



Visayas State University

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Office of the President

22 August 2013

MEMORANDUM CIRCULAR NO. 44

Series of 2013

TO: All Concerned

RE: Additional Members and Functions of the Working Committees of the National Conference on Development Initiatives in the Philippine Marginal Uplands

To facilitate implementation of the National Conference on Development Initiatives in the Philippine Marginal Uplands on October 22-24, 2013, you are hereby designated as members of the working committees. Your respective committee chairs will call for a meeting to discuss your responsibilities.

Your wholehearted support and cooperation is hereby appreciated.


JOSE L. BACUSMO
President

NATIONAL CONFERENCE ON MARGINAL UPLAND DEVELOPMENT

October 22-24, 2013

Visayas State University, Visca, Baybay City, Leyte

PROPOSED WORKING COMMITTEES

Committee	Person In-Charge	Terms of Reference
Steering Committee	Chair: Dr. Jose L. Bacusmo Co-Chairs: Dr. Othello B. Capuno Dr. Victor B. Asio Dr. Editha G. Cagasan Members: Prof. Alan B. Loreto Dr. Milagros C. Bales Dr. Rotacio S. Gravoso Mrs. Roberta Lemos Mrs. Erlinda S. Esguerra	1. Plan for the smooth conduct of the Conference. 2. Make funds available for the Conference.
Program and Invitation and Publicity Committee	Chair: Dr. Editha G. Cagasan Co-Chair: Dr. Rotacio S. Gravoso Members: Prof. Ernesto F. Bulayog Ms. Ma. Victoria Stephane Asio Mr. Ian Kim Gahoy Ms. Venus June J. Taghoy Ms. Elmira Y. Bañoc	1. Prepare the conference program. 2. Set the guidelines for preparation and submission of abstracts and papers/posters for presentation. 3. Monitor the flow of the program. 4. Invite and confirm plenary speakers, presenters, discussants, and moderators. 5. Coordinate with the media for news/information releases. 6. Design tarpaulins to welcome guests and participants. Additional Functions: ✓ Make sure that the tarps, program, conference note (notepad) share the same theme ✓ Tarps to prepare: <ul style="list-style-type: none"> ▪ Welcome for guests and participants ▪ Welcome for Dr. Patricia B. Licuanan & Dr. Ruperto Sanggalang, Dr. Jean Tayag and Sec. Alcala ▪ Backdrop for Convention Center, & venues for Concurrent Sessions (3) – CCE (1st & 2nd floors + pavilion) ▪ Backdrop for the Socials (Beach Garden Resort) ✓ Assign someone to serve as

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		<p>emcee for the opening program – probably someone who is so cool (Prof. Alan Loreto)</p> <p>✓ Assign one to lead the prayer (Fr. Brian Flandez) and singing of the national anthem (quartet from the VSU students chorale)</p>
Secretariat/Registration Committee	<p>Chair: Dr. Milagros C. Bales</p> <p>Co-Chair: Dr. Berta C. Ratilla</p> <p>Members: Dr. Suzette B. Lina</p> <p>Ms. Ma. Victoria Stephane Asio</p> <p>Ms. Elmira Y. Bañoc</p> <p>Ms. Venus June J. Taghoy</p> <p>Ms. Junette Dawn A. Baculfo</p> <p>Ms. Loren Gemali Flandez</p> <p>Mr. Sataki P. Toledo</p> <p>Mr. Ariel Bolledo</p> <p>Mr. Jessie R. Sabijon</p> <p>Ms. Venice Ybañez</p>	<ol style="list-style-type: none"> 1. Prepare IDs, conference kits, plaques/certificates, tokens for keynote and plenary speakers 2. Reproduce materials/documents (including program with abstracts) 3. Ensure the smooth registration flow during the conference. 4. Take charge in changes of booking/rebooking of tickets (plane, boat, bus) <p>Note:</p> <ul style="list-style-type: none"> • On 22 Oct, assign Sataki Toledo, Ariel Bolledo, Jessie Sabijon to the Ushering committee <ul style="list-style-type: none"> – Dianne Zamora, DeeJay Maranguit, Czarina Platino will work with the registration committee
Scientific and Workshop Proceedings Committee	<p>Chair: Dr. Victor B. Asio</p> <p>Co-Chair: Dr. Rotacio S. Gravoso</p> <p>Members: Dr. Editha G. Cagasan</p> <p>Prof. Ma. Aurora Teresita W. Tabada</p> <p>Prof. Ernesto F. Bulayog</p> <p>Dr. Milagros C. Bales</p> <p>Mr. Ian Navarrete</p> <p>Dr. Beatriz S. Belonias</p> <p>Dr. Ma. Juliet C. Ceniza</p> <p>Dr. Julie D. Tan</p> <p>Dr. Daniel Leslie S. Tan</p> <p>Dr. Feliciano G. Sinon</p> <p>Dr. Eugene B. Lañada</p> <p>Ms. Ma. Victoria Stephane Asio</p> <p>Ms. Junette Dawn Baculfo</p>	<ol style="list-style-type: none"> 1. Review of abstract and papers for oral and poster presentation. 2. Manage the review papers for publication in the Peer-Reviewed Proceedings or any peer-reviewed journal. 3. Spearhead development and production of the peer-reviewed conference proceedings or any peer-reviewed publication. <p>Additional Functions:</p> <ul style="list-style-type: none"> • After the conference, will explore with SEARCA for the

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	<p>Ms. Loren Gemali Flandez Ms. Janice Marie S. Monderondo Mr. Michael Rey Rosolada</p>	<p>publication of the peer-reviewed proceedings</p> <ul style="list-style-type: none"> – SEARCA needs the manuscript then subjects it for review – If SEARCA will publish, the publication's level is international – Explore the possibility of publishing the papers in ATR (special issues)
Venue and Physical Arrangement Committee	<p>Chair: Dr. Warren Come Co-Chairs: Prof. Mario Baliad Dr. Marcelo A. Quevedo Prof. Ed Allan Alcober Members: Prof. Arsenio D. Ramos Dr. Julius Abela Mr. Bryan Rebuyas Engr. Nestor Israel Mr. Mizael Cerna Mr. Ricardo Bornias Ms. Ness Marie Sta. Iglesia Ms. Melanie C. Ratilla</p>	<ol style="list-style-type: none"> 1. Make arrangements for the venue for function and meals. 2. Arrange the venue for the conference, break-up session rooms, and exhibit area. 3. Prepare directional signs, streamers/tarpaulins, backdrop, place cards, and name plates. <p>Additional Functions:</p> <ul style="list-style-type: none"> • Put up backdrops in all session rooms • Ensure proper ventilation and lighting of all rooms • Coordinate with audio/visual committee to provide multimedia system to each room
Audio/Visual Committee	<p>Chair: Ms. Jedess Miladel Nuñez-Salomon Co-Chair: Ms. Janice Monderondo Members: Mr. Genaro Godoy Mr. Louis Prado Ms. Carmela Yamada Ms. Marissa Cano Mr. Michael Rey Rosolada Mr. Rolando Oracion Mr. Arnel Gucela</p>	<ol style="list-style-type: none"> 1. Provide audio-visual support for the main venue and in the concurrent sessions. 2. Record proceedings of the session. <p>Additional Functions:</p> <ul style="list-style-type: none"> • While the registration is going on and others are waiting for the program to start, play VSU songs and VSU story in video
Light and Sounds System	<p>Chair: Dr. Julius Abela Co-Chairs: Dr. Lolito Bestil Engr. Apolonio Encierto Members: Mr. Angelo Francis Atole</p>	<p>Provide light and sound systems for the session venues.</p>

