



18 September 2020

MEMORANDUM NO. 420
Series of 2020

T O: Concerned Faculty and Staff

R E: Working Committees for the 25th Anniversary of the Beijing Declaration and Platform for Action on September 29, 2020

This year marks the 25th anniversary of the Beijing Declaration and Platform for Action (BPfA), a landmark document for advancing the rights of women and gender equality globally. This year also marks the establishment of the VSU Gender Resource Center, its one-stop shop for all gender matters and the symbol of its commitment to a gender responsive university.

To mark both milestones, VSU is organizing a webinar with the theme **“Celebrating Beijing +25: Narratives, Lessons, and Challenges”** on 29 September 2020 (Tuesday), 9:00 am to 11:00 am.

The webinar aims to increase awareness and understanding of the BPfA and why it should matter to Higher Education Institutions (HEIs) in the Eastern Visayas Region. Likewise, to hear how the Philippines has fared in meeting its commitments under the BPfA from the perspective of civil society. Participants will come primarily from the HEIs and VSU partners in Eastern Visayas.

In this connection, the following committees are created to ensure the successful implementation of the webinar. The Committee chairpersons are enjoined to attend the virtual meeting on September 21 (Monday), 10:30-11:30 AM. The link will be sent to your official emails before the meeting.

For compliance.


EDGARDO E. TULIN
President

COMMITTEES	FUNCTIONS
<p>1. Steering/Overall Coordination</p> <p>Chair: Pres. Edgardo E. Tulin Co-Chair: Prof. Maria Aurora T.W. Tabada Members: Prof. Glennie Allen P. Lambert Dr. Lilian B. Nunez</p>	<ul style="list-style-type: none"> Plan and oversee the smooth implementation of the webinar for the 25th Anniversary of the BPfA
<p>2. Program, Invitations and E-Certificates</p> <p>Chair: Prof. Maria Aurora T.W. Tabada Co-Chair: Ms. Letty Jean C. Lor Members: Ms. Marianne Ubay</p>	<ul style="list-style-type: none"> Prepare invitations to resource speakers, participants and general public Announce/post invitations Prepare E-certificates for participants
<p>3. Registration and Evaluation</p> <p>Chair: Dr. Lilian B. Nunez Co-Chair: Ms. Gina A. Delima Members: Ms. Anna Bea S. Hoyla Ms. Wendill M. Prado</p>	<ul style="list-style-type: none"> Create registration and evaluation forms Cross-check and confirm online registration Respond to inquiries made by participants Provide attendance sheet during actual forum Analyze forms submitted and prepare report on evaluation results
<p>4. IT Support</p> <p>Chair: Engr. Sean O. Villagonzalo Co-Chair: Mr. Norman Villas Members: Mr. Jerome Godoy Mr. Arnel Gucela</p>	<ul style="list-style-type: none"> Provide internet connection Ensure stable internet connection during the activity
<p>5. Publicity/Media Streaming</p> <p>Chair: Mr. Jed Asaph D. Cortes Co-Chair: Mr. Ulderico B. Alviola Members: VSU Web Team</p>	<ul style="list-style-type: none"> Create Zoom Meeting Credentials for the Dry-Run and Forum Proper Manage the event via Zoom Provide assistance in streaming and recording the forum in the official VSU Social Media Account Provide a copy of the recording to the Gender Resource Center after the event
<p>6. Documentation/Proceedings</p> <p>Chair: Mr. Christopher R. Galgo, Jr. Co-Chair: Ms. Letty Jean C. Lor Members: OP staff</p>	<ul style="list-style-type: none"> Document the proceedings of the event Feed the moderator the questions/comments during the open forum from zoom chat, and facebook live Submit the documentation report to the Gender Resource Center
<p>7. Venue Preparation and Restoration</p> <p>Chair: Mr. Wendill M. Prado Co-Chair: Mr. Mizaël B Cerna Members: Mr. Generoso L. Vequizo</p>	<ul style="list-style-type: none"> Prepare the venue for the forum Restore the venue after the forum
<p>8. Honorarium and Tokens</p> <p>Chair: Prof. Glennie Allen P. Lambert Co-Chair: Ms. Letty Jean C. Lor Members: Mr. Ernesto A. Gonzaga</p>	<ul style="list-style-type: none"> Prepare the necessary documents for the honorarium and tokens for the resource persons Facilitate the distribution of the tokens and payment of honorarium for the resource persons