



BAYBAY STATE COLLEGE OF AGRICULTURE

6521-A Baybay, Leyte

Office of the President

25 August 1998

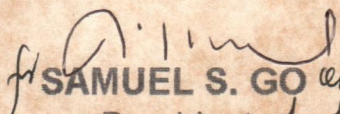
Memorandum No. 86
Series of 1998

T O: All Staff Members Concerned

**SUBJECT : Committee for the ACAP National Centennial
Convention and Work Conference**

You are hereby designated Chairmen, Co-chairmen and Members of the different support committees for the ACAP National Centennial Convention and Work Conference on 5-6 October 1998 (tentative).

This memorandum supercedes Memo. No. 48 s. 1998 (dated 27 May 1998). In this regard, please prepare plans for your respective committees to ensure smooth operation during said activity.

for  **SAMUEL S. GO** *etc*
President *8/25/98*
on

ACAP NATIONAL CENTENNIAL CONVENTION AND WORK CONFERENCE

5-6 October 1998
Convention Center
ViSCA Baybay, Leyte

STEERING COMMITTEE

Chairman : Dr. Samuel S. Go
Co-Chairman : Dr. Vicente A. Quiton
Members : Dr. Nerelito P. Pascual
 Dr. Roberto C. Guarte

SUPPORT COMMITTEES

Committees

Duties and Responsibilities

Secretariat

Chairman : /Ms. BP Bibera
Co-Chairman : /Ms. LQ Escabal
Members : /Ms. BV Balbarino
 /Ms. ZD Gerona
 /Ms. CM Sarzona
 /Ms. ES Valenzona
 /Mr. EM Escabal
 /Mr. OM Betonio Jr.
 /Mr. R Cano
 /Mr. RP Bertulfo

1. Coordinate and follow-up preparations/ activities of the different working committees.
2. Coordinate and facilitate all other arrangement (billeting of participants, booking of plane and boat tickets, trip arrangement, etc.).
3. Facilitate and prepare communications related to the convention.
4. Serve as 24-Hour Information Center.

Accommodation

Chairman : /Prof. AB Masendo
Co-Chairman : /Dr. NP Lambert
Members : /Ms VA Ollerias
 /Ms. LB Paloma
 /Ms. ES Valenzona

1. Incharge of the accommodations of all guests and participants

Food and Snacks

Chairman : /Dr. NP Lambert
Co-Chairman : /Ms. VA Ollerias
Members : /Ms. FL Diaz
 /Ms. LD Ancheta
 /Ms. ST Nayre
 /Ms. AD Troyo
 /Mr. FS Llano
 Guest House Staff

1. Incharge of the following:
 - a. Food: Breakfast 6:30 AM
Lunch 12:00 NN
Supper 6:30 PM
 - b. Snacks: Morning 10:00 AM
Afternoon 3:00 PM
 - c. Coffee, tea, etc.
 - d. Dinner and Cocktail on October 6, 1998.

Transportation

Chairman : /Engr. CF Gumaod
Co-Chairmen : /Prof. FA Evangelio
 /Dr. SP Sandoval
 /Ms ER Ponce
Members : /Mr. JB Belarmino
 /Mr. F Macariola
 /Ms. P Patolilic
 /Ms. CM Sarzona

1. Fetch and conduct guests and delegates from the airport/wharf to ViSCA campus and vice-versa.
2. Provide support services to other committees who might be needing vehicles such as hauling of AV equipment, snacks, etc.
3. Provide at least two standby vehicles for the Secretariat's use.

Pls. See corrections:
- Reception → Ms. E. Bostil
- Finance → include Ms. LB Cam

Venue and Hall Preparation

Chairman : ~~Engr. CD Espina~~
Co-Chairman : ~~Ms. MC Bales~~
Members : ~~Prof. ED Briones~~
~~Prof. R Licayan~~
~~Ms. CJY Duatin~~
~~Ms. MC Licayan~~
~~Mr. JA Sales~~
~~Mr. D Flandez~~
~~Mr. VQ Pomida~~
~~Mr. A Nayre~~
~~Mr. S Bande~~
~~Mr. G Cerna~~
~~Mr. F Cerna~~
~~Mr. R Morales~~
~~Mr. D Rosal~~
~~Mr. F Montajes~~

1. Prepare the venue for the conference and provide the following:
 - a. chairs for 200 delegates
 - b. stage decorations/interior design and backdrop

Registration

Chairman : ~~Ms. LB Paloma~~
Co-Chairman : ~~Ms. LQ Escabal~~
Members : ~~Ms. M Panchito~~
~~Ms. A Flandez~~
~~Ms. ES Valenzona~~
~~Ms. ST Nayre~~
~~Ms. CD Antipaso~~
~~Ms. E Umpad~~
~~Mr. JM Ancheta~~
~~Mr. RP Bertulfo~~

1. Facilitate registration of guests and delegates and issuing the following:
 - a. registration forms
 - b. attendance sheets
 - c. ID cards
 - d. programs
 - e. certificate of appearance (after the convention)
2. Prepare a master list of delegates (including drivers) arranged alphabetically and by agency/institution.
3. Collect registration fees from the delegates and facilitate issuance of official receipts.
4. Assign staff to assist the Secretariat in the following:
 - a. booking and rebooking of plane tickets for guests and visitors and delegates.
 - b. attend to the needs of guests and delegates.
5. Issuance of certificate of appearance to delegates after the convention.

