



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

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DEPARTMENT MEMORANDUM)

CIRCULAR NO.)
Series of 2018)

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02.08.18

FOR / TO : **Undersecretaries**
Assistant Secretaries
Service Directors
Bureau Directors
Regional Directors
Heads of UPMOs
District Engineers
This Department

For information and guidance, attached is a certified copy of Memorandum Circular No. 38 dated January 17, 2018, from the Office of the President entitled: **"ENJOINING ALL APPROPRIATE GOVERNMENT AGENCIES TO SUPPORT THE PHILIPPINE HOSTING OF THE 51ST ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO BE HELD IN MANILA ON 3-6 MAY 2018."**

A copy of said Memorandum Circular may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.


B. ELIZABETH E. YAP, Ph.D., CESO II
Assistant Secretary for Support Services

Encl: Memorandum Circular No. 38 dated 17 January 2018

cc: Office of the Secretary

10.1.4 MKBA/VGV

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 38

**ENJOINING ALL APPROPRIATE GOVERNMENT AGENCIES TO
SUPPORT THE PHILIPPINE HOSTING OF THE 51ST ANNUAL MEETING
OF THE ASIAN DEVELOPMENT BANK BOARD OF GOVERNORS, TO
BE HELD IN MANILA ON 3-6 MAY 2018**

WHEREAS, the Philippines, committed to fostering economic growth and cooperation in the Asia-Pacific region, continues to be an active member-state of the Asian Development Bank (ADB);

WHEREAS, the Philippines has agreed to host the 51st Annual ADB Board of Governors' Meeting, to be held on 3-6 May 2018 at the ADB Headquarters in Mandaluyong City;

WHEREAS, there is a need to constitute a Steering Committee composed of relevant government agencies that shall manage and supervise all tasks and activities relative to the aforesaid Philippine hosting and to enjoin all other government agencies to provide support and assistance to ensure a successful Philippine hosting;

WHEREAS, under Section 6, Chapter 2, Title I, Book III of Executive Order No. 292 or the "Administrative Code of 1987," acts of the President on matters relating to internal administration, which the President desires to bring to the attention of all or some of the departments, agencies, bureaus or offices of the Government, for information or compliance, shall be embodied in Memorandum Circulares;

NOW, THEREFORE, there is hereby created a Steering Committee to take charge of the coordination, preparation and arrangement for the Philippine hosting of the 51st Annual Meeting of the ADB Board of Governors ("the Meeting"), composed of the following members:

Chairperson: Secretary of Finance

Members: Governor of the Bangko Sentral ng Pilipinas
Secretary of Tourism
Secretary of Budget and Management
Secretary of Trade and Industry
Secretary of Foreign Affairs
Secretary of Public Works and Highways
Secretary of Transportation
Secretary of the Interior and Local Government

The abovementioned members, including the Chairperson, may designate and authorize their respective representatives to the Steering Committee.

The Steering Committee shall have the following functions and responsibilities:

- a. Coordinate the planning, preparations, and arrangements for the Philippine hosting;
- b. Make all necessary decisions pertaining to said hosting;
- c. Form sub-committees for the effective implementation of the activities related to the event; and
- d. Perform such other powers and functions as may be necessary to ensure a successful Philippine hosting of the event.

The Steering Committee shall also identify and evaluate existing and relevant facilities and infrastructure to determine their present state or condition and direct concerned government agencies to adopt and implement measures for immediate improvement, renovation and rehabilitation of such facilities and infrastructure for the event as may be necessary.

The Secretary of Finance is hereby granted power and authority to form and head the Steering Committee that will oversee and make all necessary decisions in relation to the hosting of the Meeting.

All other government agencies are hereby directed to ensure the proper allocation of human resources, cooperate with the Steering Committee and provide full support to activities related to the Meeting.

The Steering Committee shall not convene any meetings not related to the hosting of the Meeting. Further, the Steering Committee and all other bodies as may be established pursuant to this Memorandum Circular, including the authority and functions of the Chairperson and the member-agencies herein, shall be *functus officio* within thirty (30) calendar days from the conclusion of the Meeting, except for purposes of settlement of obligations and other commitments to third persons incurred during the effectivity of this Memorandum Circular in preparation for the aforesaid hosting, and for purposes of winding-up its operations.

This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 17th day of **January** in the year of Our Lord, Two Thousand and Eighteen.

By authority of the President:

for 
SALVADOR C. MEDIALDEA
 Executive Secretary

