



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

10 April 2006

MEMORANDUM CIRCULAR NO. 19

Series of 2006

T O: All Staff Concerned

R E: Local Working Committees for the Seminar-Workshop and 3rd National Convention of National Association of Registrars of State Universities and Colleges (NARSUC)

Our University will host the Seminar-Workshop and 3rd National Convention of National Association of Registrars of State Universities and Colleges (NARSUC) on April 26-28, 2006. As the host for the said event, the local working committees are organized for a smooth and successful activity.

Anticipating your usual support and cooperation.


PACIENCIA P. MILAN
President

**Working Committees for the Seminar-Workshop and 3rd National Convention of
National Association of Registrars of State Universities and Colleges (NARSUC)
April 26-28, 2006**

A. Steering Committee

Chairperson: Dr. Paciencia Milan
Co-Chairperson: Ms. Linda N. Mariscal
Members: Dr. Jose Bacusmo
Dr. Manuel K. Palomar
Dr. Edgardo E. Tulin

Mr. Dominador Poliquit
Mr. Eusebio D. Olleras
Mr. Clemence Borela

B. Program & Invitation

Chairperson: Ms. Linda N. Mariscal
Co-Chairperson: Dr. Lourdes B. Cano
Members: Ms. Nenette Duatin

C. Accommodation

Chairperson: Dr. Lolita Orge
Co-Chairperson: Mr. Paul Avila
Members: Ms. Ginas A. Villagonzalo
Ms. Rebecca B. Napiere
Ms. Alice Andrade
Mr. Eusebio D. Olleras

D. Secretariat, Registration & Communication Services

Chairperson: Ms. Linda N. Mariscal
Co-Chairperson: Prof. Manolo B. Loreto
Ms. Connel D. Antipaso
Members: Ms. Luzviminda A. Ternura
Ms. Maria Christina Ramirez
Ms. Letty D. Ancheta
Dr. Alice M. Acabal

Dr. Misael T. Diputado

E. Documentation

Chairperson: Dr. Rotacio Gravoso
Co-Chairperson: Prof. Ma. Christina Grabillo
Members: Ms. Zeny D. Gerona
Mr. Genaro Godoy
Ms. Lorna Abamo
Mr. Freddy Baldos

F. Facilitators

Chairperson: Ms. Letty D. Ancheta
Co-Chairperson: Ms. Joan Rosemarie Aberca
Member: Ms. Nenette Duatin

G. Audio Visual Equipment, Publicity and Sound System (First Day – Convention Center; Second Day – CCE)

Chairperson: Prof. Manolo Loreto
Co-Chairperson: Dr. Emma S. Data
Members: Ms. Zenaida D. Gerona
Mr. Fernando Montajes

H. Stage/Venue Preparation & Demolition (First Day – Convention Center; Second Day – CCE)

Chairperson: Prof. Elizabeth Briones
Co-Chairperson: Prof. Mario Baliad
Members: Engr. Eliezer L. Velasco
Mr. Narciso Bathan
URC Staff
Engr. Apolonio Encierto
Mr. Remegio Sanico
PPO Utility Division

I. Food Service/ Meals & Snacks

Chairperson: Ms. Rebecca B. Napiere
Co-Chairperson: Dr. Lutgarda Palomar
Members: Guest House Staff

J. Transportation & Field Trip Coordination

Chairperson: Mr. Eusebio D. Olleras
Co-Chairperson: Engr. Celso Gumaod
Members: Ms. Wenifreda T. Oclinaría
Mr. Florencio Macariola
Engr. Ramon R. Orias
Ms. Luzviminda A. Ternura
PPO Drivers

K. Socials (Hawaiian, Front of Guest House)

Chairperson: Dr. Jose M. Alkuino, Jr.
Co-Chairpersons: Dr. Lourdes B. Cano
Dr. Milagros C. Bales
Members: Mr. William Hubahib
Prof. Inday Capuno
Prof. Thelma C. Zafra
Mr. Remegio Sanico
Mr. Narciso Bathan
Engr. Apolonio Encierto
PPO Utility Division

