretariat Committees under Department Order No. 2021-076, to develop a program to promote tourism investments in the country, and shall include the exploration of tourism investment opportunities, putting together of investment portfolios in coordination with relevant government agencies and stakeholders, as well as the organization of an investment tour program,

a **WTTC Investment Committee Task Force (ICTF)** shall be created as auxiliary support for the TIEZA representatives to the Tourism Investments Committee in **creating a TIEZA Investment Portfolio and the organization of an investment tour program** for the WTTC and **assisting in any requirements** for presentation, submission, preparation, coordination or creation, relative to the activities of the NOC's Tourism Investment Committee.

The following personnel are designated to perform above duties:

Chairperson of the WTTC ICTF

Atty. Karen Mae G. Sarinas-Baydo

Co-lead, NOC Tourism Investments Committee

Vice-Chairperson of the WTTC ICTF

Janeth Christine A. Ocampo - *Member, NOC Tourism Investments Committee*

Members:

1. **Catherine E. Sta. Clara** - *Technical Assistant, ATEZ*
2. **Onilyn M. Molino** — *Enterprise Services Specialist, TEZ*
2. **Edgardo H. Lorico III** — *Enterprise Services Specialist, TEZ*
3. **Jeffray Nicdao** — *Enterprise Services Specialist, TEZ*
4. **Mary Angeline O. Villanueva** — *Enterprise Services Specialist, TEZ*
5. **Noemi L. Cruz** — *Sr. Enterprise Services Specialist, TEZ*
6. **Cecille C. Saclolo**- *Business Development Specialist, AMS*
7. **Reyna A. Palacay**- *Business Development Officer, AMS*
8. **Ma. Cristina Macabenta**- *Business Development Analyst, AMS*
9. **Jo Ian Moreno**- *Creatives Team, Business Development Department*



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Other TIEZA personnel may also be enjoined to give assistance to the WTTC ICTF, as the need arises, subject to the requirements of the NOC.

This Office Order shall take effect immediately until superseded.

Issued this 20th day of September 2021.

MARK T. LAPID

Chief Operating Officer



DEPARTMENT ORDER NO. 2021 - 059

CREATING THE NATIONAL ORGANIZING COMMITTEE FOR THE PHILIPPINE HOSTING OF THE 21ST WORLD TRAVEL AND TOURISM COUNCIL (WTTC) GLOBAL SUMMIT

In the exigency of the service and pursuant to the official announcement by the WTTC of the Philippines being the host of the 2021 WTTC Global Summit in Manila, the National Organizing Committee (NOC) is hereby created to manage the coordination and implementation of preparatory and actual Summit arrangements to ensure its successful conduct.

The National Organizing Committee shall be composed of the following:

- Chairperson: **Bernadette Romulo-Puyat**
Secretary, Department of Tourism
- Vice-Chairpersons: **Maria Anthonette C. Velasco-Allones**
Chief Operating Officer, Tourism Promotions Board
- Aileen Cruz Clemente**
Chairman and President, Rajah Travel Corporation
(Philippine Private Sector Member of the WTTC)
- Members:
- Undersecretary, Tourism Development
 - Undersecretary for Legal and Special Concerns
 - Undersecretary for Tourism Regulation, Coordination and Resource Generation
 - Undersecretary for Administration
 - Chief Operating Officer, Tourism Infrastructure and Enterprise Zone Authority
 - Chief Operating Officer, Duty Free Philippines
 - Administrator, Intramuros Administration
 - Executive Director, National Parks Development Committee
 - Assistant Secretary for Branding and Communications
 - Assistant Secretary for Product and Market Development (also in her capacity as Summit Secretariat Secretary-General)

The NOC shall provide policy and program directions on all aspects of the preparatory activities, including maintaining close coordination with the concerned government agencies and institutions including but not limited to the following:

Government Agencies

Office of the President

Department of Budget and Management

Department of Foreign Affairs
Department of Health
Department of the Interior and Local Government / Philippine National Police
Department of Transportation
Metro Manila Development Authority
National Commission on Culture and the Arts
Philippine Information Agency
City Government of Manila
City Government of Pasay

Private Sector Associations/Sectors
Tourism Congress of the Philippines
Rajah Travel Corporation

The NOC shall be supported by a **WTTC Summit Secretariat** to be headed by a **Secretary General** and who shall be assisted by two **Deputy Secretaries General**. The Summit Secretariat shall be responsible for ensuring technical, coordination and administrative arrangements to support the effective conduct of planned Summit activities.

