



21 June 2023

MEMORANDUM CIRCULAR NO. 99
Series of 2023

T O: All Concerned

R E: Local Working Committees for the Philippine Society for Probiotic and Functional Foods, Inc. (PhilProFF) 20th Anniversary Assembly and Scientific Convention on October 12-13, 2023

VSU will host this year's **Philippine Society for Probiotic and Functional Foods, Inc. (PhilProFF) 20th Anniversary Assembly and Scientific Convention on October 12-13, 2023** at the **RDE Hall, VSU, Baybay City, Leyte**. For the successful conduct of this event, you are hereby designated as Chairpersons, Co-Chairpersons, and Members of the different working committees.

Hoping for your active involvement in this endeavor.


EDGARDO E. TULIN
President

Philippine Society for Probiotic and Functional Foods, Inc. (PhilProFF)
20th Anniversary Assembly and Scientific Convention
RDE Hall, Visayas State University, Baybay City, Leyte
October 12-13, 2023

Local Working Committee	Functions
Steering Chair: Dr. Rodney H. Perez Co-chair: Dr. Edgardo E. Tulin Members: Dr. Julie D. Tan Dr. Roberta D. Lauzon	Oversees the implementation of the conference and ensures the smooth flow of the program
Secretariat and Registration Chair: Ms. Inish Chris P. Mesias Co-chair: Mr. Pearl Vistal Members: Ms. Jessa Marie Anana Ms. Lynnelle Edano PAFT-KSC Officers	Prepares kit, IDs, tokens, plaques, conference program, certificates (appearance and participation), attendance sheets and etc; provides assistance to guests and participants;
Socials Chair: Dr. Ladie Ann Conde Co-chair: Ms. Hazel Alena Tan Member: Mr. David Mark Diaz	Plans for the program and activities during the fellowship night
Logistics and Transport Chair: Engr. Julious Cerna Co-chair: Engr. Marlon Borlas Member: Mr. Arjohn Baslan	Organizes transportation requirements of guests and participants; ensures availability of transport service as scheduled; facilitates airport pick up and send off of VIPs
Venue Preparation and Restoration Chair: Mr. Roden Troyo Co-chair: Dr. Eilleen Cayetano Members: Mr. Henry Modina	Prepares the venue for the conference session and fellowship night; provides quality and uninterrupted lights and sound system support during the conference; decorates the stage and installs backdrop; restores the hall after completion of the conference and related activities
Exhibits Chair: Mr. Jubymar A. Mabuto Co-chair: Dr. Eilleen Cayetano Members: Mr. David Mark Diaz	Organizes and installs the set up for poster exhibits
Multimedia and Documentation Chair: Dr. Ulderico B. Alviola Co-chair: Engr. Sean O. Villagonzalo Mr. Jed Asaph D. Cortes Members: Mr. Genaro Godoy Mr. Norman O. Villas Mr. Kim Kenneth Roca Ms. Shannette Joy Amador	Organizes live streaming coverage; helps design publicity material such as streamers/tarpaulin; provides streamers at the airport and other points of entries; provides quality and uninterrupted multimedia support; prepares equipment such as recorder, laptop, video camera, camera and other documentation needs; records activities for the entire proceedings
Accommodation Chair: Dr. Lorina Galvez Co-chair: Ms. Inish Chris Mesias Members: Mrs. Pearl Vistal	Coordinates with in-charge with VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants; arranges room accommodations

Ushering Chair: Dr. Ivy Emnace Co-chair: Mrs. Algin Goroy Members: PAFT-KSC Officers	Receives guests, resource persons and participants upon arrival at the conference venue; prepares leis and others for the guests and resource persons; coordinates with the transportation committee regarding the arrival of guests and visitors
Food Chair: Dr. Ginas Villagonzalo Co-chair: Mrs. Leilanie Valdevieso Members: Ms. Monafe M. Yu	Coordinates food service arrangement; monitors and ensures quality food service
Technical Tour Chair: Dr. Lynette Cimafranca Co-chair: Engr. Marlon Borlas Members: Mr. Jubymar Mabuto	Coordinates with local tourism office/s; plans and organizes technical tour destinations; coordinates with the transportation committee on the needed vehicles; assigns tour guides