



5 December 2022

MEMORANDUM NO. 760
Series of 2022

- T O: All Concerned VSU-Isabel Faculty and Staff**
- R E: Reconstitution of Standing Committees and Individual Faculty Designations of VSU-Isabel**
- A. Standing Committees**
- 1. Campus Personnel Committee (CPC)**
Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Catherine L. Chan
Members: Engr. Alberto S. Pasana
Engr. Roy Roger B. Jaime
Mrs. Fe Daphney C. Ramos
 - 2. Finance Committee**
Chairperson: Mrs. Danilita C. Eli
Co-Chairperson: Engr. Alberto S. Pasana
Members: Dr. Catherine L. Chan
Mrs. Fe Daphney C. Ramos
Mrs. Emely A. Galler
 - 3. Bids and Awards Committee (BAC) (as per BOR Res. No. 83, s. 2021)**
Chairperson: Dr. Alberto L. Carillas
Co-Chairperson: Engr. Alberto S. Pasana
Members: Dr. Catherine L. Chan
Engr. Anna Marie R. De Asis
Mrs. Angelyn F. Hermoso
Dr. Jessica S. Esporlas
Mrs. Fe Daphney C. Ramos
 - 4. Bids and Awards Committee (BAC) Secretariat (as per BOR Res. No. 83, s. 2021)**
Chairperson: Prof. Maria Cecilia L. Tarroza
Co-Chairperson: Engr. Darry Mhei L. Morales
Members: Marjonnell B. Abella
Fevie M. Arique
Jonathan A. Joyo
Lecil N. Managbanag
 - 5. Bids and Awards Committee (BAC) Technical Working Group (TWG)**
Mr. Armando A. Ellorimo - Infrastructure, Furniture & Fixtures

Mr. Jubelmar T. Buba - Agriculture, Fuel, Others
 Mr. Niño B. Ele - IT Equipment & Supplies
 Engr. Maria Katherine S. Donayre – Electrical Supplies
 Engr. Richard C. Aballe -Engineering Equipment & Supplies
 Mrs. Emely A. Galler - Office & Janitorial Supplies
 Mrs. Shary Mae R. Gonzaga - Finance

6. IGP Board of Management

Chairperson: Mr. Jubelmar T. Buba
 Co-Chairpersons: Dr. Marjonnell B. Abella-Chan
 Dr. Michelle I. Aballe
 Members: Mrs. Danilita C. Eli
 Mrs. Emely A. Galler

7. Housing Committee

Chairperson: Mr. Ramon F. Samante Jr.
 Co-Chairperson: Engr. Alberto S. Pasana
 Members: Prof. Gina A. Ellorimo
 Mr. Gerry G. Sumalinog
 Mrs. Lecil N. Managbanag
 Prof. Stephen C. Temporada

8. Performance Evaluation Committee

Chairperson: Engr. Alberto S. Pasan
 Co-Chairperson: Dr. Catherine L. Chan
 Members: Dr. Rodolfo T. Aunzon Jr.
 Engr. Richard C. Aballe
 Dr. Esperanza E. Sumalinog

9. Grievance Committee

Chairperson: Engr. Alberto S. Pasana
 Co-Chairperson: Prof. Gina A. Ellorimo
 Member: Ms. Fe Daphney C. Ramos

10. Disposal Committee

Chairperson: Mrs. Sharymae R. Gonzaga
 Members: Mrs. Lecil N. Managbanag
 Mr. Jubelmar T. Buba
 Mrs. Joy B. Pales

11. Accreditation Committee

Chairperson: Dr. Alberto L. Carillas
 Co-Chairperson: Dr. Luzviminda A. Tajos
 Members: Engr. Richard C. Aballe
 Dr. Catherine L. Chan
 Dr. Jessica S. Esporlas
 Dr. Esperanza E. Sumalinog

12. Land Use and Mapping Committee

Chairperson: Engr. Alberto S. Pasana
Co-Chairperson: Mr. Jubelmar T. Buba
Members: Mr. Armando A. Ellorimo
Engr. Paul Julius L. Deso-Asido
Engr. Jhon Rey C. Sardido
Engr. Richard C. Aballe
Mr. Niño B. Ele
Engr. Llonel A. Barrientos
Engr. Kenneth C. Requitillo