The Summit Secretariat shall be constituted as follows:

Secretary General:

Verna C. Buensuceso

Assistant Secretary for Product and Market Development

Co-Deputy Secretaries General:

Arnold T. Gonzales

Acting Deputy Chief Operating Officer
Tourism Promotions Board

Woodrow C. Maquiling, Jr.

Regional Director, DOT-National Capital Region

Members:

All Heads of Secretariat Committees

The following **Summit Secretariat Committees** are hereby further established with their corresponding functions and responsibilities:

Central Communications Committee

The Committee shall be responsible for liaison work between the Secretariat and the WTTC on the arrangements for the program, substantive matters, collection of pertinent Summit data and statistics and the preparation of necessary reports. It shall also be responsible for handling communication and coordination with the various secretariat committees as well as other project stakeholders to facilitate the smooth execution of the project.

Conference and Meetings Management Committee

This Committee shall be responsible for undertaking preparatory activities and arrangements to facilitate the conduct of WTTC meetings that shall be held in conjunction

with the Summit as well as official summit events in coordination with third-party service providers, including in particular, the Professional Conference Organizer to execute the requirements and arrangements of the Summit.

Physical and Technical Committee (On-site and Online)

This Committee shall oversee and coordinate with third-party service providers on the physical and technical arrangements for both the physical set-up of the official Summit venues and the management of the online platform to be used during the Summit.

Socials Committee

This Committee shall undertake the preparation and necessary arrangements to support the social functions during the Summit, including coordination with third-party providers to meet the food and beverage requirements for all Summit events.

Hotel Accommodations Committee

This Committee shall manage the necessary arrangements with official partner hotels in connection with accommodation requirements and bookings of Summit delegates.

Transportation Committee

This Committee shall coordinate and manage the provision of transportation requirements for Summit organizers and official delegates.

Airport Reception and Hospitality Committee

This committee shall coordinate and provide the necessary airport reception courtesies and assist in the setting up of designated information counters.

Tours Program Committee

This Committee shall coordinate and prepare the necessary arrangements for official day-tours and post-tours in connection with the Summit.

Site Enhancement Committee

This Committee shall manage the provision of necessary on-site support to enhance official event venues and peripherals.

PR, Publicity & Communications Committee

This Committee shall coordinate with the Central Management and Communications Committees and the WTTC on the necessary media, marketing and promotional activities of the Summit, including the provision of technical support in the development and design of the Summit marketing and promotional materials.

Security and Traffic Management Committee

This Committee shall oversee coordination with concerned government agencies such as the Philippine National Police, Metro Manila Development Authority, concerned local government units and management and operations units of the official venues to ensure the safety and security of Summit events and delegates, as well as address traffic management concerns.

Health and Emergency Management and Response Committee

This committee shall oversee the coordination with official bodies including but not limited to the Department of Health, concerned local government units, the Philippine Red Cross, operations units of official venues on matters related to health and emergency management and response.

Ways and Means / Sponsorship Committee

This Committee shall coordinate with the Central Management and Communications Committee and the WTTC to manage sponsorships and other supplemental arrangements of the Summit.

Legal, Administrative and Procurement Committee

This Committee shall provide the necessary legal, administrative and procurement support in relation to contracts and procurement matters as a requirement for the Summit.

Budget and Finance Committee

This Committee shall manage the necessary budgeting and accounting processes to ensure the adequate and timely provision of resource requirements for the Summit.

The Summit Secretariat is enjoined to convene and recommend the respective heads of the committees, as well as identify specific offices, units, or staff from the concerned offices of the DOT and its attached agencies and corporations to ensure the effective and efficient performance of the various committee functions.

Summit Work and Financial Plan

The Summit Secretariat is further tasked to prepare and submit the Summit Work and Financial Plan, specifying among others, the necessary budgetary requirements for the project components of the Summit.

The budgetary requirements for the Summit shall be charged against applicable funding sources of the Department of Tourism and its attached agencies and corporations, subject to the usual relevant government accounting and legal rules and regulations.

