



**MEMORANDUM CIRCULAR No. 38**  
Series of 2026

**TO: THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED**

**SUBJECT: CONSTITUTION OF THE NIA EVENTS AND CELEBRATIONS COMMITTEE**

In order to ensure the systematic, efficient, and successful planning and conduct of all NIA big events and celebrations (such as anniversaries, sports festivals, year-end assessments, and similar activities), the NIA Events and Celebrations Committee is hereby constituted.

The Committee shall provide overall support, guidance, coordination, and oversight on event planning, resource mobilization, logistics, and implementation, ensuring compliance with safety protocols, government accounting rules, and other applicable guidelines.

**STEERING COMMITTEE**

Exercises overall leadership, strategic direction and coordination among all sub-committees, final decision-making, and ensures timely, safe, and successful delivery of all NIA big events and celebrations.

Chairperson Emeritus: Administrator  
Chairperson: Deputy Administrator for Administrative and Finance  
Vice-Chairperson: Manager, Administrative Department (AD)  
Members:

- o Manager, Corporate Planning Services
- o Manager, Engineering Department (ED)
- o Manager, Financial Management Department (FMD)
- o Manager, Legal Services
- o Manager, Operations Department (OD)
- o Manager, Public Affairs and Information Staff (PAIS)

**SUB-COMMITTEES / WORKING COMMITTEES**

**I. Finance**

Prepares event budget, sources funds, processes disbursements, maintains financial records, and submits liquidation reports in accordance with COA and NIA guidelines.





**V. Stage & Physical Arrangement**

Chairperson: Arch. Catherine U. Buenaluz  
Acting Principal Architect A, DSD

Members: Arch. Ruthgen C. Malazarte-Abdula GSD  
Engr. Lexter G. Cadeliña GSD  
Mr. Mark Lester B. Balutan GSD

**VI. Sports/Games**

Chairperson: Ms. Sheryl A. Bacani  
President, NIA Employees Association for Solidarity and Progress  
(NIAEASP)

Members: Engr. Glenn Dexter B. Laurente SMD  
Engr. Jescel Mandy T. Araracap CARP-IC  
Mr. Smile L. Perez Project Planning Division, Engineering  
Department  
Engr. Sussie T. Taniegra MID  
Mr. Edilberto L. Chavez MID

**VII. Ways and Means**

Chairperson: Ms. Milca B. Cayanga  
Manager, FMD

Members: Atty. Ailyne C. Agtuca-Selda AD  
Engr. Reyne B. Ugay ED  
Engr. Wilhelm S. Tiangco OD  
Engr. Cynthia C. Riñosa Construction Management Division

**VIII. Raffles/Prizes**

Chairperson: Atty. Ailyne C. Agtuca-Selda  
Manager, AD

Members: Engr. Reyne B. Ugay ED  
Engr. Wilhelm S. Tiangco OD

**IX. Security**

Chairperson: Mr. Errol Bigornia  
Chief Civil Security Officer, Civil Security Affairs (CSA)

Members: Mr. Christopher L. Naje CSA  
Mr. Linton S. Ngo Jr. CSA

**X. Accommodation**

Chairperson: Arch. Ruthgen C. Malazarte-Abdula  
Manager, GSD

Members: Mr. Arvin Christ O. Palad GSD  
Mr. Erwin M. Labog Jr. GSD

Members: Industrial Relations Development Officer A, HRD  
Industrial Relations Development Officer A, HRD  
Industrial Relations Development Officer A, HRD

The composition of personnel under the various sub-committees shall be issued through a separate Office Memorandum.

This takes effect immediately and shall remain in force unless revoked or superseded by a subsequent issuance. It supersedes all previous memoranda/orders inconsistent herewith.

For information and guidance.

**ENGR. EDUARDO EDDIE G. GUILLEN**

Administrator

10 APR 2026