13. Honors and Awards Committee (Students)

Chairperson: Dr. Jessica S. Esporlas
Co-Chairperson: Dr. Catherine L. Chan
Members: Mrs. Susanie B. Aquiles
Mrs. Angelyn F. Hermoso

14. PASUC Evaluation Committee

Chairperson: Dr. Alberto L. Carillas
Co-Chairperson: Dr. Rodolfo T. Aunzo Jr.
Members: Dr. Catherine L. Chan
Engr. Richard C. Aballe
Dr. Esperanza E. Sumalinog
Mrs. Fe Daphney C. Ramos

15. Curriculum Review Committee

Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Catherine L. Chan
Members: Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe

16. Socio-Cultural Affairs Committee

Chairperson: Prof. Maria Cristina P. Buba
Co-Chairperson: Mr. Jubelmar T. Buba
Members: Dr. Rodolfo T. Aunzo Jr.
Engr. Maria Katherine S. Donayre
Mrs. Susanie B. Aquiles

17. Repair and Maintenance (Electricity/Building/Plumbing & Equipment)

Chairperson: Mr. Armando A. Ellorimo
Electrical Maintenance Services In-charge: Engr. Maria Katherine S. Donayre
Building & Housing Maintenance Services: Engr. Llonel A. Barrientos
Plumbing/Electrical Maintenance: Mr. Gerry G. Sumalinog
Computer Equipment Maintenance: Mr. Niño B. Ele
Ground and Landscape Maintenance Services: Mr. Armando A. Ellorimo

18. Records Management In-charge/s

Chairperson: Prof. Gina A. Ellorimo
Members: HRMDO – Mrs. Fe Daphney C. Ramos
Registrar's Office – Mrs. Angelyn F. Hermoso
Accounting Office – Mrs. Danilita C. Eli
Cashier's Office – Mrs. Sharymae R. Gonzaga
Supply/Property Office – Mrs. Sharymae R. Gonzaga
Academic Affairs – Dr. Catherine L. Chan
Office of the Student Affairs – Prof. Gina A. Ellorimo
Office of the Chancellor – Dr. Luzviminda A. Tajos
Office of the Research, Extension, Innovation, & Commercialization –
Dr. Rodolfo T. Aunzo Jr.
Dept. of Teacher Education – Mr. Jonathan A. Joyo
Dept. of Business Management – Dr. Marjonnell B. Abella-Chan
Dept. of Arts & Sciences – Mrs. Ma. Lourdes R. Baloro
Dept. of Information Technology – Mrs. Shiela N. Fuentes
Dept. of Industrial Engineering – Engr. Fritzie F. Lucero
Dept. of Mechanical Engineering – Engr. Maria Katherine S. Donayre

19. Publication Committee

Chairperson: Mr. Jonathan A. Joyo
Members: Dr. Rodolfo T. Aunzo Jr.
Ms. Fevie M. Arique
Dr. Michelle I. Aballe
Engr. Anna Marie R. De Asis
Engr. Aurea Anne J. Ele

20. Scholarship Committee (Students)

Chairperson: Prof. Gina A. Ellorimo
Co-Chairperson: Dr. Catherine L. Chan
Member: Mrs. Angelyn F. Hermoso

21. Incentives and Awards Committee

- 1) Chancellor or designated representative: Dr. Luzviminda A. Tajos
- 2) Finance Officer: Mrs. Danilita C. Eli
- 3) Head of the Planning Office: Engr. Alberto S. Pasana
- 4) Head Research Development & Extension: Dr. Rodolfo T. Aunzo JR.
- 5) Two (2) Representatives
 - (1) Academic Dr. Catherine L. Chan
 - (1) Non-Academic Mrs. Fe Daphney C. Ramos
- 6) Head, Performance Evaluation Office as Secretary – Engr. Alberto S. Pasana

22. Solid Waste Management Committee

Chairperson: Mr. Jubelmar T. Buba
Co-Chairperson: Dr. Rodolfo T. Aunzo Jr.
Members: Engr. Alberto S. Pasana
Mr. Armando A. Ellorimo

