

January 28, 2025

To: **Eco-FARMI Faculty and Staff**

Subject: **Chairmanship/Membership of Standing Committees of the Eco-Farm and Resource Management Institute (Eco-FARMI) January – June 2025**

A. Personnel and Management Committee

Chairman:	Mr. Jerome O. Arribado
Members:	Ms. Marejen A. Villaremo
	Mr. Warren L. Obeda

Functions:

1. Considers unit's staffing and reviews;
2. Devise, implement, and maintain a mechanism for the performance evaluation of employees, and
3. Oversees employee's safety and work improvement

B. Honor, Awards, and Incentives

Chairman:	Mr. Jerome O. Arribado
Members:	Ms. Marejen A. Villaremo
	Mr. Warren L. Obeda

Functions:

1. Informs faculty and staff for posted awards;
2. Solicits and evaluates nominations for various awards; and
3. Ensures the nominations meet all criteria and determines the nominees' areas of expertise.

C. Social and Sports Committee

Chairman:	Mr. Odelo B. Baldos
Members:	Ms. Marejen A. Villaremo
	Ms. Ma. Theresa A. Arcelo
	Mr. Reynante G. Macapanas
	Mr. Jonel H. Ababat

Functions:

1. Spearheads the social/ extracurricular events and sports activities (e.g., team building, anniversary celebration, faculty and staff sportsfest);
2. Maintain and circulate a calendar for upcoming social events; and
3. Promotes sports activities during "hataw" schedule;