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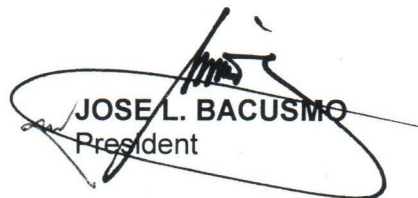
22 July 2010

MEMORANDUM CIRCULAR NO. 38
Series of 2010

T O: All Concerned

R E: Working Committees for the 15th NPSP Conference

In connection with the incoming 15th Natural Products Society of the Philippines (NPSP) Conference to be hosted by VSU on December 2-3, 2010, you are hereby designated to compose the Local Organizer working committees. The Chairperson is advised to meet with his/her members to plan ahead their assignments. We will be working closely with the National NPSP Secretariat in planning the conference. Your full cooperation and support are highly expected to have an orderly and successful conduct of said activity.


JOSE L. BACUSMO
President

Local Organizing Committee

Name of Committee	Name of Person	Responsibilities
A. Overall Coordination Chairperson: Members:	Dr. Jose L. Bacusmo Dr. Oscar B. Posas Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Roberto C. Guarte	<ul style="list-style-type: none"> Oversee all the preparations of the Conference. Check from time to time the accomplishments/outputs of the various committees.
B. Secretariat and Registration Chairperson: Members:	Dr. Maria Theresa P. Loreto Dr. Juliet C. Ceniza Dr. Lualhati M. Noriel Dr. Pamela P. Abit Ms. Bernardita P. Bibera Ms. Redempta L. Soria	<ul style="list-style-type: none"> Take charge in registration of participants during the conference. Prepare name tags and convention kits (ball pen, small pad, program/book of abstract). Prepare souvenir and tokens for the speakers. Coordinate with the Steering Committee for the total number of speakers.
C. Documentation (Still Photos and Video) Chairperson: Co-Chairperson: Members:	Dr. Rotacio S. Gravoso Mr. Ulderico Alviola Mr. Jesus Freddy Baldos Mr. Genaro Godoy	<ul style="list-style-type: none"> Document the daily activities Produce a news item in Obelisk about the VSU hosting the conference. Prepare a short video presentation about VSU as an academic and research institution. Provide necessary equipment like LCD, laptop, TV, microphone, etc. during the opening and closing program and exit conference.
D. Ushering and Reception Chairperson: Members:	Dr. Beatriz S. Belonias Ms. Avril Adrienne de Guzman Dr. Alice M. Acabal Mr. Arvin Balala Mr. Randy Omega Mr. Art Russel Flandez	<ul style="list-style-type: none"> Properly usher the guests during the arrival to their room assignment and during the opening/closing and exit conference. Post signages of the hall Assign somebody for timekeeping during paper presentation.
E. Food and Accommodation Chairperson: Members:	Dr. Roberta D. Lauzon Ms. Wenifreda T. Oclinaria Ms. Ginas A. Villagonzalo Dr. Lutgarda S. Palomar	<ul style="list-style-type: none"> Prepare food (meals, snacks) for Guests/participants during the entire duration of the activity. Ensure the timely preparation and serving of food. Assist guests on booking for accommodation.
F. Transportation Chairperson: Members:	Engr. Alan B. Loreto Mr. Remegio M. Sanico Mr. Jovenal B. Belarmino Ms. Wenifreda T. Oclinaria	<ul style="list-style-type: none"> Prepare trip tickets, requests for diesel/gasoline needed. Should have assigned drivers/stand-by vehicles during the duration of the conference. Provide local transport for participants and guests.

G. Socials Chairperson: Co-Chairpersons: Members:	Dr. Anabella B. Tulin Prof. Thelma C. Zafrá Mr. Jovel M. Aberilla Prof. Rosa Ophelia D. Velarde Ms. Cecil Joy Y. Duatin Mr. Joselle R. Cayetano Ms. Luzvismina A. Ternura	<ul style="list-style-type: none"> • Organize socials and dinner on the first night of the conference. • Organize local tour and travel.
H. Billboards/Streamer Preparation Chairperson: Member:	Mr. Ulderico Alviola Ms. Wenifreda T. Oclinaria	<ul style="list-style-type: none"> • Prepare the billboards and streamers for the conference. • Put up streamers in strategic locations inside the campus.
I. Venue Preparation Chairperson: Co-Chairperson: Members:	Dr. Candelario L. Calibo Prof. Jacob Glenn F. Jansalin Dr. Emma S. Data Prof. Mario E. Baliad Ms. Wenifreda T. Oclinaria Ms. Evelyn T. Bestil Mr. Clemence Borela Engr. Apolonio M. Encierto Mr. Edgardo Barsalote Mr. Ronillo V. Cano	<ul style="list-style-type: none"> • Make reservation for the venue during the opening and closing programs. CCE 1st floor and 2nd floor are more preferred. • Prepare the stage and see to it that lights and sounds are available. • Coordinate with the Documentation Committee for the needed equipment like microphones, LCD, TV, screen, etc. • Prepare poster boards and panels for trade exhibits.
J. Ways and Means Chairperson: Co-Chairperson: Member:	Dr. Lourdes B. Cano Ms. Ma. Cristina U. Ramirez Prof. Alan B. Loreto	<ul style="list-style-type: none"> • Source funds from sponsors, government funding agencies and trade exhibitors.