



11 May 2022

MEMORANDUM CIRCULAR NO. 57
Series of 2022

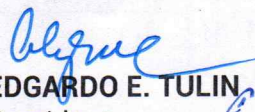
T O: All Concerned

R E: Working Committees for the ICP South Workshop on May 24-27, 2022

In view of the International Course Programs (ICP) South Workshop that will be hosted by VSU in collaboration with UHasselt on May 24-27, 2022, you are hereby designated to compose the working committees. To ensure the success of the said activity, the Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.

This Memorandum Circular supersedes OP MC # 52, s. 2022.


EDGARDO E. TULIN
President

WORKING COMMITTEES FOR THE ICP SOUTH WORKSHOP
May 24-27, 2022

COMMITTEE			FUNCTIONS
A.	Accommodation		<ul style="list-style-type: none"> Coordinates with the In-Charge of VSU Apartelle, Cottages, Seafront Suites, Balay Alumni and ATI Dorm and Director's Cottage, for accommodation of guests, regents and participants Arranges room accommodations of guests, resource persons and participants
	Chair:	Ms. Magnolia Lao	
	Members:	Apartelle Staff	
		Ms. Monna Bengalan	
		Mr. Paulo Batidor	
B.	Food		<ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality food service
	Chair:	Ms. Josefina Larrosa	
	Co-chair:	Ms. Arrah Mae Godoy	
	Members:	VSU Pavilion Staff	
		Dr. Ana Marquiza Quilicot	
		Ms. Monna Bengalan	
		Mr. Paulo Batidor	
C.	Transportation		<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures the reliable condition of the transportation vehicles
	Chair:	Engr. Marlon Burlas	
	Co-chair:	Mr. Vincent Paul Asilom	
	Members:	GSD Drivers	
		Dr. Norberto Milla, Jr.	
		Mr. Francis Espina	
D.	Token, Plaque, Certificates, and Workshop Kit		<ul style="list-style-type: none"> Prepares the participants' certificate of participation, certificate of appearance, ID's Prepares token for the resource persons Coordinates with the suppliers for the workshop kit Prepares the workshop kits
	Chair:	Dr. Allen Glennie Lambert	
	Co-chair:	TechnoMart Personnel	
	Members:	Ms. Elmira Bañoc	
		Ms. May Ann Palen	
		Ms. Monna Bengalan	
E.	Program of Activities		<ul style="list-style-type: none"> Arrange the schedules of activities. Coordinates with the other committees for the smooth implementation of the activity Oversees the implementation of all the activities
	Chair	Mr. Paulo Batidor	
	Co-chair	Mr. Jade Vincent Membrebe	
	Members:	Dr. Norberto Milla, Jr.	
		Ms. May Ann Palen	
F.	Secretariat		<ul style="list-style-type: none"> Provides assistance to participants in relation to the activity Prepares attendance sheets Facilitates checking of attendance Distributes training kits to participants
	Chair:	Dr. Allen Glennie Lambert	
	Co-chair:	Ms. May Ann Palen	
	Members:	Ms. Monna Bengalan	
		Ms. Meralyn Lebante	

G. Health and Safety			<ul style="list-style-type: none"> ● Provides security. ● Provides health assistance during the activity.
Chair:	Dr. Elwin Jay Yu		
Co-chair:	Dr. Julius Abela		
Members:	Mr. Edilberto Gonzaga Jr.		
H. Venue Preparation and Restoration			<ul style="list-style-type: none"> ● Prepares the venue for the activity sessions ● Coordinates with the program committee on the arrangement of tables and chairs ● Decorates the stage ● Restores the hall after the completion of the activity
Chair:	Dr. Ma. Juliet Ceniza		
Co-chair:	Mr. Roden Troyo		
Members:	Ms. Elmira Bañoc		
	RDE Hall Staff		
	Mr. Edilberto Gonzaga Jr.		
	Mr. Francis Espina		
I. Lights, Sounds, and Led Wall Control			<ul style="list-style-type: none"> ● Provides quality and uninterrupted lights and sound system support for the venue ● Control and operates the LED Wall in the RDE Hall
Chair:	Engr. Marlon Burlas		
Co-chair:	Dr. Ulderico Alviola		
Members:	Mr. Jed Asaph Cortes		
	Electrical Services Staff		
	UIMC Staff		
J. Internet Connectivity			<ul style="list-style-type: none"> ● Provides quality and uninterrupted internet connection for the duration of the activity
Chair:	Engr. Sean Villagonzalo		
Co-chair:	Mr. Norman Villas		
Members:	Ms. May Ann Palen		
K. Multi-media Services and Campus Tour			<ul style="list-style-type: none"> ● Provides quality and uninterrupted multimedia support for the activity ● Coordinates with the different offices to be visited during the campus tour ● Provides tour guide for the campus tour
Chair:	Mr. Jed Asaph Cortes		
Co-chair:	Kim Kenneth Roca		
Members:	Media Team		
	Mr. Paulo Batidor		
L. Solidarity Night			<ul style="list-style-type: none"> ● Receives guests, resource persons and participants upon arrival at the venue ● Prepares the program of activities for the Solidarity Night ● Identify ushers and usherettes for the activity
Chair:	Ms. May Ann Palen		
Co-chair:	Dr. Ana Marquiza Quilicot		
Members:	Dr. Charis Limbo		
	Mr. Raymund Igcasama		
	Ms. Frances Ann Santos		
M. University Exhibit			<ul style="list-style-type: none"> ● Coordinates with directors of different research centers for the exhibit
Chair:	Dr. Maria Juliet C. Ceniza		
Co-chair:	Dr. Ana Marquiza Quilicot		
Members:	Directors of Research Centers		
	Ms. May Ann Palen		