



29 March 2021

MEMORANDUM NO. 392
Series of 2021

T O: All Concerned VSU-Isabel Faculty and Staff

R E: Reconstitution of Standing Committees and Individual Faculty Designations of VSU-Isabel

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Chancellor, for the effective administration and management of the Visayas State University – Isabel, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Campus Personnel Committee (CPC)

Chairperson:	Dr. Luzviminda A. Tajos
Vice Chairperson:	Dr. Catherine L. Chan
Members:	Prof. Gina A. Ellorimo Engr. Roy Roger B. Jaime Mrs. Fe Daphney C. Ramos

2. Finance Committee

Chairperson:	Mrs. Danilita C. Eli
Vice Chairperson:	Prof. Gina A. Ellorimo
Members:	Dr. Catherine L. Chan Mrs. Fe Daphney C. Ramos Mrs. Emely A. Galler

3. Bids and Awards Committee (BAC)

Chairperson:	Dr. Alberto L. Carillas
Vice Chairperson:	Engr. Alberto S. Pasana
Members:	Dr. Catherine L. Chan Mrs. Anchesa A. Derecho Mrs. Angelyn F. Hermoso

4. Bids and Awards Committee (BAC) Secretariat

BAC Secretariat Head:	Prof. Ma. Cecilia L. Tarroza
Asst. BAC Secretariat:	Engr. Darry Mhei L. Morales
Members:	Mrs. Editha J. Ablen Mrs. Sharymae R. Gonzaga

5. **Bids and Awards Committee (BAC)
Technical Working Group (TWG)**
Mr. Armando A. Ellorimo
Mr. Jubelmar T. Buba
Mr. Niño B. Ele
Engr. Richard C. Aballe
Mrs. Emely A. Galler
6. **IGP Board of Management**
Chairperson: Mr. Jubelmar T. Buba
Vice Chairperson: Prof. Gina A. Ellorimo
Members: Mrs. Danilita C. Eli
Mrs. Lecil N. Managbanag
Mrs. Emely A. Galler
7. **Housing Committee**
Chairperson: Prof. Ma. Cecilia L. Tarroza
Vice Chairperson: Mr. Ramon F. Samante, Jr.
Members: Prof. Maria Cristina P. Buba
Mr. Armando A. Ellorimo
Mr. Gerry G. Sumalinog
8. **Performance Evaluation Committee**
Chairperson: Prof. Gina A. Ellorimo (Admin)
Co-Chairperson: Dr. Catherine L. Chan (Faculty)
Members: Engr. Alberto S. Pasana
Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe
9. **Grievance Committee**
Chairperson: Prof. Gina A. Ellorimo
Vice Chairperson: Dr. Catherine L. Chan
Members: Mr. Jubelmar T. Buba
Mr. Armando A. Ellorimo
10. **Disposal Committee**
Chairperson: Mrs. Editha J. Ablen
Members: Mrs. Lecil N. Managbanag
Engr. Roy Roger B. Jaime
Mrs. Sharymae R. Gonzaga
Mr. Verna Joy U. Sajorda
11. **Accreditation Committee**
Chairperson: Dr. Alberto L. Carillas
Vice Chairperson: Dr. Luzviminda A. Tajos
Members: Dr. Catherine L. Chan
Prof. Gina A. Ellorimo
12. **Land Use Development and Infrastructure Planning (LUDIP) Committee**
Chairperson: Mr. Jubelmar T. Buba
Vice Chairperson: Engr. Alberto S. Pasana

Members: Mr. Armando A. Ellorimo
Engr. Paul Julius L. Deso-asido
Engr. Jhon Rey C. Sardido
Engr. Richard C. Aballe
Mr. Niño B. Ele

13. Honors and Awards Committee (Students)

Chairperson: Prof. Amelia L. Deso-Asido
Vice Chairperson: Dr. Catherine L. Chan
Members: Mrs. Susanie B. Aquiles
Mrs. Angelyn F. Hermoso

14. PASUC Evaluation Committee

Chairperson: Dr. Alberto L. Carillas
Vice Chairperson: Dr. Catherine L. Chan
Members: Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe

15. Curriculum Review Committee

Chairperson: Dr. Luzviminda A. Tajos
Vice 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
Members: Prof. Gina A. Ellorimo
Mr. Jubelmar T. Buba
Prof. Stephen C. Temporada

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

Chairperson: Mr. Armando A. Ellorimo
Technical Consultant: Engr. Richard C. Aballe
Building Maintenance: Mr. Armando A. Ellorimo
Pest Control/Bldg. In-Charge Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance Mr. Gerry G. Sumalinog
Computer Equipment Mr. Niño B. Ele

