



26 April 2022

**MEMORANDUM CIRCULAR NO. 52**  
Series of 2022

**T O: All Concerned**

**R E: Working Committees for the ICP South Workshop on May 24-27, 2022**

In view of the International Course Programs (ICP) South Workshop that will be hosted by VSU in collaboration with UHasselt on May 24-27, 2022, you are hereby designated to compose the working committees. To ensure the success of the said activity, the Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.

*for* **EDGARDO E. TULIN**  
President *enc 4/26/22*



**WORKING COMMITTEES FOR THE ICP SOUTH WORKSHOP**  
**May 24-27, 2022**

COMMITTEE			FUNCTIONS
<b>A. Accommodation</b>	Chair:	Ms. Magnolia Lao	<ul style="list-style-type: none"> <li>Coordinates with the In-Charge of VSU Apartelle, Cottages, Seafront Suites, Balay Alumni and ATI Dorm and Director's Cottage, for accommodation of guests, regents and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> </ul>
	Members:	Apartelle Staff	
		Ms. Monna Bengalan	
		Mr. Paulo Batidor	
<b>B. Food</b>	Chair:	Ms. Josefina M. Larrosa	<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> </ul>
	Co-chair:	Ms. Arrah Mae Godoy	
	Members:	VSU Pavilion Staff	
		Dr. Ana Marquiza Quilicot	
		Ms. Monna Bengalan	
		Mr. Paulo Batidor	
<b>C. Transportation</b>	Chair:	Engr. Marlon G. Burlas	<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 the reliable condition of the transportation vehicles</li> </ul>
	Co-chair:	Mr. Vincent Paul Asilom	
	Members:	GSD Drivers	
		Dr. Norberto Milla, Jr.	
		Mr. Francis Espina	
<b>D. Token, Plaque, Certificates, and Workshop Kit</b>	Chair:	Dr. Allen Glennie P. Lambert	<ul style="list-style-type: none"> <li>Prepares the participants' certificate of participation, certificate of appearance, ID's</li> <li>Prepares token for the resource persons</li> <li>Coordinates with the suppliers for the workshop kit</li> <li>Prepares the workshop kits</li> </ul>
	Co-chair:	Racquel of Techno Mart	
	Members:	Ms. Elmira Y. Bañoc	
		Ms. May Ann Palen	
		Ms. Monna Bengalan	
<b>E. Program of Activities</b>	Chair	Mr. Paulo Batidor	<ul style="list-style-type: none"> <li>Arrange the schedules of activities.</li> <li>Coordinates with the other committees for the smooth implementation of the activity</li> <li>Oversees the implementation of all the activities</li> </ul>
	Co-chair	Mr. Jade Vincent Membrebe	
	Members:	Dr. Norberto Milla, Jr.	
		Ms. May Ann Palen	
<b>F. Secretariat</b>	Chair:	Dr. Allen Glennie P. Lambert	<ul style="list-style-type: none"> <li>Provides assistance to participants in relation to the activity</li> <li>Prepares attendance sheets</li> <li>Facilitates checking of attendance</li> <li>Distributes training kits to</li> </ul>
	Co-chair:	Ms. May Ann Palen	
	Members:	Ms. Monna Bengalan	



		Ms. Meralyn Lebante	participants
<b>G. Health and Safety</b>			<ul style="list-style-type: none"> <li>● Provides security.</li> <li>● Provides health assistance during the activity.</li> </ul>
	Chair:	Dr. Elwin Jay V. Yu	
	Co-chair:	Dr. Julius V. Abela	
	Members:	Mr. Edilberto Gonzaga Jr.	
<b>H. Venue Preparation and Restoration</b>			<ul style="list-style-type: none"> <li>● Prepares the venue for the activity sessions</li> <li>● Coordinates with the program committee on the arrangement of tables and chairs</li> <li>● Decorates the stage</li> <li>● Restores the hall after the completion of the activity</li> </ul>
	Chair:	Dr. Ma. Juliet C. Ceniza	
	Co-chair:	Mr. Roden Troyo	
	Members:	Ms. Elmira Y. Bañoc	
		RDE Hall Staff	
		Mr. Edilberto Gonzaga Jr.	
		Mr. Francis Espina	
<b>I. Lights, Sounds, and Led Wall Control</b>			<ul style="list-style-type: none"> <li>● Provides quality and uninterrupted lights and sound system support for the venue</li> <li>● Control and operates the LED Wall in the RDE Hall</li> </ul>
	Chair:	Engr. Marlon G. Burlas	
	Co-chair:	Dr. Ulderico B. Alviola	
	Members:	Mr. Jed Asaph D. Cortes	
		Electrical Services Staff	
		UIMC Staff	
<b>J. Internet Connectivity</b>			<ul style="list-style-type: none"> <li>● Provides quality and uninterrupted internet connection for the duration of the activity</li> </ul>
	Chair	Engr. Sean O. Villagonzalo	
	Co-chair	Mr. Norman O. Villas	
	Members:	Ms. May Ann Palen	
<b>K. Multi-media Services and Campus Tour</b>			<ul style="list-style-type: none"> <li>● Provides quality and uninterrupted multimedia support for the activity</li> <li>● Coordinates with the different offices to be visited during the campus tour</li> <li>● Provides tour guide for the campus tour</li> </ul>
	Chair	Mr. Jed Asaph D. Cortes	
	Co-chair	Mr. Kim Kenneth Roca	
	Members:	Media Team	
		Mr. Paulo Batidor	
<b>L. Welcome Night</b>			<ul style="list-style-type: none"> <li>● Receives guests, resource persons and participants upon arrival at the venue</li> <li>● Prepares the program of activities for the Solidarity Night</li> <li>● Identify ushers and usherettes for the activity</li> </ul>
	Chair:	Ms. May Ann Palen	
	Co-chair:	Dr. Ana Marquiza Quilicot	
	Members:	Dr. Charis Limbo	
		Mr. Raymund Igcasama	
		Ms. Frances Ann Santos	
<b>M. University Exhibit</b>			<ul style="list-style-type: none"> <li>● Coordinates with directors of different research centers for the exhibit</li> </ul>
	Chair:	Dr. Ana Marquiza Quilicot	
	Co-chair:	Dr. Allen Glennie P. Lambert	
	Members:	OVPREI Personnel	
		Ms. May Ann Palen	