

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

**MEMORANDUM CIRCULAR NO. 04**

**CONSTITUTING A STEERING COMMITTEE IN SUPPORT OF THE  
55<sup>TH</sup> ANNUAL MEETING OF THE ASIAN DEVELOPMENT BANK  
BOARD OF GOVERNORS, WHICH WILL BE HELD IN MANILA FROM  
26 TO 30 SEPTEMBER 2022, AND ENJOINING ALL GOVERNMENT  
AGENCIES TO PROVIDE THE NECESSARY ASSISTANCE  
THERE TO**

**WHEREAS**, the Philippines, as an active member of the Asian Development Bank (ADB), is committed to fostering economic growth, continuous dialogue, and stronger cooperation among nations in the Asia-Pacific region;

**WHEREAS**, the ADB will host the second stage of the 55<sup>th</sup> Annual ADB Board of Governors' Meeting at the ADB Headquarters in Mandaluyong City, Metro Manila, from 26 to 30 September 2022;

**WHEREAS**, the Philippines pledges its full support and commitment to the conduct of the second stage of the ADB Annual Meeting in the country; and

**WHEREAS**, there is a need to convene a Steering Committee to ensure seamless coordination, and to enjoin all concerned government agencies to provide the necessary assistance towards the successful conduct of the meeting;

**NOW, THEREFORE**, there is hereby created a Steering Committee, which will take charge of coordination and provision of support for the preparations and arrangements for the conduct of the second stage of the 55<sup>th</sup> Annual Meeting of the ADB Board of Governors ("Annual 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 Foreign Affairs;  
Secretary of Public Works and Highways;  
Secretary of the Interior and Local Government;  
Secretary of Transportation;  
Chairman of the Metropolitan Manila Development Authority;  
Secretary of Justice/ Commissioner of the Bureau of Immigration; and  
Secretary of Health.



The abovementioned members, including the Chairperson, shall designate a senior official in their respective agencies, to act as permanent representative to the Steering Committee, who is fully authorized to decide for and on behalf of their principals, and to fully perform the functions as hereinafter provided.

The Steering Committee shall perform the following functions:

- a. Coordinate and provide necessary assistance to the preparations and arrangements for the Annual Meeting;
- b. Decide all matters pertaining to the assistance to be extended by the government for the conduct of the Annual Meeting;
- c. Form sub-committees as may be necessary for the effective performance of the functions of the Steering Committee; and
- d. Perform such other powers and functions necessary to ensure the successful conduct of the Annual Meeting.

The Steering Committee shall also identify and evaluate existing and relevant facilities and infrastructures, and direct concerned government agencies to adopt and implement measures for their immediate improvement for the Annual Meeting, as may be necessary.

All concerned government agencies are hereby directed to: (i) ensure the proper allocation of resources in support of the Annual Meeting, subject to availability of funds and in accordance with applicable budgeting and auditing laws and issuances; (ii) cooperate with the Steering Committee in the performance of its functions; and (iii) provide necessary support and assistance in all activities related to the Annual Meeting.

The Steering Committee and the sub-committee/s which may be convened to assist the former in the performance of its functions, shall be *functus officio* within thirty (30) calendar days from the conclusion of the Annual Meeting, except for purposes of settlement of obligations incurred in extending support for the conduct of the said meeting during the effectivity of this Circular, and for winding-up of its affairs.

This Memorandum Circular shall take effect immediately.

**DONE**, in the City of Manila, Philippines this 15th day of August in the year of our Lord, Two Thousand and Twenty-Two.

By Authority of the President:

