



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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website: www.vsu.edu.ph

Office of the President

11 June 2015

MEMORANDUM NO. 80

Series of 2015

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 Dean, for the effective administration and management of the Visayas State University – Isabel Campus, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately until May 31, 2016 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Academic Personnel Board (APB)

Chairperson:	Prof. Luzviminda A. Tajos
Members:	Prof. Amelia L. Deso-Asido
	Prof. Ma. Cecilia L. Tarroza
	Prof. Pedro M. Vallar
	Prof. Esperanza E. Sumalinog
	Engr. Alberto S. Pasana
	Prof. Nerissa M. Suazo
Secretary:	Ms. Myrna A. Rojas

2. Non-Academic Personnel Board (NAPB)

Chairperson:	Ms. Myrna A. Rojas
Members:	Prof. Luzviminda A. Tajos
	Mrs. Gina A. Ellorimo
	Mrs. Queen-Ever Y. Atupan
	Mrs. Fe Daphney C. Ramos

3. Finance Committee

Chairperson:	Mrs. Queen-Ever Y. Atupan
Members:	Ms. Myrna A. Rojas
	Prof. Luzviminda A. Tajos
	Mr. Jubelmar T. Buba
	Prof. Esperanza E. Sumalinog

Engr. Alberto S. Pasana
Prof. Nerissa M. Suazo
Ms. Emely E. Abrahan

4. IGP Board of Management

Chairperson: Prof. Nerissa M. Suazo
Vice-Chairperson: Mrs. Queen-Ever Y. Atupan
Members: Prof. Pedro M. Vallar
Mr. Jubelmar T. Buba
Ms. Dominga P. Villarmino

5. Bids and Awards Committee

Chairperson: Ms. Myrna A. Rojas
Vice-Chairperson: Mr. Jubelmar T. Buba
Members: Prof. Nerissa M. Suazo
Prof. Pedro M. Vallar
Mrs. Joy B. Pales

6. Housing Committee

Chairperson: Mr. Ramon F. Samante, Jr.
Vice –Chairperson: Mr. Jubelmar T. Buba
Members: Mr. Gerry G. Sumalinog
Mrs. Queen-Ever Y. Atupan
Mrs. Gina E. Ellorimo
Prof. Ma. Cecilia L. Tarroza

7. Research and Extension Committee

Chairperson: Ms. Catherine L. Corcino
Members: Dr. Edwin A. Balbarino
Prof. Esperanza E. Sumalinog
Prof. Nerissa M. Suazo
Engr. Alberto S. Pasana

8. Performance Evaluation Committee

Chairperson: Prof. Luzviminda A. Tajos
Members: Mrs. Gina A. Ellorimo
Ms. Myrna A. Rojas
Prof. Ma. Cecilia L. Tarroza
Prof. Pedro M. Vallar
Mrs. Joy B. Pales

9. Grievance Committee

Chairperson: Ms. Myrna A. Rojas
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Prof. Pedro M. Vallar
Mr. Jubelmar T. Buba
Prof. Mariano D. Ruizo
Secretary (Non-voting Member): Prof. Ma. Cecilia L. Tarroza

10. Disposal Committee

Chairperson: Ms. Dominga P. Villarmino
Vice-Chairperson: Prof. Nerissa M. Suazo
Members: Mr. Jubelmar T. Buba
Prof. Mariano D. Ruizo

Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Efrim L. Calixtro
Mrs. Joy B. Pales

11. Accreditation Committee

Chairperson:	Prof. Luzviminda A. Tajos
Vice-Chairperson:	Dr. Edwin A. Balbarino
Members:	Prof. Esperanza E. Sumalinog
	Prof. Nerissa M. Suazo
	Engr. Alberto S. Pasana
	Ms. Myrna A. Rojas
	Ms. Catherine L. Corcino

12. Land Use and Mapping Committee

Chairperson:	Mr. Jubelmar T. Buba
Vice-Chairperson:	Ms. Myrna A. Rojas
Members:	Mr. William C. Surigao
	Ms. Dominga P. Villarmino
	Mr. Rodrigo C. Bregildo
	Mr. Armando A. Ellorimo
	Engr. Alberto S. Pasana

13. Honors and Awards Committee

Chairperson:	Prof. Amelia L. Deso-Asido
Vice-Chairperson:	Mrs. Gina A. Ellorimo
Members:	Prof. Luzviminda A. Tajos
	Prof. Esperanza E. Sumalinog
	Engr. Alberto S. Pasana
	Prof. Nerissa M. Suazo
	Prof. Pedro M. Vallar
	Mr. Armando A. Ellorimo

14. PASUC Evaluation Committee

Chairperson:	Dr. Alberto L. Carillas
Vice-Chairperson:	Prof. Luzviminda A. Tajos
Members:	Ms. Myrna A. Rojas
	Prof. Esperanza E. Sumalinog
	Engr. Alberto S. Pasana
	Prof. Nerissa M. Suazo

15. Curriculum Committee

Chairperson:	Prof. Luzviminda A. Tajos
Members:	Prof. Esperanza E. Sumalinog
	Prof. Nerissa M. Suazo
	Engr. Alberto S. Pasana

