



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

20 February 2004

MEMORANDUM CIRCULAR NO. 15

Series of 2004

T O: All Concerned

R E: Working Committees for the One-Day Seminar Workshop on Property and Supply Management

To ensure the success of this seminar-workshop on March 5, 2004, the following committees are hereby created:

1. Over-all Coordination

Dr. Jose Alkuino, Jr.	- Chairperson
Dr. Lourdes Cano	- Member
Ms. Norma Cala	- Member

2. Sounds and Venue Preparation

Mr. Manuelito Pala	- Chairperson
Mr. Dominador Lauzon	- Member
Mr. Juancho Lao	- Member

3. Snacks/Food

Dr. Nelen Lambert	- Chairperson
All Guesthouse Personnel	- Members

4. Transportation & Over-all Preparation

Ms. Jeanette Israel	- Chairperson
All Property Office Personnel	- Members

5. Socials

Ms. Ma. Cristina Ramirez	- Chairperson
All PSO Personnel	- Members

6. Program and Certificates Preparation

Ms. Vivian Balbarino	- Chairperson
Ms. Fe Limsiaco	- Member

7. Proceedings/Documentation

Ms. Bernardita Bibera	- Chairperson
Mr. Onofre Betonio, Jr.	- Member

8. Over-all Utilities

Mr. Jaime Pascual	- Chairperson
Mr. Virgilio Flandez	- Member
Mr. Felix Abanera	- Member

Dr. Jose M. Alkuino, Jr. is requested to convene the committee on February 24, 2004 at 8:30 a.m. at the OVPAF Conference Room.

Please be guided accordingly.


PACIENCIA P. MILAN
President