

LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

OFFICE OF THE PRESIDENT

November 7, 2002

Memorandum No. 232
Series of 2002

T O : All Concerned

R E : Working Committees for the Conduct of a Regional Training Course in Arts Organization Management sponsored by the Culture and Arts Center and the National Commission for Culture and the Arts

Per recommendation of the Culture and Arts Center, the following faculty and staff are hereby designated coordinator, chairperson and members of the different working committees for the aforesaid five-day training course.

- I. OVERALL COORDINATOR
Dr. Edwin A. Pilapil
- II. STEERING COMMITTEE
Chairperson: Prof. Thelma Zafra
Members : Mr. Jesus Freddy Baldos
Ms. Rosa Ophelia Velarde
- III. PERMIT AND PROGRAM INVITATION FOR PARTICIPANTS
Chairperson: Dr. Edwin A. Pilapil
Members : Mr. Alex Castillo
Ms. Rowena Tabudlong
- IV. FELLOWSHIP PROGRAM AND SOCIALS
(Opening and Closing Programme)
Chairperson: Mr. Allan Ramal
Members : Mr. Jude Sales
Mr. Dominador Poliquit
Prof. Josefina Subere
Prof. Martha Villalino
- V. VENUE PREPARATION
Chairperson: Mr. Marvin Albarico
Members : Mr. Jude Sales
Ms. Milagros Bales
Ms. Evelyn Bestil
Ms. Clara Mercado
- VI. EQUIPMENT
Chairperson: Engr. Manolo Loreto
Members : Ms. Mildred Nayre
Mr. Marvin Albarico
- VII. MEALS AND SNACKS
Chairperson: Prof. Thelma Zafra
Members : Dr. Julita Gapuz
Prof. Lolita Aure

VIII. ACCOMMODATION

Chairperson: Dr. Isabel Bertulfo

Members : Ms. Erna Sedigo
Dr. Roberta Lauzon
Dr. Corazon Batoy

IX. TOKENS, CERTIFICATES AND REPRODUCTION OF
COURSE KIT

Chairperson: Ms. Wenifreda Oclinaria

Members : Ms. Gilda Nayre
Ms. Rose Bandalan
Ms. Evelyn T. Bestil

X. TRANSPORTATION

Chairperson: Mr. Jesus Freddy Baldos

Members : Ms. Marilyn Orquilla
Ms. Evelyn Bestil

XI. REGISTRATION

Chairperson: Dr. Raquel Serohijos

Members : Ms. Rosa Ophelia Velarde
Mr. Jesus Freddy Baldos
Dr. Lualhati Noriel
Ms. Myrna Pancito

XII. DOCUMENTATION/PUBLICITY

Chairperson: Mr. Jude Sales

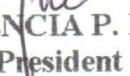
Members : Mr. Jesus Freddy Baldos
Prof. Ruth Martinez
Prof. Erna Sedigo
Ms. Gilda Nayre

XIII. FACILITATORS

Chairperson: Ms. Carmencita Reyes

Members : Prof. Ruth Martinez
Prof. Erna Sedigo
Dr. Julita Gapuz

Your most sincere cooperation is enjoined for the success of the assembly.


PACIENCIA P. MILAN
President