16. Socio-Cultural Committee

Chairperson:	Prof. Maria Cristina P. Buba
Members:	Prof. Anita C. Vallar
	Mr. Jubelmar T. Buba
	Mrs. Queen-Ever Y. Atupan
	Mrs. Guada Fe F. Velmonte
	Mr. John Paul C. Daffon

Mrs. Virginia S. Cobacha
 Mrs. Jessica S. Esporlas
 Mr. Sammy L. Bastes
 Prof. Ma. Cecilia L. Tarroza
 Mrs. Verna Joy U. Sajorda
 Mrs. Susanie B. Aquiles
 Engr. Ma. Reynaflor A. Licardo
 Mr. Gerry G. Sumalinog

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

Chairperson:	Mr. Armando A. Ellorimo
Electricity In-Charge:	Engr. Maria Katherine S. Donayre
Technical Consultant:	Engr. Alberto S. Pasana
Building Maintenance:	Mr. Armando A. Ellorimo
Pest Control/Building In-Charge:	Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance:	Mr. Gerry G. Sumalinog
Computer Equipment:	Mr. Sammy L. Bastes

18. Records Management In-Charge/s

Chairperson:	Ms. Myrna A. Rojas																		
Members:	<table border="0"> <tr> <td>HRMDO:</td> <td>Mrs. Angelyn F. Hermoso</td> </tr> <tr> <td>Registrar's Office:</td> <td>Ms. Gloria C. German</td> </tr> <tr> <td>Accounting Office:</td> <td>Mrs. Queen-Ever Y. Atupan</td> </tr> <tr> <td>Cashier's Office:</td> <td>Mrs. Fe Daphney C. Ramos</td> </tr> <tr> <td>Supply/Property Office:</td> <td>Mrs. Dominga P. Villarmino</td> </tr> <tr> <td>Office of Instruction:</td> <td>Prof. Luzviminda A. Tajos</td> </tr> <tr> <td>Teacher Educ. Dept.:</td> <td>Mrs. Guada Fe F. Velmonte</td> </tr> <tr> <td>Engineering Dept.:</td> <td>Mrs. Carocel A. Galler</td> </tr> <tr> <td>Agribusiness Dept.:</td> <td>Mrs. Michelle I. Aballe</td> </tr> </table>	HRMDO:	Mrs. Angelyn F. Hermoso	Registrar's Office:	Ms. Gloria C. German	Accounting Office:	Mrs. Queen-Ever Y. Atupan	Cashier's Office:	Mrs. Fe Daphney C. Ramos	Supply/Property Office:	Mrs. Dominga P. Villarmino	Office of Instruction:	Prof. Luzviminda A. Tajos	Teacher Educ. Dept.:	Mrs. Guada Fe F. Velmonte	Engineering Dept.:	Mrs. Carocel A. Galler	Agribusiness Dept.:	Mrs. Michelle I. Aballe
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Teacher Educ. Dept.:	Mrs. Guada Fe F. Velmonte																		
Engineering Dept.:	Mrs. Carocel A. Galler																		
Agribusiness Dept.:	Mrs. Michelle I. Aballe																		

19. Publication Committee

Chairperson:	Ms. Catherine L. Corcino						
Members:	<table border="0"> <tr> <td>Prof. Luzviminda A. Tajos</td> </tr> <tr> <td>Prof. Esperanza E. Sumalinog</td> </tr> <tr> <td>Prof. Nerissa M. Suazo</td> </tr> <tr> <td>Engr. Alberto S. Pasana</td> </tr> <tr> <td>Engr. Ana Marie R. De Asis</td> </tr> <tr> <td>Mrs. Michelle I. Aballe</td> </tr> </table>	Prof. Luzviminda A. Tajos	Prof. Esperanza E. Sumalinog	Prof. Nerissa M. Suazo	Engr. Alberto S. Pasana	Engr. Ana Marie R. De Asis	Mrs. Michelle I. Aballe
Prof. Luzviminda A. Tajos							
Prof. Esperanza E. Sumalinog							
Prof. Nerissa M. Suazo							
Engr. Alberto S. Pasana							
Engr. Ana Marie R. De Asis							
Mrs. Michelle I. Aballe							

20. Scholarship Committee

Chairperson:	Prof. Luzviminda A. Tajos			
Members:	<table border="0"> <tr> <td>Mrs. Gina A. Ellorimo</td> </tr> <tr> <td>Ms. Catherine L. Corcino</td> </tr> <tr> <td>Mrs. Fe Daphney C. Ramos</td> </tr> </table>	Mrs. Gina A. Ellorimo	Ms. Catherine L. Corcino	Mrs. Fe Daphney C. Ramos
Mrs. Gina A. Ellorimo				
Ms. Catherine L. Corcino				
Mrs. Fe Daphney C. Ramos				
Secretary:	Prof. Esperanza E. Sumalinog			

21. Incentives and Awards Committee

- 1) Dean or designated representative
- 2) Finance Officer
- 3) Head of the Planning
- 4) Head Research and Extension
- 5) Two (2) Representatives
 - (1) Academic
 - (1) Non-Academic

