

Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

Website: www.vsu.edu.ph Email: op@vsu.edu.ph

Office of the President

24 February 2012

MEMORANDUM NO. 115

Series of 2012

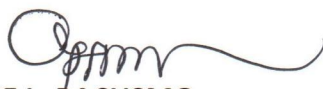
T O: All Concerned

**R E: WORKING COMMITTEES FOR REGIONAL TERTIARY SCHOOLS PRESS
CONFERENCE AT VSU**

The Regional Tertiary Schools Press Conference is an annual gathering of student journalists from all over Eastern Visayas. We are the host of RTSPC 2012 on March 1-3, 2012. To ensure the successful conduct of this regional activity, you are hereby designated to compose the different working committees for this conference. Please see the attached list of committees.

The chairpersons of the various committees should meet with their members as soon as possible.

You may find more details about the conference by logging on to www.campusjournalist.org.


JOSE L. BACUSMO
President *QC 2/27/12*

Members: Julius de Vera Phi Alpha Epsilon c/o Gerald Rivera Bonn Troy Ma. Boñola	Dismantle decorations and arrangements after the conference.
Multimedia Setup Chairperson: Engr. Sean O. Villagonzalo Members: Rey Michael Rosolada Jerome Godoy ArnelGucela Ted Dominique Belonias Ian Kim Gahoy	Prepare multimedia setup (LCD projectors) for the main conference venue and the tutorial venues. Make wireless internet connection available at the main conference venue if possible.
Lights and Sounds Chairperson: Engr. Apolonio Encierto Members: VSU Electricians	Ensure the smooth operation of lights and sounds at the conference venue. Prepare lights and sounds for the evening socials at the VSU Garden and Beach Resort.
Socio-cultural Committee Chairperson: Prof. Thelma Zafra Members: Mr. Joselle Cayetano Mr. Jesus Freddy Baldos	Prepare cultural presentations for the evening socials. Prepare numbers for the conference. Lead in the singing of anthems.
Sports Exhibition Chairperson: Prof. Vicente Antipaso Members: VSU Varsity	Pull off an exhibition game as subject for the sports-writing contest.
Food and Accommodation Chairperson: Mrs. Rebecca Napiere Co-chairperson: Dr. Eunice Beray Members: Fiela Joyce Legua Karen Loreto Israel Rhea Jenny Ogalesco SHoTS c/o Ms. April Gayle Valencia	Prepare meals and snacks for the conference. Facilitate the comfortable accommodation of participants to assigned lodging venues (including reservations).
Contest and Prizes Chairperson: Dr. Rotacio S. Gravoso Co-chairpersons: Ms. Zonia Salazar Engr. Alex Tulin Members: Dr. Wolfreda T. Alesna Prof. Jude Nonie Sales Ms. Maria Anabelle Gerona Prof. Ernesto Bulayog RTSPAA Officers	Lay down the different contest rules and criteria. Prepare prizes and trophies for contest winners.
Campus Tour Chairperson: Mr. Jesus Freddy Baldos Members: Ms. Merian Tan Ms. Shiela Marie Lemos VSU Pool of Tour Guides Andy Phil Cortes	Tour the conference participants to different sceneries, landmarks and other places in VSU during Day 3.
Transportation Chairperson: Mr. Remegio Sanico Members: VSU Drivers Ian Kim Gahoy Bonn Troy Ma. Boñola	Transport the participants from their lodging places to the conference venues and vice versa throughout the conference. Tour the participants around campus.

Working Committees for the Regional Tertiary Schools Press Conference 2012

VSU Convention Center

March 1-3, 2012

Committee	Terms of Reference
Executive Committee Chairperson: Dr. Libertad P. Garcia Co-chairperson: Dr. Jose L. Bacusmo Members: RTSPAA Officers Amaranth Advisers	
Steering Committee Chairperson: Dr. Jose L. Bacusmo Members: Dr. Oscar B. Posas Prof. Manolo B. Loreto, Jr. Prof. Jude Nonie A. Sales	Mobilize the different committees for the overall success of the conference. Ensure the availability of funds, equipment and manpower for conference use.
Budget and Sponsorship Chairperson: Mrs. Roberta Lemos Members: Prof. Jude Nonie A. Sales Dulce Ilagan Elizabeth Lace Viojan	Prepare the budget and make funds available for conference preparations. Initiate sponsorships with individuals and organizations to help fund conference operations.
Program and Invitation Chairperson: Prof. Ernesto Bulayog Members: Mr. Randy Omega Ms. April Conui Andy Phil Cortes Vernabelle Balmori Karen Loreto Israel Claire LarzenTello LurizEm Tolorio	Prepare the conference program and different activities. Send invitations to the different HEIs and their college publications. Ensure the smooth flow of the different conference activities.
Documentation and Publicity Chairperson: Jed Asaph Cortes Members: Genaro Godoy Marissa Cano Shiela Marie Lemos Jeremiah Glenn Jansalin Representatives from diff. campus papers	Take charge of publicity of the regional event, esp. print and web. This may be through the Obelisk, Amaranth, Facebook, etc. Ensure adequate photo and video coverage. Write news/feature articles about the event.
Conference Kit and Souvenir Program Chairperson: Maria Anabelle Gerona Members: Ian Kim Gahoy Jeremiah Glenn Jansalin Fiela Joyce Legua	Prepare the conference kit for distribution upon registration. Facilitate the printing of the souvenir program and conference t-shirts.
Registration & Secretariat Chairperson: Ms. Velma Bontuyan Co-chairperson: Maria Anabelle Gerona Members: Viel Andrea Acebedo Development Communicators' Society (DeCSo)	Facilitate the registration of conference participants. Keep a database of the college publications in Region-8 and current staff (incl. contact information).
Feedback and Grievance Committee Chairperson: Prof. Gerry de Cadiz Co-chairperson: Prof. Jude Nonie Sales	Collect feedback from participants regarding the conference. Settle grievances that may arise during the activity.
Venue and Preparation Chairperson: Prof. Jude Nonie Sales Co-chairperson: Prof. Mario Baliad	Prepare and decorate the conference venue(s). Take charge of physical rearrangements as the need arises.