



13 November 2023

MEMORANDUM CIRCULAR NO. 169
Series of 2023

T O: All Concerned

R E: Working Committees of the 2023 SUC-ACAP Inc. Biennial Conference and General Assembly

This is to request your full assistance as Chairperson/Member of the Working Committees of the 2023 SUC-ACAP Biennial Conference and General Assembly on December 6-7, 2023 at the RDE Hall. This activity will be attended by the different faculty of the member HEIs of SUC-ACAP Inc. in the Philippines.

As the Host Institution in this conference, and to ensure the success of this activity, **ALL COMMITTEE CHAIRMAN** are requested to attend a meeting on **November 14, 2023, at 3:00 PM** at the **OP Board Room**. Important matters such as the different activity preparations will be discussed. In case of non-participation to this meeting due to reasons beyond control, please make sure to send a representative so that what transpired in the meeting will be relayed to you and to the other members.

Your cooperation is highly anticipated.

DANIEL LESLIE S. TAN
OIC President

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Updated Working Committees for the University Consortium Faculty Forum

December 6-7, 2023

RDE Hall, VSU, Baybay City, Leyte

Committee	Functions
1. Steering Committee Chair: Dr. Daniel Leslie S. Tan Members: Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Dr. Ma. Juliet C. Ceniza Dr. Dilberto O. Ferraren Dr. Aleli A. Villocino Dr. Anabella B. Tulin	<ul style="list-style-type: none"> Plans the smooth implementation of the forum Oversees the implementation of the forum activities
2. Program and Invitation Chair: Dr. Edgardo E. Tulin Members: Dr. Victor B. Asio Dr. Anabella B. Tulin Dr. Suzette B. Lina Dr. Allen Glennie P. Lambert Ms. Maria Elsa M. Umpad Ms. Ganessa Rose L. Gongora	<ul style="list-style-type: none"> Prepares the forum program Makes invitation to speakers and participants Assigns moderators/facilitators for every session Monitors and ensures smooth flow of the program Supervises the design of invitations, tokens, certificates, plaques, etc.
3. Call for Abstracts (Papers and Posters) & Chair: Dr. Victor B. Asio Members: Dr. Anabella B. Tulin Dr. Suzette B. Lina Dr. Dionesio Banoc Dr. Rosario A. Salas Dr. Luz O. Moreno Dr. Lijueraj Cuadra Dr. Christina Gabrillo	<ul style="list-style-type: none"> Prepare announcements for the acceptance of abstracts Prepare guidelines for paper and poster presentations Assesses whether the abstract is technically sound, contains new, original research content or scientific concepts, non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions Categorizes papers as to the field of study (basic for scheduling program session) Submits the final list of abstracts accepted for oral and poster presentations
4. Session Moderators Chair: Dr. Suzette B. Lina Members: Dr. Robelyn Piamonte Dr. Manuel Gacutan Dr. Lynette C. Cimafranca Dr. Deejay M. Lumanao Dr. Cecille Marie O. Quinones Dr. Catherine Arradaza	<ul style="list-style-type: none"> Introduce the session speakers Facilitate discussion and related interactions/questions to ensure all shared content is appropriate and follows workshop rules Time keeping and wrapping up of the session.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

5. Accommodation Chairman: Dr. Allen Glennie P. Lambert Members: Dr. Nancy Dumaguing Prof. Argina M. Pomida Ms. Corazon Padilla Ms. Elizabeth B. Albiso Ms. Flordemaelyn Baranda	<ul style="list-style-type: none"> Coordinates with the in-charge of the VSU Hostel, Apartelle, VSU Seafront Suite, ATI Dorm for the accommodation of guests, resource persons and participants Arranges room accommodations of guests, resource persons and participants
6. Food Committee Chair: Ms. Hannah Mae Quimbo Members: Dr. Lynette C. Cimafranca Ms. Josefina M. Larrosa Ms. Honey Sofia V. Colis VSU Pavilion staff Selected HRTM students	<ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality of food service Ensures the serving of halal prepared food for Muslim participants
7. Transportation Chair: Engr. Marlon M. Bulas Co-chair: Mr. Paul Vincent Asilom Members: PPO Drivers	<ul style="list-style-type: none"> Organizes transportation requirements of guests and participants Ensures transport availability as scheduled Ensures the safety and reliability of the vehicles to be used for the event
8. Exhibit Committee Chair: Dr. Maria Juliet C. Ceniza Co-chair: Dr. Dilberto O. Ferraren Members: Prof. Ophelia Rosa Velarde Research Center Directors Dr. Pauline Caintic Ms. Elmera Y. Banoc OVPREI / VICARP staff	<ul style="list-style-type: none"> Install the set-up for poster exhibits at the RDE Hall Organizes exhibits of technologies, products of VSU and other exhibitors at the RDE Reception area
9. Venue Preparation & Restoration Chair: Prof. Roden D. Troyo Members: Dr. Rosario Salas PPO-Landscape Laborers Horticulture Laborers OVPREI Laborers	<ul style="list-style-type: none"> Prepares the venue for the conference sessions and fellowship night Coordinates with the Program Committee on the arrangement of tables and chairs Decorates the stage and install backdrop Restores the hall after the completion of the activity Install set-up for commercial exhibits
10. Ushering & Socials Committee Chair: Dr. Ma. Juliet C. Ceniza Co-chair: Dr. Luz G. Asio Members: Dr. Jude Sales & CAC Ms. Elmera Y. Bañoc Dr. Deejay M. Lumanao Dr. Lynette C. Cimafranca Prof. Ladie Anne P. Conde Ms. Joy Codog Dr. Pauline S. Caintic	<ul style="list-style-type: none"> Plan activities during the socials such as preparation of program, assigning emcee, speakers and cultural presentations Receives guests, resource persons and participants upon arrival at the conference venue Prepares leis, ribbons, and others for the guests and resource persons