Lights and Sounds

Chairman : ~~Engr. A Encierto~~
Co-Chairman : ~~Mr. D Poliquit~~
Members : ~~Mr. N Carreno~~
~~Mr. F Braga~~
~~Mr. D Posas~~
~~Ms. C Sudario~~

1. Provide lights and sounds at the Convention Center.
2. Provide 5 functional microphones at the convention hall.

Documentation

Chairman : ~~Dr. WT Alesna~~
Co-Chairman : ~~Ms. CR Arceña~~
Members : ~~Ms. MA Sales~~
~~Mr. LV Ramirez~~
~~Ms. NG Canada~~
~~Ms. MHP Seco~~
~~Mr. J Labra~~

1. Documentation of the proceedings of the convention and work conference.
2. Come up with a copy of the convention proceedings.

ACAP Newsletter

Chairman : ~~Ms.~~ ZD Gerona
 Co-Chairman : ~~Ms.~~ AO Carreno
 Members : ~~Ms.~~ JT Peña
 ~~Ms.~~ MD Cano
 ~~Ms.~~ FT Baliña
 ~~Mr.~~ V Cordero
 ~~Mr.~~ W Caintic

1. Come up and produce ACAP Newsletter for distribution to the delegates.

Facilitators

Chairman : ~~Mr.~~ RB Armecin
 Co-Chairman : ~~Ms.~~ FMY Duatin
 Members : ~~Ms.~~ L Asio
 ~~Ms.~~ EM Malasaga
 ~~Ms.~~ CJY Duatin
 ~~Ms.~~ E Umpad
 ~~Mr.~~ AC Martinez Jr.
 ~~Mr.~~ W Caintic
 ~~Mr.~~ D Lina
 ~~Mr.~~ D Molato

1. Coordinate/facilitate in the preparation of the AV equipment ready for use by the different speakers/lecturers.
2. Extend help to speakers/lecturers when they need assistance especially during the presentation of their papers.
3. Assist delegates and speakers in the use and access of microphones.

Reception and Socials

Chairman : ~~Dr.~~ IP Bertulfo
 Co-Chairman : ~~Ms.~~ LB Cano
 Members : ~~Ms.~~ BT Montes
 ~~Ms.~~ MCU Ramirez
 ~~Prof.~~ E Pastrano
 ~~Prof.~~ T Zafra
 ~~Prof.~~ FA Evangelio
 ~~Prof.~~ EE Sudaria
 ~~Prof.~~ RS Gravoso
 ~~Ms.~~ RF Capuno
 ~~Ms.~~ E Bestil
 ~~Ms.~~ MA Sales
 ~~Mr.~~ V Cordero

1. Prepare corsage for guests and visitors.
2. Assist the guests and delegates in finding their place in the session hall.
3. Incharge of putting corsages to guests.
4. Incharge of the socials in the evening of October 5, 1998 in honor of the guests and delegates of the convention.

Venue and Facilities Caretakers

Chairman : ~~Mr.~~ R Abit
 Co-Chairman : ~~Mr.~~ FS Llano
 Members : ~~Mr.~~ F Cerna
 ~~Mr.~~ R Morales
 ~~Mr.~~ D Rosal
 ~~Mr.~~ H Mazo
 ~~Mr.~~ F Montajes

1. Incharge of cleaning the venue before and after each session.
2. Incharge in cleaning the comfort rooms.

Program and Certificates

Chairman : ~~Dr.~~ RP Mollaneda
 Co-Chairman : ~~Dr.~~ RCuarte
 Members : ~~Engr.~~ R Orias
 ~~VisCA~~ PP Staff
 ~~Ms.~~ BV Balbarino
 ~~Ms.~~ LQ Escabal
 ~~Mr.~~ A Bertulfo

1. Incharge in the preparation and printing of souvenir program and certificates.
2. Contact possible sponsors of souvenir program advertisements.

First Aide

Chairman : / Dr. CM Miranda
Co-Chairman : / Dr. IP Bertulfo
Members : / All Infirmary Staff

1. Provide first aide and other medical assistance to delegates when needed.

Publicity

Chairman : / Ms. AO Carreno
Co-Chairman : / Ms. MD Cano
Members : / Mr. D Flandez
 / Mr. VQ Pomida
 / Mr. M Cerna

1. Incharge in the publicity of the convention.
2. Provide streamers near the Guard Post No.1 and at the Convention Center vicinity.

Finance Committee

Chairman : / Dr. NP Pascual
Co-Chairman : / Ms. NV Cala
Members : / Ms. RC Lemos
 / Dr. SP Sandoval
 / Ms. ML Gamotin
 / Ms. BT Montes
 / Mr. EL Dequito
 / Ms. LB Cano

1. Facilitate ViSCA's financial support of the ACAP convention.
2. Solicitation of donations and other sources of funds for the convention.