

November 29, 2024

Jessa R. Cuizon

Conference Venue Committee Chair

ViSERDAC

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Cuizon:

By the authority vested in me as University President, you are hereby appointed as the chair of the **Conference Venue Committee** of the 52nd National Convention of the Philippine Agriculture and Economic Development Association (PAEDA) on December 3-5, 2024, at Visayas State University, Baybay City, Leyte, with the *theme "Towards an Inclusive, Innovative, and Sustainable Agriculture, Aquatic, and Natural Resources (AANR)."* effective August 1, 2024 to December 30, 2024 without honorarium.

As the **chair of the committee**, you are expected to perform the following duties and responsibilities:

1. Leading the process of identifying and selecting a suitable venue that aligns with the conference's goals, size, and budget.
2. Liaising with venue staff to coordinate arrangements for breakout rooms, equipment, and services, ensuring all requirements are met.
3. Overseeing the setup and layout of the venue to facilitate smooth navigation and accessibility for attendees.
4. Actively participate in the weekly committee progress meeting and PAEDA Board Meetings

PROSE IVY G. YEPES

PRESIDENT