6) Head, Performance Evaluation Office as Secretary

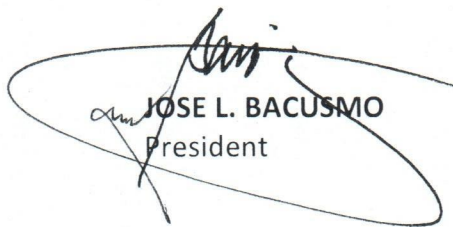
B. Individual Faculty/Staff Designations:

- | | | |
|-----|--------------------------------|---|
| 1. | Dr. Edwin A. Balbarino | - VSU-Isabel Dean |
| 2. | Ms. Catherine L. Corcino | - College Secretary
Head, Office of Research Development and Extension
Head, Publication and Information Office |
| 3. | Prof. Luzviminda A. Tajos | - Head, Office of Instruction
Head, Accreditation Center
Chairperson, Scholarship Committee |
| 4. | Ms. Myrna A. Rojas | - Head, Office of Administration
Human Resource Management Officer |
| 5. | Mr. Jubelmar T. Buba | - Head, Office of Planning and Resource Generation
Project In-Charge, Timber Wood, Coconut |
| 6. | Prof. Esperanza E. Sumalinog | - Head, Department of Teacher Education
Head, Alumni Affairs Office |
| 7. | Prof. Alberto S. Pasana | - Head, Department of Engineering
Research Coordinator, Department of Engineering
Chairperson, Student Research Committee (Engineering Section) |
| 8. | Prof. Nerissa M. Suazo | - Head, Department of Business Management
Income Generating Project Officer |
| 9. | Ms. Gloria C. German | - College Registrar |
| 10. | Mrs. Gina A. Ellorimo | - Head, College Student Services Office |
| 11. | Ms. Fevie M. Arique | - Librarian |
| 12. | Ms. Dominga P. Villarmino | - Head, Supply and Property Management Office |
| 13. | Mrs. Queen-Ever Y. Atupan | - Head, Finance Management Office |
| 14. | Mrs. Fe Daphney C. Ramos | - Head, Cash Division |
| 15. | Mr. Ramon F. Samante, Jr. | - Head, Extension Section |
| 16. | Ms. Marjonne B. Abella | - Head, Research Section
Chairperson, Apprenticeship Study & Thesis
Chairperson, Student Research Committee |
| 17. | Mr. Armando A. Ellorimo | - Head, General Services Office |
| 18. | Prof. Maria Cristina P. Buba | - Head, Culture & Arts Office
Dance Troupe Coordinator
School Band Coordinator |
| 19. | Ms. Emely E. Abrahan | - Budget Officer |
| 20. | Ms. Arianne Mae C. Vallar | - Health Officer |
| 21. | Mr. William C. Surigao | - Chief Security Officer |
| 22. | Engr. Ma. Reynaflor A. Licardo | - Engineering Section Head of the Department of Engineering
Choir In-Charge |
| 23. | Mrs. Carocel A. Galler | - ICT Section Head, Dept. of Engineering |
| 24. | Prof. Ma. Cecilia L. Tarroza | - Head, Elementary Education Section
Extension Coordinator, Department of Teacher Education |
| 25. | Mrs. Susanie B. Aquiles | - Head, Secondary Education Section |
| 26. | Mrs. Guada Fe F. Velmonte | - Secretary, Dept. of Teacher Education |
| 27. | Mrs. Michelle I. Aballe | - Secretary, Dept. of Business Management |

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| | Head, Business Management Section |
| | Research Coordinator, Department of Business Management |
| 28. Engr. Maria Katherine S. Donayre | - Secretary, Department of Engineering |
| 29. Prof. Anita C. Vallar | - Extension Coordinator, Department of Business Management |
| 30. Engr. Richard C. Aballe | - Extension Coordinator, Department of Engineering |
| 31. Prof. Wilma S. Abordo | - Project In-Charge, Crop Production |
| 32. Dr. Alberto L. Carillas | - Sports Coordinator |
| | Head, Human Kinetics Section |
| | Apartelle Manager |
| 33. Mrs. Jessica S. Esporlas | - Research Coordinator, Department of Teacher Education |
| 34. Prof. Pedro M. Vallar | - Head, NSTP |
| 35. Mrs. Editha J. Ablen | - Internal Control Officer |
| 36. Mr. Sammy L. Bastes | - Chairperson, Student Research Committee (IT Section) |

This supercedes all office orders/memoranda earlier issued by this office or by the Dean of VSU-Isabel on this matter.

Please be guided accordingly.


JOSE L. BACUSMO
 President

cc: VSU-Isabel Campus
 OVPI
 OVPAF
 OVPRE
 OVPPRGEA
 OUS
 Deans
 Directors
 Registrar, VSU-Isabel
 Registrar, VSU Main
 USSO
 ODAHRD/PRPEO
 FMO/Budget
 Accounting
 COA
 Cash Division
 Records, VSU Isabel
 Records, VSU Main
 Departments/Offices, VSU Isabel
 File