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Office of the President

26 April 2011

MEMORANDUM NO. 126

Series of 2011

T O: All Concerned

R E: Working Committees for the Seminar-Workshop on Procedures of Administrative Cases and Student Disciplinary Actions

A Seminar-Workshop on Procedures of Administrative Cases and Student Disciplinary Actions will be conducted on May 4 - 5, 2011 in order to come up with a pool of administrative investigators in the university. Lawyers from the Office of the Solicitor General will be invited to act as resource persons in addition to the services of our own Legal Consultant.

To ensure the success of this activity, the following committees are hereby created:

1. Over-all Coordination

- | | |
|---------------------|------------------|
| Dr. Roberto Guarte | - Chairperson |
| Dr. Lourdes Cano | - Co-Chairperson |
| Ms. Asteria Sevilla | - Member |

2. Secretariat/Proceedings Preparation

- | | |
|---------------------|---------------|
| Ms. Epifania Tudtud | - Chairperson |
| Ms. Ma. Fe Limsiaco | - Member |

3. Facilitation/Registration/Confirmation

- | | |
|---------------------|---------------|
| Ms. Asteria Sevilla | - Chairperson |
| Ms. Ma. Fe Limsiaco | - Member |

4. Venue Preparation and Restoration

Mr. Simeon Sedrome	- Chairperson
Mr. Felix Abanera	- Member
Mr. Jovenal Belarmino	- Member

5. Sound and Other Facilities

Mr. Legario Ramos	- Chairperson
Mr. Clemence Borela	- Member

6. Snacks

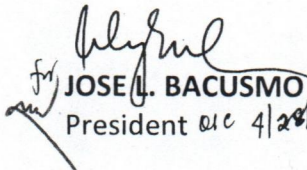
Ms. Rebecca Napiere	- Chairperson
All Guest House Personnel	- Members

7. Program and Certificates

Ms. Connel Antipaso	- Chairperson
Ms. Antonieta Israel	- Member

Dr. Guarte is requested to meet the committee chairpersons for planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President *etc* 4/20/11