Special Bids and Awards Committee

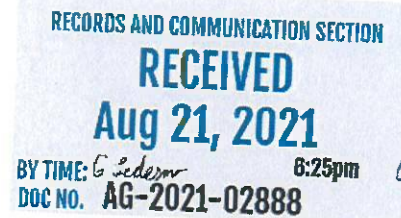
A Special Bids and Awards Committee (SBAC) shall be constituted to support the procurement requirements of the project. The Technical Working Group (TWG) of the SBAC shall be composed of representatives of the Department of Tourism (DOT) and the Tourism Promotions Board (TPB).

This Department Order takes effect immediately and remains valid until revoked.

06 July 2021


BERNADETTE ROMULO-PUYAT
Secretary





DEPARTMENT ORDER NO. 2021-076

**SUPPLEMENTAL INFORMATION TO DEPARTMENT ORDER NO. 2021-059
CREATING THE NATIONAL ORGANIZING COMMITTEE FOR THE PHILIPPINE
HOSTING OF THE 21ST WORLD TRAVEL AND TOURISM COUNCIL (WTTC) GLOBAL
SUMMIT**

The following supplemental information shall be added and/or amended to support the creation of the WTTC Global Summit National Organizing Committee (NOC) as stipulated in Department Order No. 2021-059:

- 1. In addition to the current partner government agencies and institutions of the NOC, representatives from the following agencies shall be invited to support the Investments Program development:**
 - a. Department of Finance
 - b. Department of Trade and Industry
 - c. Board of Investments
 - d. National Economic Development Authority
 - e. Bases Conversion and Development Authority
 - f. Clark Development Corporation
- 2. Inclusion of an Investments Committee**

A Tourism Investments Committee shall be added to the Secretariat Committees to develop a program to promote tourism investments in the country as part of the hosting of the WTTC Global Summit. This shall include the exploration of tourism investment opportunities, putting together of investment portfolios in coordination with relevant government agencies and stakeholders, as well as the organization of an investment tour program.
- 3. Creation of a Bids and Awards Committee Technical Working Group**

To facilitate bidding for the various project components for the hosting of the 21st WTTC Global Summit, a WTTC-GS Bids and Awards Committee Technical Working Group (WTTC-GS BAC TWG) shall be created to support preparations for the procurement of the necessary goods and services required. This shall be done in coordination with concerned secretariat committee leads and members. Bidding for the project components shall be undertaken by the regular Bids and Awards Committee of the Department of Tourism.
- 4. Amendment on the Deputy Secretary General from the Tourism Promotions Board**

With the designation of Ms. Teresita D. Landan as the new Acting Deputy Chief Operating Officer for Marketing and Promotions, Ms. Landan is hereby designated as Deputy Secretary General from the Tourism Promotions Board.

5. Members of the WTTC NOC Secretariat Committees

Following are the co-leads and members of the various Secretariat Committees:

Central Communications Committee

Co-Leads: 1. Ms. Raquel Ruth Tria, Tourism Promotions Board
2. Mr. Jaime Victor S. Bayhonon, Department of Tourism

Member: 3. Ms. Elaine Joy Serrano, Department of Tourism
4. Ms. Sharlene C. Batin, Department of Tourism-NCR
5. Ms. Jelline Jazel Cruz, Tourism Promotions Board

Conference and Meetings Management Committee

Co-Leads: 1. Mr. Arnold T. Gonzales, Tourism Promotions Board
2. Ms. Jem Micaiah M. Turla, Department of Tourism

Members: 3. Ms. Raquel Ruth Tria, Tourism Promotions Board
4. Ms. Mylene Talana, Department of Tourism
5. Ms. Rey Jean Almazan, Department of Tourism

Physical and Technical Committee (On-site and Online)

Co-Leads: 1. Mr. Emmanuel Zarate, Tourism Promotions Board
2. Mr. Dakila Gonzales, Department of Tourism

Members: 3. Mr. Kim Benedict Vito, Department of Tourism
4. Mr. Juanito Sayo, Department of Tourism
5. Ms. Jasmin Parra, Tourism Promotions Board
6. Ms. Mikaela Fuentes, Tourism Promotions Board
7. Ms. Sandra Martinez, Intramuros Administration (Social Functions)
8. Mr. Jeffrey Yap, Intramuros Administration (Social Functions)
9. Mr. John Floyd Esguerra, Department of Tourism
10. Ms. Ken Mercado, Department of Tourism

