



Visayas State University

Visca, Baybay City, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601
website: www.vsu-visca.edu.ph

Office of the President

26 April 2011

MEMORANDUM NO. 128
Series of 2011

T O: All Concerned

R E: Working Committees for the Reorientation Seminar for VSU Security Guards

A Reorientation Seminar for VSU Security Guards will be conducted on **May 4, 2011** in order to prepare them especially in apprehending violators and in documenting these incidents as basis in filing criminal cases in court. Lawyers from the Office of the Solicitor General will be invited to act as resource persons in addition to the services of our own Legal Consultant.


To ensure the success of these activities, the following committees are hereby created:

- 1. Over-all Coordinator**
 - Dr. Roberto C. Guarte - Chairperson
 - Dr. Lourdes B. Cano - Vice-chairperson
 - Ms. Ma. Cristina Ramirez - Member
- 2. Secretariat/Proceedings Preparation**
 - Ms. Bernardita P. Bibera - Chairperson
 - Ms. Asuncion Arradaza - Member
- 3. Facilitation/Registration/Confirmation**
 - Ms. Ma. Cristina U. Ramirez - Chairperson
 - Ms. Ma. Fe Limsiaco - Member
- 4. Venue Preparation and Restoration**
 - Mr. Simeon Sedrome - Chairperson

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| Mr. Felix Abanera | - | Member |
| Mr. Jovenal Belarmino | - | Member |
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| 5. Sounds & Other Facilities | | |
| Mr. Legario Ramos | - | Chairperson |
| Mr. Clemence Borela | - | Member |
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| 6. Snacks | | |
| Ms. Rebecca Napiere | - | Chairperson |
| All Guesthouse Personnel | - | Members |
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| 6. Program & Certificates | | |
| Ms. Connel Antipaso | - | Chairperson |
| Ms. Antonieta Israel | - | Member |

Dr. Guarte is requested to meet with committee chairpersons for proper planning and coordination.

Please be guided accordingly.


for **JOSE L. BACUSMO**
President *alc* 4/28/11