L. Campus Tour

Chairperson: Dr. Annabella B. Tulin
Member: Mr. Raul Abit

M. Security

Chairperson: Prof. Norberto F. Canada
Co-Chairperson: Mr. Ven Jose
Members: All Security Force

**Working Committees for the Seminar-Workshop and 3rd National Convention of
National Association of Registrars of State Universities and Colleges (NARSUC)
April 26-28, 2006**

A. Steering Committee

Chairperson: Dr. Paciencia Milan
Co-Chairperson: Ms. Linda N. Mariscal
Members: Dr. Jose Bacusmo
Dr. Manuel K. Palomar
Dr. Edgardo E. Tulin

Mr. Dominador Poliquit
Mr. Eusebio D. Olleras
Mr. Clemence Borela

B. Program & Invitation

Chairperson: Ms. Linda N. Mariscal
Co-Chairperson: Dr. Lourdes B. Cano
Members: Ms. Cecil Joy Duatin

C. Accommodation

Chairperson: Dr. Lolita Orge
Co-Chairperson: Mr. Paul Avila
Members: Ms. Ginas A. Villagonzalo
Ms. Rebecca B. Napiere
Ms. Alice Andrade
Mr. Eusebio D. Olleras

D. Secretariat, Registration & Communication Services

Chairperson: Ms. Linda N. Mariscal
Co-Chairperson: Prof. Manolo B. Loreto
Ms. Connel D. Antipaso
Members: Ms. Luzviminda A. Ternura
Ms. Ma. Cristina U. Ramirez
Ms. Letecia D. Ancheta
Dr. Alice M. Acabal
Dr. Misael T. Diputado, Jr.

E. Documentation

Chairperson: Dr. Rotacio Gravoso
Co-Chairperson: Prof. Ma. Christina Grabillo
Members: Ms. Zenaida D. Gerona
Mr. Genaro Godoy
Ms. Lorna Abamo
Mr. Jesus Freddy Baldos

F. Facilitators

Chairperson: Ms. Letecia D. Ancheta
Co-Chairperson: Ms. Joan Rosemarie Aberca
Member: Ms. Cecil Joy Duatin

G. Audio Visual Equipment, Publicity and Sound System (First Day – Convention Center; Second Day – CCE)

Chairperson: Prof. Manolo Loreto
Co-Chairperson: Dr. Emma S. Data
Members: Ms. Zenaida D. Gerona
Mr. Fernando Montajes

**H. Stage/Venue Preparation & Demolition
(First Day – Convention Center; Second Day – CCE)**

Chairperson: Prof. Elizabeth Briones
Co-Chairperson: Prof. Mario Baliad
Members: Engr. Eliezer L. Velasco
Mr. Narciso Bathan
Engr. Apolonio Encierto
Mr. Remegio Sanico
URC Staff
PPO Utilities Division

I. Food Service/ Meals & Snacks

Chairperson: Ms. Rebecca B. Napiere
Co-Chairperson: Dr. Lutgarda Palomar
Members: Guest House Staff

J. Transportation & Field Trip Coordination

Chairperson: Mr. Eusebio D. Olleras
Co-Chairperson: Engr. Celso Gumaod
Members: Ms. Wenifreda T. Oclitaria
Mr. Florencio Macariola
Engr. Ramon R. Orias
Ms. Luzviminda A. Ternura
PPO Drivers

K. Socials (Hawaiian, Front of Guest House)

Chairperson: Dr. Jose M. Alkuino, Jr.
Co-Chairpersons: Dr. Lourdes B. Cano
Dr. Milagros C. Bales
Members: Mr. William Hubahib
Prof. Rufina Capuno
Prof. Thelma C. Zafra
Mr. Remegio Sanico
Mr. Narciso Bathan
Engr. Apolonio Encierto
PPO Utilities Division

L. Campus Tour

Chairperson: Dr. Annabella B. Tulin
Member: Mr. Raul Abit

M. Security

Chairperson: Prof. Norberto F. Canada
Co-Chairperson: Mr. Venerando Jose
Members: All Security Force