Socials Committee

Co-Leads: 1. Ms. Sherdoll Ann Bayona, Tourism Promotions Board
2. Ms. Sandra Martinez, Intramuros Administration (Social Functions)

Members: 3. Ms. Natasha Blanquisco, Tourism Promotions Board
4. Ms. Divina Andres, Tourism Promotions Board
5. Ms. Manette T. Reyes, Department of Tourism
6. Ms. Buena Carla Zaldivia, Department of Tourism
7. Ms. Elenita M. Pareja, Department of Tourism
8. Mr. Cris S. Domingo, Department of Tourism
9. Mr. Bernardine R. Belmonte, Duty Free Philippines Corporation
10. Ms. Ma. Lourdes P. Malabuyo, Duty Free Philippines Corporation
11. Mr. Jeffrey Yap, Intramuros Administration (Social Functions)
12. Ms. Graciella F. Musa, National Parks Development Committee (Social Functions)

Hotel Accommodations Committee

Co-Leads: 1. Ms. Gemma Isic, Tourism Promotions Board
2. Ms. Maria Leona Nepomuceno, Department of Tourism
3. Mr. Ivannovich T. Agote, Department of Tourism-NCR

Members: 4. Ms. Rochelle Ann Eneria, Department of Tourism
5. Ms. Justinne Aubrey Provideo, Department of Tourism
6. Ms. Jeremiah Adao, Department of Tourism
7. Mr. Irwin M. Baraan, Department of Tourism-NCR
8. Ms. Precy Salvacion Aguinaldo, Department of Tourism-NCR
9. Ms. Thyrisse Dhenice Juan, Tourism Promotions Board

Transportation Committee

Lead: 1. Mr. Ernesto S. Teston, Department of Tourism-NCR

Members: 2. Mr. Ryan Carlos, Department of Tourism
3. Mr. Cecilio V. Cruz, Department of Tourism
4. Mr. Justine Carlo Geronimo, Department of Tourism
5. Mr. Remigio Pagaduan, Jr., Tourism Promotions Board

Airport Reception and Hospitality Committee

Lead: 1. Ms. May Mendoza-Ramos, Department of Tourism-NCR

Members: 2. Ms. Jennifer Factora, Department of Tourism
3. Ms. Lyka Nerisse B. Larin, Department of Tourism
4. Ms. Erin Veronique V. Esguerra, Department of Tourism

Tours Program Committee

Co-Leads: 1. Ms. Janet Canoy, Tourism Promotions Board
2. Mr. Stalingrad Samson, Department of Tourism

Members: 3. Ms. Consuelo L. Gestopa, Department of Tourism
4. Ms. Ma. Teresa U. Fevidal, Department of Tourism
5. Mr. Dan Joseph Ferrolino, Tourism Promotions Board
6. Mr. Edmon Gerald Loza, Tourism Promotions Board
7. Ms. Ninibeth Leanne Madrilejos, Tourism Promotions Board
8. Ms. Ma. Evelyn Francisco, TIEZA
9. Ms. Isabel Tizon-Martinez, TIEZA
10. Ms. Aileen Macadangang, TIEZA
11. Mr. Michael Louis Flororita, TIEZA
12. Ms. Micah Maria Anne Sales, Department of Tourism
13. Mr. Ernesto S. Teston, Department of Tourism-NCR
14. Mr. Allen S. Gonzales, Department of Tourism -Region 3
15. Mr. Christian Ray P. Lingat, Department of Tourism -Region 3
16. Ms. Helena Marie F. Billones, Department of Tourism -Region 6
17. Ms. Pamela Denise Cababasay, Department of Tourism-Region 6

Site Enhancement Committee

Co-Leads: 1. ACOO Jetro Nicolas F. Lozada, TIEZA
2. Ms. Sandra Martinez, Intramuros Administration

- Members: 3. Mr. Olivert James M. Mendoza, Department of Tourism
4. Ms. Camille F. Simpao, Department of Tourism
5. Ms. Catherine Agustin, Department of Tourism -NCR
6. Mr. Jeffrey Yap, Intramuros Administration
7. Mr. Justin Policarpio, National Parks Development Committee
8. Ms. Karen Lacsamana, Department of Tourism
9. Ms. Pauline Ramo, Department of Tourism
10. Mr. Michael Marquez, TIEZA
11. Mr. Jade Maniago, TIEZA