23. Multimedia Development Committee

Chairperson: Dr. Catherine L. Chan

Co-Chairperson: Mr. Niño B. Ele
 Members: Dr. Michelle I. Aballe
 Dr. Esperanza E. Sumalinog
 Engr. Richard C. Aballe
 Mr. Ramon F. Samante Jr.
 Engr. Anna Marie R. De Asis

24. Disaster and Risk Reduction Committee

Chairperson: Dr. Catherine L. Chan
 Co-Chairperson: Mr. Jubelmar T. Buba
 Members: Mrs. Susanie B. Aquiles
 Mr. Gary T. Morales
 Mrs. Rahlyn M. Maraveles
 Mr. William C. Surigao

25. Student Internship Program Committee

Chairperson/Overall Coordinator: Dr. Catherine L. Chan
 Members/Program Coordinators: BEED – Dr. Catherine L. Chan
 BPED – Prof. Maria Cristina P. Buba
 BSSED ENGLISH – Dr. Esperanza E. Sumalinog
 BSSED SCIENCE – Dr. Jessica S. Esporlas
 BSSED MATHEMATICS – Mrs. Susanie B. Aquiles
 BSME – Engr. Jhon Rey C. Sardido
 BSIT – Mr. Niño B. Ele
 BSIE – Engr. Anna Marie R. De Asis
 BSAB – Dr. Michelle I. Aballe

B. Individual Faculty/Staff Designations:

1. Dr. Luzviminda A. Tajos - VSU-Isabel Chancellor
 Chairperson, Campus Administrative Council
 Chairperson, Campus Academic Council
 Chairperson, Campus Personnel Committee
 Chairperson, Campus Curriculum Review Committee
 Vice Chairperson, Accreditation Committee
2. Dr. Catherine L. Chan - Director for Academic Affairs
 Campus Secretary
 Vice Chairperson, Campus Personnel Committee
 Member, Finance Committee
 Member, Bids & Awards Committee
 Co-Chairperson, Performance Evaluation Committee
 Member, Accreditation Committee
 Vice Chairperson, Honors & Awards Committee
 Member, PASUC Evaluation Committee

Vice Chairperson, Curriculum Review Committee
 Co-Chairperson, Scholarship Committee (Students)
 Chairperson, Multimedia Development Committee
 Chairperson, Disaster & Risk Reduction Committee
 Chairperson, Student Internship Program Committee
 Coordinator, Student Internship Program for BEED

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| 3. Engr. Alberto S. Pasana | - | Director for Administration & Finance
Head, Office of the Planning & Infrastructure Management
Member, Campus Personnel Committee
Vice Chairperson, Finance Committee
Vice Chairperson, Housing Committee
Chairperson, Performance Evaluation Committee
Chairperson, Grievance Committee
Chairperson, Land Use & Mapping Committee
Member, Solid Waste Management |
| 4. Dr. Rodolfo T. Aunzo Jr. | - | Director for Research, Extension, Innovation, & Commercialization
Member, Performance Evaluation Committee
Vice Chairperson, PASUC Evaluation Committee
Member, Socio-Cultural Affairs Committee
Member, Publication Committee |
| 5. Mrs. Gina A. Ellorimo | - | Head, Office of the Records & Archives
Head, Office of the Student Services
Acting Guidance Counselor
Member, Housing Committee
Vice Chairperson, Grievance Committee
Chairperson, Scholarship Committee (Students) |
| 6. Dr. Jessica S. Esporlas | - | Chief, Office of the Health Services
Section Head, BSED-Science and BSED Math
Member, Accreditation Committee
Chairperson, Honors & Awards Committee (Students)
Coordinator, Student Internship Program for BSED Science

