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MEMORANDUM CIRCULAR NO. 110
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T O: All Concerned

R E: Working Committees for the National Youth Conference on Climate Change Adaptation and Mitigation, Disaster Risk Reduction and Resilience

On November 20-22, 2019, VSU through the Regional Climate Change Research and Development Center (RCCRDC) will host the National Youth Conference on Climate Change Adaptation and Mitigation, Disaster Risk Reduction and Resilience at the VSU Convention Center. We are expecting around 150 participants to join the conference.

To ensure a successful conduct of this activity, the attached working committees are created. The Chairpersons are requested to meet their respective committees to discuss their assigned tasks.

Please be guided accordingly.


EDGARDO E. YULIN
President *10/25/19*



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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.

**Working Committees for the National Youth Conference on Climate
Change Adaptation & Mitigation, Disaster Risk Reduction and Resilience
VSU Convention Hall
November 20-22, 2019**

Committee	Functions
1. Steering Committee Chairperson: Dr. Othello B. Capuno Co-Chairperson: Dr. Eduardo O. Mangaoang Members: Dr. Jose L. Bacusmo Dr. Moises Neil V. Serioño Dr. Lourdes B. Cano Ms. Louella C. Ampac	<ul style="list-style-type: none"> Plans for smooth conduct of the conference Oversees the implementation of all conference activities Makes funds available
2. Program, Invitation and Promotions Committee Chairperson: Dr. Eduardo O. Mangaoang Members: Ms. Hanna Via L. Galgo Mr. Rene Jemmar Alkuino Mr. Adriano Napiere DYDC Staff	<ul style="list-style-type: none"> Prepares the conference program Makes invitations to prospective guests, participants & resource persons Designs and posts tarpaulins and other promotional materials
3. Accommodation Committee Chairperson: Ms. Merlin Lebante Members: Ms. Hanna Via L. Galgo Mr. Kenneth Joy Oclarit Mr. Alfredo Florendo	<ul style="list-style-type: none"> Coordinates with In-Charge of VSU Hostel, Apartelle, and Balay Alumni for accommodation of guests, resource persons and participants Arrange for room accommodation of guests, resource persons and participants
4. Food Committee Chairperson: Ms. Hanna Via L. Galgo Members: Mr. Kenneth Joy Oclarit Ms. Merlin Lebante Guesthouse Staff	<ul style="list-style-type: none"> Coordinates with winning catering service provider Monitors and ensures quantity and quality of food service
5. Transportation Committee Chairperson: Mr. Nolito Rabanos Members: Mr. Alfredo Florendo Mr. Redeem Sosmeña Engr. Marlon Burlas	<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures transport reliable condition
6. Venue Preparation and Exhibits Committee Chairperson: For. Samuel S. Bernaldez Co-Chairperson: Prof. Mario E. Baliad Members: Mr. Adriano Napiere Mr. Rene Jemmar Alkuino Mr. Ivory Ace Palacio Demo Farm Boys Clonal Nursery Boys	<ul style="list-style-type: none"> Prepares the venue for the conference sessions and fellowship night Install the set-up for poster exhibits Help in clean-up of venue after the conference
7. Reception & Entertainment Committee Chairperson: Mr. Ivory Ace Palacio Co-Chairperson: Ms. Hanna Via Galgo Members: Mr. Kenneth Joy Oclarit	<ul style="list-style-type: none"> Receives guests, resource persons and participants upon arrival at the conference venue

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<p>Ms. Jesebel Muertigue Mr. Jyril Oclarit Students from VSU</p>	<ul style="list-style-type: none"> • Prepares leis, ribbons and others for the guests and resource persons • Organizes presentations during the fellowship night • Organize VSU Campus Tour
<p>8. Documentation Chairperson: Mr. Ivory Ace Palacio Co-Chairperson: Mr. Rene Jemmar Alkuino Members: VSU Webteam</p>	<ul style="list-style-type: none"> • Prepares materials and equipment and other gadgets for documentation of the conference activities • Effectively document the conference activities • Produces the conference proceedings
<p>9. Lights, Sounds and AV Committee Chairperson: Mr. Redeem Sosmeña Co-Chairperson: Mr. Norman Villas Members: VSU Convention Hall Utility VSU Sounds and Electrical Team Mr. Adriano Napiere Mr. Alfredo Florendo</p>	<ul style="list-style-type: none"> • Provide quality and uninterrupted electrical and audio-visual support for the conference
<p>10. Finance Committee Chairperson: Ms. Louella C. Ampac Co-Chairperson: Ms. Raquel Dohiling Members: Dr. Lourdes B. Cano Ms. Merlin Lebante</p>	<ul style="list-style-type: none"> • Facilitates proper and speedy release of funding requirements for the conference • Receives registration payments and issues official receipts
<p>11. Plaques/Tokens, Prices and Certificates Committee Chairperson: Mr. Rene Jemmar Alkuino Members: Ms. Merlin Lebante Mr. Kenneth Joy Oclarit Mr. Ivory Ace Palacio Ms. Hanna Via Galgo Mr. Alfredo Florendo</p>	<ul style="list-style-type: none"> • Prepares plaques for invited guests and resource persons • Prepares the participants certificate of participation and certificate of appearance • Package the gifts for guests and resource persons