PR, Publicity & Communications Committee

- Lead: 1. Assistant Secretary Howard Lance A. Uyking, Department of Tourism

- Members: 2. Director Czarina Zara-Loyola, Department of Tourism
3. Ms. Maria Nedalin Miranda, Tourism Promotions Board
4. Ms. Rae Marrie De Mesa, Department of Tourism
5. Ms. Karen Lacsamana, Department of Tourism
6. Ms. Pauline Ramo, Department of Tourism

Security and Traffic Management Committee

- Lead: 1. Ms. Allenmarie D.C. Alejo, Department of Tourism-NCR

- Members: 2. Ms. Charmaye A. Sabandana, Department of Tourism
3. Ms. Julian Nicole Ann I. Garcia, Department of Tourism
4. Ms. Carminah Garcia, Department of Tourism
5. Ms. Sandra Martinez, Intramuros Administration
6. Mr. Jeffrey Yap, Intramuros Administration
7. Mr. Salvador S. Cruz, National Parks Development Committee

Health and Emergency Management and Response Committee

- Lead: 1. Ms. Sharlene Z. Batin, Department of Tourism-NCR

- Members: 2. Atty. Jerilee Grantoza, Department of Tourism
3. Ms. Ma. Teresa Caringal, Department of Tourism
4. Mr. Andrew Bautista, Department of Tourism
5. Mr. Joseph Abaloyan, Department of Tourism

Ways and Means / Sponsorship Committee

- Co-Leads: 1. Mr. Wilson Suba, Tourism Promotions Board
2. Mr. Raymund Glen Agustin, Department of Tourism

- Members: 3. Ms. Ma. Elenita Pajarillo, Department of Tourism
4. Ms. Celstine Joyce Sy, Department of Tourism
5. Mr. Dee A. Mandigma, Department of Tourism -NCR
6. Mr. Nenita Saludo, Department of Tourism
7. Mr. Jaime Ibarra, Jr., Department of Tourism
8. Ms. Josephine Faustino, Department of Tourism
9. Ms. Theresa Maria Jose Endaya, Department of Tourism

Legal, Administrative and Procurement Committee

Co-Leads: 1. Director Lara Victoria Estevez-Austria, Department of Tourism
2. Director Mary Angelene Tolentino, Department of Tourism

Members: 3. Atty. Jennifer A. Olba, Department of Tourism
4. Mr. Godofredo Maldonado, Department of Tourism
5. Atty. Venancio C. Manuel III, Tourism Promotions Board

Budget and Finance Committee

Lead: 1. OIC-Assistant Secretary Milagros Say, Department of Tourism

Members: 2. HEA Maria Rosario Lourdes V. Em, Department of Tourism
3. Ms. Paulyn Stephanie B. San Pascual, Department of Tourism
4. Mr. Roman Bersamira, Department of Tourism
5. Ms. Maricris D. Agustin, Department of Tourism
6. Ms. Josephine Andaya, Department of Tourism
7. Ms. Anna Maria Alfonso, Department of Tourism
8. Ms. Ernestinne Demaclid, Department of Tourism
9. Ms. Charisma Evangelista, Department of Tourism
10. Mr. Alain C. Quesea, Department of Tourism

Investments Committee

Co-Leads: 1. Atty. Karen Mae S. Baydo, TIEZA
2. Ms. Thelma Gestopa, Department of Tourism

Members: 3. Ms. Ruth Gutierrez, Department of Tourism
4. Ms. Toni Marcel Rimando, Department of Tourism
5. Mr. Ramon Tiongco, Department of Tourism
6. Ms. Janeth Christine A. Ocampo, TIEZA
7. Representative, DOT-Region 3**

Bids and Awards Committee Technical Working Group

Chairperson: 1. Dir. Mary Angelene Tolentino, Department of Tourism
Vice Chairperson: 2. Dir. Renee Marie Reyes, Department of Tourism

Members: 3. Atty. Venancio Manuel, Tourism Promotions Board
4. OIC-Dir. Warner M. Andrada, Department of Tourism
5. Ms. Catherine Agustin, Department of Tourism-NCR
6. Ms. Melanie Claire P. Singzon, Department of Tourism
7. Ms. Andrea J. Oca, Department of Tourism

This Department Order shall take effect immediately and remain valid until revoked.

20 August 2021.


BERNADETTE ROMULO-PUYAT
Secretary

