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Office of the President

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MEMORANDUM NO. 71

Series of 2011

T O: All Concerned

R E: Working Committees for the February 28-March 1, 2011 IGP Review

In order to assess the accomplishments of all income generating projects of the university and to guide the IGP Board of Management in making decisions relative to income generating projects, an IGP Review is scheduled on February 28, 2011 – March 1, 2011 at the 2nd Floor of the Center for Continuing Education. The highlight of this review is the presentation by project manager/in-charge the status of their projects, problems met and actions taken and their plans for the year 2011 to improve project operations.

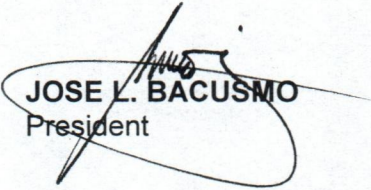
To ensure the success of this review, the following committees are hereby created:

- 1. Over-all Coordination**
 - Dr. Edgardo E. Tulin - Chairperson
 - Dr. Sulpecio C. Bantugan - Vice-chairperson
 - Prof. Alan B. Loreto - Member
 - Dr. Lourdes B. Cano - Member
- 2. Finance**
 - Mrs. Roberta C. Lemos - Chairperson
 - Mrs. Erlinda S. Esguerra - Member
- 3. Secretariat/Proceedings Preparation**
 - Ms. Epifania G. Tudit - Chairperson
 - Ms. Ma. Fe Limsiaco - Member
- 4. Facilitation/Registration/Confirmation**
 - Ms. Wenifreda T. Oclitaria - Chairperson
 - Ms. Redempta Soria - Member
 - Mr. Lito P. Bandalan - Member

5. **Venue Preparation and restoration including laptop & LCD**
 - Dr. Sulpecio Bantugan - Chairperson
 - Mr. Lito P. Bandalan - Member
 - Mr. Reynaldo Pilapil - Member
 - Mr. Ronillo V. Cano - Member
6. **Sounds**
 - Mr. Legario Ramos - Chairperson
 - Mr. Clemence Borela - Member
7. **Snacks & Lunch (for reviewers/panelists)**
 - Ms. Rebecca B. Napiere - Chairperson
 - All Guesthouse Personnel - Members
8. **Program & Evaluation Forms**
 - Dr. Lourdes B. Cano - Chairperson
 - Ms. Ma. Fe Limsiaco - Member
9. **Certificates**
 - Ms. Cecil Joy Duatin - Chairperson
 - Ms. Ma. Fe Limsiaco - Member
10. **Invitation of Reviewers**
 - Dr. Sulpecio C. Bantugan - Chairperson
 - Dr. Fe Gabunada - Member
 - Dr. Marcelo Quevedo - Member

Dr. Tulin is requested to meet with the Committee Chairpersons for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: Dr. E. E. Tulin
ODAHRD
IGPO