Research Coordinator, DTE
Member, Bids and Awards Committee (BAC) |

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| 7. Dr. Esperanza E. Sumalinog | -Dean, College of Teacher Education, Arts and Sciences and Agribusiness
Department Head, Department of Teacher Education
Section Head, BSED-English
Head, Office of the Alumni
Member, Performance Evaluation Committee
Member, Accreditation Committee
Member, PASUC Evaluation Committee
Member, Curriculum Review Committee
Member, Multimedia Development Committee
Coordinator, Student Internship Program for BSED English |
| 8. Engr. Richard C. Aballe | -Dean, College of Engineering and Technology
Department Head, Department of Mechanical Engineering
Chairperson, Student Research Committee for BSME
Member, BAC TWG
Member, Performance Evaluation Committee
Member, Accreditation Committee
Member, Land Use & Mapping Committee
Member, PASUC Evaluation Committee
Member, Curriculum Review Committee
Member, Multimedia Development Committee
Research Coordinator, DME |
| 9. Dr. Alberto L. Carillas | -Head, Quality Assurance Center
Chairperson, Bids and Awards Committee
Section Head, Bachelor of Physical Education (BPED)
Campus Sports Coordinator
Chairperson, Accreditation Committee
Chairperson, PASUC Evaluation Committee |
| 10. Dr. Michelle I. Aballe | -Head, Department of Business Management
Research Coordinator, DBM
Vice Chairperson, IGP Board of Management
Member, Publication Committee
Member, Multimedia Development Committee
Coordinator, Student Internship Program for BSAB |

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| 11. Mrs. Susanie B. Aquiles - | Head, Office of the Gender & Development (GAD)
Head, Campus Extension Program
Member, Honors & Awards Committee (Students)
Member, Socio-Cultural Affairs Committee
Member, Disaster & Risk Reduction Committee
Coordinator, Student Internship Program for
BSED Mathematics
College-Based Guidance Facilitator (College of Teacher
Education, Arts & Sciences & Agribusiness) |
| 12. Ms. Fevie M. Arique - | Campus Librarian
Member, Publication Committee
Member, BAC Secretariat |
| 13. Mr. Jubelmar T. Buba - | Head, Office of the Income Generation Project
Project In-Charge, Timber Wood, Coconut,
Apartelle, Social Hall, and Gymnasium
Project In-Charge, Mango and Other Crops
Production
Member, BAC TWG
Chairperson, IGP Board of Management
Member, Disposal Committee
Vice Chairperson, Land Use & Mapping Committee
Chairperson, Solid Waste Management Committee
Co-Chairperson, Disaster & Risk Reduction Committee
Vice Chairperson, Socio-Cultural Affairs Committee |
| 14. Prof. Maria Cristina P. Buba - | Head, Office of the Sports, Culture and the Arts Affairs
Chairperson, Socio-Cultural Affairs Committee
Coordinator, Student Internship Program for BPED
Coordinator, VSU-Isabel Dance Troupe |
| 15. Engr. Anna Marie R. De Asis - | Head, Department of Industrial Engineering
Research Coordinator, Department of Industrial
Engineering
Member, Bids & Awards Committee
Member, Publication Committee
Member, Multimedia Development Committee
Coordinator, Student Internship Program for BSIE |
| 16. Mr. Niño B. Ele - | Head, Department of Information Technology
Head, Student Research Committee for BSIT
Head, Office of the Media and Information
Systems and Technology
Member, Land Use & Mapping Committee
Member, BAC TWG |

- Co-Chairperson, Multimedia Development Committee
Coordinator, Student Internship Program for BSIT
Research Coordinator, Department of Information Technology
In charge, Computer Equipment Maintenance
17. Mr. Ramon F. Samante Jr. - Head, Department of Arts and Sciences
Head, Campus Research Program Campus Statistician
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18. Engr. Aurea Ann J. Ele - Secretary, College of Engineering and Technology
Member, Publication Committee
19. Mrs. Danilita C. Eli - Head, Office of the Finance
Campus Accountant
Head, Finance Section
Chairperson, Finance Committee
Member, IGP Board of Management
20. Mr. Armando A. Ellorimo - Head, Office of the General Services
Member, Land Use & Mapping Committee
Member, BAC TWG
Ground & Landscape Services In charge
Member, Solid Waste Management Committee
Chairperson, Repair & Maintenance (Electricity/ Building/Plumbing & Equipment)
In charge, Ground and Landscape Maintenance Services
21. Mrs. Emely A. Galler - Campus Budget Officer
Member, BAC TWG
Member, Finance Committee
22. Mrs. Sharymae R. Gonzaga - Campus, Cashier
OIC, Supply Officer
Chairperson, Disposal Committee
23. Mrs. Angelyn F. Hermoso - Campus Registrar
Member, Bids and Awards Committee
Member, Honors and Awards Committee
Member, Scholarship Committee (Student)
24. Engr. Roy Roger B. Jaime - Member, Campus Personnel Committee

