



12 September 2018

**MEMORANDUM NO. 328**

Series of 2018

**T O: All Concerned**

**R E: Membership to the Working Committees for the AAACU 22<sup>nd</sup>  
Biennial Conference**

The following are designated as Additional Members to the different working committees for the AAACU 22<sup>nd</sup> Biennial Conference on October 15 – 18, 2018.

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|--------------------------------|--|
| Dr. Nancy V. Dumaguing         | - Co-Chair, Food Committee                               |
| Ms. Adelina O. Carreno         | - Member, Exhibits Committee                             |
| Ms. Elmira Y. Bañoc            | - Member, Exhibits Committee                             |
| Dr. Milagros C. Bales          | - Co-Chair, Venue Preparation &<br>Restoration Committee |
| DYDC Staff                     | - Members, Documentation &<br>Proceedings Committee      |
| Selected HRTM Students & Staff | - Members, Food Committee                                |

Kindly coordinate with your Committee Chairperson regarding this assignment.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: Mr. D. M. Tudtud, Jr., Chair, Food Committee  
Dr. O. B. Capuno, Chair, Exhibits Committee  
Engr. M. L. P. Valenzona, Chair, Venue Preparation & Restoration Committee  
Dr. C. A. Gabrillo, Chair, Documentation & Proceedings Committee

COMMITTEE	FUNCTIONS
<b>1. STEERING COMMITTEE</b> Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Jose L. Bacusmo Members: Dr. Beatriz S. Belonias Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Remberto A. Patindol Mr. Daniel M. Tudit, Jr. Prof. Francisco G. Gabunada, Jr.	<ul style="list-style-type: none"> <li>Plans for smooth implementation of the conference</li> <li>Oversees the implementation of all conference activities</li> <li>Makes funds available</li> </ul>
<b>2. PROGRAM AND INVITATION</b> Chair: Dr. Edgardo E. Tulin Co-Chair: AAACU Secretariat – Dr. Filma Calalo Members: Dr. Victor B. Asio Dr. Anabella B. Tulin Ms. Honey Sofia V. Colis	<ul style="list-style-type: none"> <li>Prepares the conference program</li> <li>Makes invitations to prospective plenary speakers and participants</li> <li>Assigns moderators/facilitators for every session</li> <li>Monitors and ensures smooth flow of the program</li> <li>Supervise in the design of invitations, tokens, certificates, plaques, etc Tokens for presentors and plenary speakers (Special mug) Tshirt (for field tour)</li> </ul>
<b>3. REVIEW OF ABSTRACTS</b> Chair: Dr. Victor B. Asio Members: Dr. Rotacio S. Gravoso Dr. Ma. Theresa P. Loreto Dr. Luz O. Moreno	<ul style="list-style-type: none"> <li>Assesses whether the abstract is technically sound, contains new, original research content or scientific concepts is non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions.</li> <li>Categorizes papers as to field of study (basic in scheduling for program session)</li> <li>Submits final list of abstracts accepted for oral and poster presentation on or before Aug. 17, 2018</li> <li>Best Poster (5,000) Best Paper (10,000)</li> </ul>
<b>4. ACCOMMODATION COMMITTEE</b> Chair: Prof. Francisco G. Gabunada, Jr. Members: Dr. Berta Ratilla Dr. Nancy V. Dumaguing Prof. Argina M. Pomida	<ul style="list-style-type: none"> <li>Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> <li></li> </ul>

<p><b>5. FOOD COMMITTEE</b></p> <p>Chair: Mr. Daniel M. Tudtud, Jr.</p> <p>Co-Chairs: Dr. Nancy Dumaguing Dr. Ivy C. Emnace Ms. Josefina M. Larrosa</p> <p>Members: VSU Pavilion Staff CAFS Dean's staff Selected HRTM students &amp; staff</p>	<ul style="list-style-type: none"> <li>• Coordinates with the organizers for food menu and number of persons to be served</li> <li>• Monitors and ensures quantity and quality food service</li> <li>• Makes provision</li> </ul>
<p><b>6. TRANSPORTATION COMMITTEE</b></p> <p>Chair: Engr. Marlon G. Burlas</p> <p>Co-Chair: Dr. Julius Abela</p> <p>Members: GSD Drivers</p>	<ul style="list-style-type: none"> <li>• Organizes transportation requirements of guests and invited resource persons</li> <li>• Ensures transport service availability on time as scheduled</li> <li>• Ensures transport reliable condition</li> </ul>
<p><b>7. EXHIBITS COMMITTEE</b></p> <p>Chair: Dr. Othello B. Capuno</p> <p>Co-Chair: Dr. Dilberto O. Ferraren</p> <p>Members: Research Center Directors OVPRE staff IGP staff Ms. Adelina O. Careno Ms. Elmira Y. Bañoc</p>	<ul style="list-style-type: none"> <li>• Installs the set-up for poster exhibits at the RDE Hall</li> <li>• Organizes exhibits of products of VSU and other exhibitors at RDE reception area</li> <li>• Contact DTI Assisted SME for food and other local product displays</li> </ul>
<p><b>8. VENUE PREPARATION &amp; RESTORATION</b></p> <p>Chair: Engr. Mario Lilio P. Valenzona</p> <p>Co-Chair: Dr. Rosario Salas Dr. Milagros Bales</p> <p>Members: Prof. Mario Baliad Convention Hall staff RDE Staff GSD-Landscape staff URC staff</p>	<ul style="list-style-type: none"> <li>• Prepares the venue for the conference sessions and fellowship night (RDE Hall, CCE, Beach resort)</li> <li>• Coordinates with the program committee on the arrangement of tables and chairs</li> <li>• Decorates the stage and install backdrop</li> <li>• Restores the Hall after the completion of the activity</li> <li>• Installs the set-up for commercial exhibits</li> </ul>
<p><b>9. SOCIALS COMMITTEE</b></p> <p>Chair: Prof. Jesusito L. Lim</p> <p>Co-Chair: Dr. Milagros Bales</p> <p>Members: Dr. Ma. Juliet C. Ceniza</p>	<ul style="list-style-type: none"> <li>• Plans for activities during the socials such as assigning emcee, speakers and presentations</li> </ul>