<p>Ms. Sara Jean Sugano Selected CAFS Students</p>	<ul style="list-style-type: none"> • Coordinates with the Program Committee regarding arrival of guests and visitors • Takes charge in attending the needs of the plenary speakers and keynote speakers and UC guests
<p>11. Publicity Chair: Dr. Ulderico B. Alviola Members: Mr. Jed Asaph D. Cortes Dr. Rotacio S. Gravoso Ms. Mikaela Gongora Mr. Norman O. Villas Mr. Genaro Godoy Webteam staff</p>	<ul style="list-style-type: none"> • Designs and posts publicity materials such as streamers /tarpaulins/posters, etc. • Prepares articles in relation to the workshop in newsletters, FB page and website • Streamers at airport and other point of entries
<p>12. Documentation Chair: Dr. Christina A. Gabrillo Member: Ms. Mikaela Gongora Ms. Mariane U. Dela Pena Ms. Ganessa Rose Gongora Mr. Mark Florence Ygana Mr. Genaro Godoy DYDC Staff Webteam staff</p>	<ul style="list-style-type: none"> • Arrange with the program committee on the schedule of activities • Prepare equipment such as recorder, laptop, video camera, camera and other documentation needs of the entire event • Assign and record activities for the entire proceedings (JO) for drafting of the proceedings • Encode and transcribe data from recorded information • Hire and instruct fulltime personnel • Prepare final draft of proceeding for printing
<p>13. Multimedia Committee Chair: Engr. Sean O. Villagonzalo Members: Univ. Connectivity Office staff RDE Hall staff</p>	<ul style="list-style-type: none"> • Provides quality and uninterrupted multimedia support for the conference at different venues
<p>14. Lights and Sounds Chair: Engr. Marlon B. Burlas Members: Engr. Clint Sarvida Engr. Eric Sajulga Mr. Claudio Ababat RDE Hall staff Electrical Services staff</p>	<ul style="list-style-type: none"> • Provides quality and uninterrupted lights and sound system support for the forum at different venues
<p>15. Finance Committee Chair: Ms. Honey Sofia Colis Members: Ms. Louella C. Ampac Ms. Alicia M. Flores Mr. Nick Freddie Bello Dr. Suzette B. Lina Ms. Flordemaelyn Baranda</p>	<ul style="list-style-type: none"> • Receives registration payments and issues official receipts • Allocate appropriate VSU funds for the activity being the host of the event

<p>16. Secretariat</p> <p>Chair: Dr. Suzette B. Lina</p> <p>Members: Ms. Honey Sofia V. Colis Ms. Maria Elsa M. Umpad Ms. Ganessa Rose L. Gongora Ms. Les Andre B. Pamaos Ms. Flordemaelyn Baranda Ms. Elmera Y. Banoc Ms. Jeunesse Doree P. Tulin</p>	<ul style="list-style-type: none"> • Prepares the participants certificates of participation, certificate of appearance, IDs • Prepares plaques and tokens for invited speakers/resource persons and guests • Provides assistance to participants in arranging flights and other needs
<p>17. Campus Tour</p> <p>Chair: Mr. Randy Omega</p> <p>Members: BSTM Students</p>	<ul style="list-style-type: none"> • Plans and finalizes the destination of the tour • Coordinates with the transportation committee on the vehicles needed for the tour • Assigns/acts as tour guides