18. Records Management In-Charge/s

Chairperson: Prof. Gina A. Ellorimo
Members: HRMDO - Prof. Gina A. Ellorimo
Registrar's Office - Mrs. Angelyn F. Hermoso
Accounting Office - Mrs. Danilita C. Eli
Cashier's Office - Mrs. Fe Daphney C. Ramos
Supply/Property Office - Mrs. Editha J. Ablen
Teacher Educ. Dept. - Prof. Amelia L. Deso-Asido
Engineering Dept. - Engr. Aurea Anne J. Ele
Agribusiness Dept. - Dr. Michelle I. Aballe
Office of Student Affairs - Prof. Maria Cristina P. Buba
Office the Chancellor - Dr. Luzviminda A. Tajos
Office of the Academic Affairs - Dr. Catherine L. Chan
Office of the Research Development and Extension -

Dr. Jessica S. Esporlas

19. Publication Committee

Chairperson: Mr. Jonathan A. Joyo
Members: Dr. Michelle I. Aballe
Mrs. Susanie B. Aquiles
Engr. Aurea Ann J. Ele

20. Scholarship Committee (Students)

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

21. Incentive 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 of Research Development and Extension: Dr. Jessica S. Esporlas
- 5) Two (2) Representatives
 - (1) Academic Dr. Catherine L. Chan
 - (1) Non-Academic Prof. Gina A. Ellorimo
- 6) Head, Performance Evaluation Office as Secretary - Dr. Alberto L. Carrillas

22. Solid Waste Management

Chairperson: Dr. Alberto L. Carillas
Vice Chairperson: Mr. Jubelmar T. Buba
Member: Mr. Armando A. Ellorimo

23. Multimedia Development Committee

Chairman: Dr. Catherine L. Chan
Co-Chairman: Mr. Niño B. Ele
Members: Dr. Marjonnell B. Abella
Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe
Prof. Stephen C. Temporada

24. Disaster and Risk Reduction Committee

Chairman: Dr. Catherine L. Chan
Vice Chairman: Mr. Jubelmar T. Buba
Members: Mrs. Susanie B. Aquiles
Mrs. Anchessa A. Derecho
Mr. Gary T. Morales
Mrs. Rahlin M. Maraveles

25. Student Internship Program Committee

Chairman/Overall Coordinator: Prof. Ma. Cecilia L. Tarroza
Members/Program Coordinators: BEED – Dr. Catherine L. Chan
BSED-MAPEH/BPED – Prof. Ma. Cristina P. Buba
BSED-English – Dr. Esperanza E. Sumalinog
BSED-Science – Dr. Jessica S. Esporlas
BSED-Math – 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, Office of Academic Affairs
 Head, Office of Disaster and Risk Reduction Management
 Head, Multi-Media Development Office
 Head, Office of the Procurement
 Chairperson, Multimedia Development Committee
 Member, Bids and Awards Committee
 BEED Section Head, Dept. of Teacher Education
 Member, Campus Personnel Committee
3. Prof. Gina A. Ellorimo - Director, Office of Administration and Finance Services
 Head, Administration Section
 Chairperson, Performance Evaluation Committee (Admin)
 Head, Human Resource Management Office
 Chairman, Scholarship Committee (Students)
 Chairperson, Grievance Committee
 Member, Campus Personnel Committee
4. Dr. Jessica S. Esporlas - Director for Research, Extension, Innovation and Commercialization
 Chief, Office of the Health Services
 Section Head, BSED- Science and BSED-Math
5. 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, PASUC Evaluation Committee
 Member, Campus Curriculum Committee
 Member, Multimedia Development Committee
 Members, Student Internship Program Committee
6. Engr. Richard C. Aballe - Dean, College of Engineering and Technology
 Department Head, Department of Engineering