<p>CAC members</p> <p>CAFS student leaders</p>	
<p><b>10. RECEPTION</b></p> <p>Chair: Dr. Ma. Juliet C. Ceniza</p> <p>Co-Chair: Dr. Antonia Sandoval</p> <p>Members: CAFS student leaders</p> <p>Dr. Lynette C. Cimafranca</p> <p>Dr. Deejay M. Lumanaw</p> <p>Ms. Angie Poliquit</p>	<ul style="list-style-type: none"> <li>• Receives guests, resource persons and participants upon arrival at the conference venue</li> <li>• Prepares leis, ribbons and others for the guests and resource persons</li> <li>• Coordinates with the program committee regarding arrival of guests and visitors</li> <li>• Takes charge in attending the needs of the plenary speakers and AAACU Board members</li> </ul>
<p><b>11. PUBLICITY &amp; LIVE STREAMING COMMITTEE</b></p> <p>Chair: Mr. Ulderico Alviola</p> <p>Members: Mr. Jed Asaph Cortez</p> <p>Mr. Genaro Godoy</p> <p>Mr. Norman Villas</p> <p>Web Team Staff</p> <p>Information Staff</p>	<ul style="list-style-type: none"> <li>• Organizes live streaming coverage during the event</li> <li>• Designs and posts publicity materials such as streamers/tarpaulin, posters, etc.</li> <li>• Issues articles/newsletters</li> <li>• Streamers at airport and any point of entry</li> </ul>
<p><b>12. DOCUMENTATION &amp; PROCEEDINGS</b></p> <p>Chair: Dr. Christina A. Gabrillo</p> <p>Co-Chair: Dr. Luz O. Moreno</p> <p>Members: Ms. Marianne Ubay</p> <p>Ms. Claudine Gica</p> <p>Ms. Ma. Verjie Subere</p> <p>Mr. Rey Martin Reoma</p> <p>Ms. Isabel Amora</p> <p>Ms. Sheila Marie Lemos</p> <p>Mr. Kim Kenneth Roca</p> <p>Mr. Genaro Godoy</p> <p>DYDC Staff</p>	<ul style="list-style-type: none"> <li>• Arrange with the program committee on the schedule of activities</li> <li>• Prepare equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event</li> <li>• Assign and record activities for the entire proceedings</li> <li>• Encode and transcribe data from recorded information</li> <li>• Hire and instruct fulltime personnel (JO) for drafting of the proceedings</li> <li>• Prepare final draft of proceedings for printing</li> </ul>
<p><b>13. MULTIMEDIA COMMITTEE</b></p> <p>Chair: Engr. Sean O. Villagonzalo</p> <p>Members: Univ. Connectivity Office staff</p> <p>RDE Hall staff</p> <p>URC staff</p>	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted multimedia support for the conference at different venues</li> </ul>
<p><b>14. LIGHTS AND SOUNDS</b></p>	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted lights and sound system support for</li> </ul>

<p>Chair: Engr. Apolonio M. Encierto</p> <p>Members: Convention Hall Utility</p> <p>RDE Hall Staff</p> <p>URC Staff</p> <p>Electrical Services staff</p>	<p>the conference at different venues</p>
<p><b>15. FINANCE COMMITTEE</b></p> <p>Chair: Dr. Filma Calalo</p> <p>Members: Ms. Louella Ampac</p> <p>Ms. Myrna Pancito</p>	<ul style="list-style-type: none"> <li>• Receives registration payments and issues official receipts</li> <li>• Allocate appropriate VSU funds for the activity being the host of the event</li> </ul>
<p><b>16. SECRETARIAT</b></p> <p>Chair: Dr. Suzette B. Lina</p> <p>Members: CAFS staff</p> <p>Ms. Elmira Bañoc</p> <p>Mr. Edrian Paolo B. Tulin</p> <p>Ms. Les Ann Pamaos</p>	<ul style="list-style-type: none"> <li>• Prepares the participants' certificate of participation, certificate of appearance, ID's</li> <li>• Prepares plaques for invited speakers and tokens</li> <li>• Packages the gifts for guests and resource persons</li> <li>• Provides assistance to participants in arranging flights and other needs</li> </ul>
<p><b>17. FIELD TRIP</b></p> <p>Chair: Dr. Othello B. Capuno</p> <p>Co-Chair: Dr. Jose L. Bacusmo</p> <p>Members: Dr. Rommel B. Armecin</p> <p>Dr. Lolito C. Bestil</p> <p>Dr. Jose Marlito A. Bande</p> <p>Mr. Felix L. Ocon</p>	<ul style="list-style-type: none"> <li>• Plans and finalizes the destinations for the tour</li> <li>• Coordinates with the transportation committee on the vehicles needed for the tour</li> <li>• Assigns/acts as tour guides</li> </ul>