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6 September 1988

MEMORANDUM NO. 124
Series of 1988

T O: Dr. Jose Sal Tan - Program and Orientation
Dr. Federico R. Flores - Accommodation
Dr. Lucylen B. Ponce - Snacks and Meals

R E: Preparation for R D C Meeting

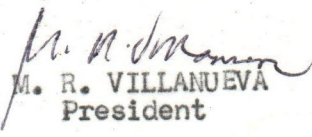
In connection with the planned RDC meeting on campus, tentatively set for September 19, 1988, you are hereby designated Committee Chairmen to help us in the preparation and management of this regional activity. Between 100-150 persons are expected to come. Some of them may come the day before the meeting, others may come during the day of the meeting. It may be difficult to get the exact dates and figures.

Dr. Jose Sal Tan shall organize a Committee to take charge of meeting arrangement, including the meeting venue for about 50 persons, and the sound system. The Office of the Governor will coordinate the program for the meeting. In case some people may want to see ViSCA, there is a need for some guides to standby.

In case some people will come the day before, accommodation will be needed. There is no arrangement on charging. The dorms may apply their rules if there will be no violent objections from the visitors. Dr. Federico Flores will handle this.

Snacks and lunch will be served on Sept. 19th. ViSCA will spend for the snacks but the Office of the Governor will take care of the lunch. However, all preparations will be done by us. There is no provision for other meals. It is, therefore, suggested that the Guest House make arrangement with the Pavilion to serve supper and breakfast (18th & 19th) at cost to the visitors. Again, we cannot determine the number. Dr. Lucylen Ponce is requested to coordinate the Food Committee.

Thank you.


M. R. VILLANUEVA
President

Mr. Flaviano Bulawan
Mr. Pedro Barosa

-Member
-Member

Selected LBSS Men

-Members