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	Mr. Clemence Borela Mr. Jessie Sabijon Mr. Bryan Rebuyas Mr. Hubert Dimabuyu Mr. Jandells Rama	
Poster Committee	Chair: Prof. Ernesto F. Bulayog Co-Chairs: Dr. Daniel Leslie S. Tan Dr. Eugene B. Lañada Members: Ms. Deejay S. Maranguit Ms. Melanie Ratilla Dr. Reneza S. Come Ms. Loren Gemali Flandez Mr. Mark Anthony Atanacio Mr. Benjamin Cinto Mr. Dave Amihan	1. Prepare guidelines for poster presentation and give these to the Scientific Committee. 2. Manage the poster presentations. Additional Functions: <ul style="list-style-type: none"> Have a sound system for the poster's opening/cutting of the ribbon ceremonies
Food and Accommodation Committee	Chair: Prof. Alan B. Loreto Co-Chairs: Ms. Honey Sofia V. Colis Dr. Lorina Galvez Members: Dr. Zenaida Gonzaga Dr. Dinah Espina Ms. Nicole Florentino Prof. Ernesto F. Bulayog Ms. Philippine Dianne Zamora Dr. Nancy Dumaguing Dr. Julie D. Tan Dr. Milagros C. Bales Ms. Chelyn Estillore	1. Prepare menu for lunch and snacks. 2. Ensure timely and quality serving of lunch and snacks. 3. Arrange with accommodation facilities. 4. Make arrangements for the security of participants.
Ushering & Field Trip Committee	Chair: Dr. Beatriz S. Belonias Co-Chairs for ushering: Dr. Ana Assumpta N. Perez Ms. Deejay Maranguit Co-chairs for field trip: Dr. Marlito Jose Bande - Cienda Prof. Ernesto F. Bulayog – Milagro Prof. Ian Alcober - Inopacan Members: Dr. Ma. Juliet C. Ceniza Dr. Dinah Espina Ms. Philippine Dianne Zamora Ms. Venus June J. Taghoy Ms. Czarina Platino Ms. Elmira Y. Bañoc Mr. Adrian C. Alumbro	1. Guide guests and participants to their respective seats. 2. Prepare leis for guests 3. Make arrangements for the field trip (Cienda + Agas2x, OK range-Milagro-Geothermal + Lake Danao&Inopacan + Hindang cave & zip line) Additional Functions: <ul style="list-style-type: none"> During Day 1, assign ushers/usherettes in accommodation halls and convention center Identify very mobile ushers/usherettes, i.e, with personal cars– who may be

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		<p>sent to pick up a lost pax/guest. – we will assign the BIDANI vehicle + Grandia & VICARP shuttle (assigned to pick up pax who lodging in Baybay/outside VSU) – trip ticket c/o Miray& Venus</p> <ul style="list-style-type: none"> • Coordinate with transportation committee re transportation
Socio-Cultural Committee	<p>Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Prof. Ernesto F. Bulayog Dr. Marlito Jose Bande</p> <p>Members: Ms. Venus June J. Taghoy Dr. Anabella B. Tulin Ms. Elmira Y. Bañoc Ms. Jennifer Ando Ms. Ma. Verjie Q. Subere Ms. Kristal Neis Ms. Rizza Doguiles Ms. May Joy Alip Ms. Rosalyn Binongo-Borines Ms. Wenifreda T. Oclinaría Mr. Remegio Sanico</p>	<ol style="list-style-type: none"> 1. Organize cultural and social programs during the conference. 2. Coordinate with committee on venue preparation about the putting up of tents at the Beach Garden Resort <p>Notes:</p> <ul style="list-style-type: none"> • Numbers in the program may include the following: <ul style="list-style-type: none"> – Violin pieces by Joselle – Quartet/quintet (acapella) of Visayan songs – Dance sports – Fire Dance (Imelda Sacay) • Arsenio Ramos to ask Emie Sanico if there's a big trapal for the socials
Documentation Committee	<p>Chair: Prof. Ma. Aurora Teresita W. Tabada</p> <p>Co-Chairs: Dr. Marlito Jose Bande Ms. Jedess Miladel Nuñez-Salomon</p> <p>Members: Ms. Marissa Cano Mr. Ian Kim Gahoy Ms. Junette Dawn A. Baculfo Ms. Ma. Victoria Stephane Asio Ms. Loren Gemali Flandez Ms. Janice Marie Monderondo Mr. Mark Joshua Quevedo</p>	<ol style="list-style-type: none"> 1. Document the conference (photo/video/audio). 2. Assist in the preparation of conference proceedings. <p>Additional Functions:</p> <ul style="list-style-type: none"> • Assign a rapporteur to each session, including the plenary and concurrent sessions. • Ask each rapporteur to transcribe the interactions in each session and submit the transcription ASAP. • Transcription will be used as guide in advising the author/s in revising the paper for publication

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Transportation Committee	Chair: Dr. Feliciano G. Sinon Co-Chair: Prof. Alan B. Loreto Members: Ms. Venus June Taghoy Ms. Elmira Y. Bañoc Mr. Benjamin Cinto Engr. Nestor M. Israel Ms. Fe Diaz Dr. Marcelo Quevedo	<ol style="list-style-type: none"> 1. Prepare trip tickets for the vehicles to fetch & conduct the invited speakers 2. Coordinate with registration committee on transportation needs of participants (within campus transportation; transportation for the field trip and campus tour).
Medical Services Committee	Chair: Dr. Elwin Jay V. Yu Co-Chair: Dr. Ana Assumpta N. Perez Members: All VSU Hospital Staff	<ol style="list-style-type: none"> 1. Provide medical services to the conference participants. 2. Special BP session at a corner