25. Mr. Jonathan A. Joyo - Adviser, Artisans (Student Publication)
NSTP Coordinator
Records Management in charge, DTE
Secretary, College of Teacher Education, Arts and Sciences and Agribusiness Chairperson,
Publication Committee
Member, BAC Secretariat
26. Engr. Maria Reynaflor A. Licardo - College-Based Guidance Facilitator (College of Engineering & Technology)
27. Mrs. Fe Daphney C. Ramos - Head, Office of the Human Resource Management
Member, Campus Personnel Committee
Member, Finance Committee
Member, Grievance Committee
Member, PASUC Evaluation Committee
Member, Bids and Awards Committee
28. Mr. Gerry G. Sumalinog - In Charge, Electrical Maintenance
In Charge, Plumbing Maintenance
Member, Housing Committee
29. Mr. William C. Surigao - Chief, Security Officer
Member, Disaster & Risk Reduction Committee
30. Dr. Marjonnell B. Abella-Chan - Vice Chairperson, IGP Board of Management
Records Management in charge, DBM
Member, BAC Secretariat
31. Prof. Stephen C. Temporada - Research Coordinator, Department of Arts & Sciences
32. Prof. Amelia L. Deso-asido - Extension Coordinator, Department of Teacher Educ.
33. Mrs. Lecil N. Managbanag - Extension Coordinator, Department of Business Management
Member, Housing Committee
Member, Disposal Committee
Member, BAC Secretariat
34. Mrs. Ma. Lourdes R. Baloro - Extension Coordinator, Department of Arts & Sciences
Records Management in charge, DAS
35. Engr. Jhon Rey C. Sardido - Extension Coordinator, Department of Mechanical Engineering
Member, Land Use and Mapping Committee
Coordinator, Student Internship Program for BSME

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| 36. Engr. Darry Mhei L. Morales- | Head, Office of the Procurement
Vice Chairperson, BAC Secretariat
Extension Coordinator, DIE |
| 37. Mr. Sammy L. Bastes- | Extension Coordinator, DIT |
| 38. Engr. Maria Katherine S. Donayre- | Coordinator, VSU-Isabel Acoustic Band
Member, BAC TWG
Member, Socio-Cultural Affairs Committee
Records Management in charge, DME
In charge, Electrical Maintenance Services |
| 39. Mrs. Joy B. Pales | Member, Disposal Committee |
| 40. Engr. Paul Julius L. Deso-Asido- | Member, Land Use and Mapping Committee |
| 41. Engr. Llonel A. Barrientos | Assistant Head, Office of the Planning &
Infrastructure Management
In-charge, Building & Housing Maintenance Services
Member, Land Use and Mapping Committee |
| 42. Engr. Kenneth C. Requillo | Member, Land Use and Mapping Committee |
| 43. Mrs. Shiela N. Fuentes | Records Management in charge, DIT |
| 44. Mrs. Fritzie F. Lucero | Records Management in charge, DIE |
| 45. Mr. Gary T. Morales | Campus Driver
Member, Disaster & Risk Reduction Committee |
| 46. Mrs. Rahlyn M. Maraveles | Members, Disaster & Risk Reduction Committee
Clinic in charge |

This Memorandum supercedes all previous issuances by this office or by the Chancellor of VSU Isabel on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President *oic*
12/6/22

cc:	VSU-Isabel Campus	Records, VSU-Isabel
	OVPAA	Records, VSU Main
	OVPAF	Departments/Offices, VSU-Isabel
	OVPREI	File
	OVPPRGAS	
	OVPASAS	
	OUS	
	Deans	
	Directors	
	Registrar	
	USSO	
	HRMD	
	Accounting	
	COA	
	Cash	