- Chairman, Student Research Committee for BSME
Member, BAC TWG
Member, LUDIP Committee
7. Dr. Alberto L. Carillas - Head, Quality Assurance Center
Chairman, Bids and Awards Committee
Section Head, Bachelor of Physical Education (BPED)
Chairperson, PASUC Evaluation Committee
Chairperson, Solid Waste Management
Chairman, Accreditation Committee
 8. Dr. Michelle I. Aballe - Secretary, Department of Business Management
Research Coordinator, Department of Business Management
Member, Students Internship Program Committee
 9. Dr. Marjonnell B. Abella - Head, Department of Business Management
Head, College Extension Program
Extension Coordinator, Department of Business Management
Member, Multimedia Development Committee
 10. Mrs. Editha J. Ablen - Head, Office of the Supply and Property Management
Head, Disposal Committee
Member, Bids and Awards Committee Secretariat
 11. Mrs. Susanie B. Aquiles - Head, Office of Gender and Development
Coordinator, Student Internship Program for
BSED-Math
Member, DRRM
Member, Honors and Awards Committee
 12. Ms. Fevie M. Arique - Campus Librarian
 13. Mr. Jubelmar T. Buba - Head, Office of the Income Generation Project
Project In-Charge, Timber Wood, Coconut, Apartelle and Social Hall
Project In-Charge, Mango and Other Crops Production
Chairperson, IGP Board of Management
Chairperson, LUDIP Committee
Member, BAC TWG
 14. Prof. Maria Cristina P. Buba - Head, Office of Student Affairs
Head, Office of the Sports, Culture and the Arts Affairs
Chairperson, Socio-Cultural Committee
Coordinator, VSU-Isabel Acoustic Band
Coordinator, VSU-Isabel Dance Troupe
Member, Student Internship Program Committee
 15. Engr. Anna Marie R. De Asis - Head, Department of Industrial Engineering
Research Coordinator, College of Engineering and

Technology

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| 16. | Mrs. Anchesa A. Derecho | - Campus Secretary
Member, Bids and Awards Committee
Member, DRRM |
| 17. | Prof. Amelia L. Deso-asido | - Extension Coordinator, College of Teacher
Education, Arts and Sciences and Agribusiness
Chairperson, Honors and Awards Committee |
| 18. | Engr. Aurea Ann J. Ele | - Secretary, College of Engineering and Technology
Member, Publication Committee |
| 19. | Mr. Niño B. Ele | - Head, Department of Information Technology
Head, Office of the Media and Information Systems
and Technology
Head, Student Research Committee for BSIT
Member, LUDIP Committee
Member, BAC TWG |
| 20. | Mrs. Danilita C. Eli | - Head, Office of the Finance
Campus Accountant
Head, Finance Section
Chairperson, Finance Committee |
| 21. | Mr. Armando A. Ellorimo | - Head, Office of the General Services
Campus Physical Plant Officer
Chairperson, Repairs and Maintenance
(Electricity/Building/Plumbing and Equipment)
Member, LUDIP Committee
Member, BAC TWG |
| 22. | Mrs. Emely A. Galler | - College Budget Officer
Member, BAC TWG |
| 23. | Mrs. Sharymae R. Gonzaga | - Campus Internal Control Officer
Member, BAC Secretariat |
| 24. | Mrs. Angelyn F. Hermoso | - Campus Registrar
Member, Bids and Awards Committee
Member, Honors and Awards Committee
Member, Students Scholarship Committee |
| 25. | Engr. Roy Roger B. Jaime | - Extension Coordinator, College of Engineering
and Technology
Member, Campus Personnel Committee (CPC) |
| 26. | Mr. Jonathan A. Joyo | - Adviser, Artisans (Student Publication)
NSTP Coordinator
Secretary, College of Teacher, Education, Arts and
Sciences and Agribusiness
Chairperson, Publication Committee |

27. Engr. Maria Reynaflor A. Licardo - College-Based Guidance Facilitator (College of Engineering and Technology)
28. Engr. Alberto S. Pasana - Head, Office of the Planning and Infrastructure Management
Vice Chairman, Bids and Awards Committee
Vice Chairman, LUDIP Committee
Member, Performance Evaluation Committee
29. Mrs. Fe Daphney C. Ramos - Head, Office of the Cashier
Member, College Personnel Committee
30. Mrs. Verna Joy U. Sajorda - Member, Disposal Committee
31. Mr. Ramon F. Samante, Jr. - Head, College Research Program
Campus Statistician
32. Mr. Gerry G. Sumalinog - In-Charge, Electricity and Repair Maintenance
In-Charge, Plumbing Maintenance
Member, Housing Committee
33. Mr. William C. Surigao - Chief Security Officer
34. Prof. Ma. Cecilia L. Tarroza - Chairman, Student Internship Program

Head, BAC Secretariat
Chairperson, Housing Committee
College-Based Guidance Facilitator (College of Teacher Education, Arts and Sciences and Agribusiness)
35. Prof. Stephen C. Temporada - Head, Department of Arts and Sciences
Member, Socio-Cultural Affairs Committee

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

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