

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

402

OFFICE OF THE PRESIDENT

October 26, 1989

MEMORANDUM NO. 165  
Series of 1989

T O: All Concerned

R E: DATE/MATE Teachers' Trainors' Training

In connection with the DATE/MATE Teachers' Trainors' Training to be held on November 5-9, 1989, at ATI, ViSCA, you are hereby appointed as Chairmen and Co-chairmen with the responsibility of suggesting your own available members (except for the Steering Committee) and of performing the functions identified.

A. Steering Committee

Chairman: Pres. Marianito R. Villanueva

Vice Chairman: Dr. Vicente A. Quiton

Function: To provide coordinative, facilitative, and administrative support.

B. Registration and Program Committee

Chairman: Dr. Paciencia P. Milan

in coordination with the AGRITECH staff

1. To prepare Registration Forms for the participants, if necessary.
2. To finalize list of participants.
3. To prepare and distribute the program.
4. To produce certificates of attendance/recognition.
5. To set up local secretariat composed of staff members from ODI, VPAA, DASVM, DAEE, DAEAM and DASS.

C. Accommodation and Food Committee

Chairman: Dr. Oscar B. Posas

1. To assist in the accommodation arrangements for the participants.
2. To make arrangements for the food and refreshments for the participants.



D. Transportation Committee

Chairman: Dr. Gregorio J. Galinato, Jr.

1. To prepare trip tickets for the participants' necessary travel.
2. To facilitate the purchase/confirmation of plane/boat tickets.

E. Documentation Committee

AGRITECH Staff with the ViSCA secretariat

F. Socials Committee

Chairman: Dr. Fe S. Saladaga

Co-chairman: Dr. Antonia Cecilia Y. Sandoval

1. To prepare social activities for the participants in consultation with the program in charge.
2. To organize host teams for the day-to-day activities.

G. Field Trips and Education/Tours

Chairman: Dr. Rodolfo G. Escalada

1. To plan and implement field trips and educational tours related to the conduct of the training.

*M. R. Villanueva*  
M. R. VILLANUEVA  
President