



26 May 2023

MEMORANDUM CIRCULAR NO. 85
Series of 2023

T O: All Concerned

**R E: Final Local Working Committees for 30th PhilFruits National Symposium
on October 2-6, 2023**

The final schedule of the 30th PhilFruits National Symposium will be on October 2-6, 2023 at the RDE Hall, VSU, Baybay City, Leyte. For the successful conduct of this event, you are hereby designated as Chairpersons, Co-Chairpersons, and Members of the different working committees.

As a co-organizer, we will be having a meeting on **June 1, 2023, at 2:00 PM at the OP Board Room** in preparation/planning for the upcoming 30th National Fruit Symposium. This is an annual activity to convene the academicians, researchers, fruit growers, processors, entrepreneurs, students, and other individuals involved in the fruit industry in the country.

Hoping for your active involvement in this endeavor.


EDGARDO E. TULIN,
President

30th National Fruit Symposium

Oct. 02-06, 2023

RDE-Hall ,VSU, Baybay City, Leyte

Theme: Advancing the Potential of the Local Fruit Industry Towards Inclusive Growth of the Fruit Value Chain

COMMITTEE	FUNCTIONS
1. STEERING COMMITTEE Chair: Dr. Emma Ruth V. Bayogan Co-Chairs: Dr. Edgardo E. Tulin Ms. Carolyn E. Alcasid Members: Dr. Maria Juliet C. Ceniza Dr. Celia R. Medina Dr. Domingo E. Angeles Dr. Felipe S. de la Cruz Jr. Dr. Lorna E. Herradura Prof. Jena Joy G. Apolinario Ms. Maria Cecilia S. Alaban Engr. Julie Anne G. Cordero Mr. Yondre J. Yonder	<ul style="list-style-type: none"> Plans the program Oversees the implementation of the symposium and ensures smooth flow of the program Sources funds, makes funds available and allocates the resources Prepares invitations to prospective sponsors, plenary speakers and participants
2. PROGRAM, INVITATION and RECEPTION Chair: Ms. Ma. Cecilia S. Alaban Co-Chair: Engr. Julie Anne G. Cordero Members: Dr. Emma Ruth V. Bayogan Dr. Celia R. Medina Ms. Pearl Vistal Dr. Ivy C. Emnace Dr. Luz Asio CAFS Student Leaders	<ul style="list-style-type: none"> Prepares the Symposium program Assigns moderators/facilitators for every session Prepares kit and symposium program Prepares tokens, certificates, plaques, etc. Reception-Receives guests, resource persons and participants upon arrival at the Symposium venue Prepares leis and others for the guests and resource persons Coordinates with the transportation committee regarding arrival of guests and visitors
3. PAPERS Chair: Dr. Celia R. Medina Co-Chair: Dr. Domingo E. Angeles Dr. Victor B. Asio Members: Dr. Lorna E. Herradura Dr. Felipe S. de la Cruz Jr. Dr. Rotacio S. Gravoso Prof. Jude Nonie Sales	<ul style="list-style-type: none"> Assesses whether the submission abstract is technically sound, contains new, original research content or scientific concepts, is non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions. Confirms categories of papers as to field of study (basic in scheduling for program session) Issues acceptance letters to authors of abstracts accepted for oral and poster presentations on or before the deadline Explore possibility of coming up with a special issue of the Annals of Tropical Research Local Committee to screen if there are several submissions from VSU for best paper

	<ul style="list-style-type: none"> Local Committee to help identify additional judges, if needed Local Committee to invite potential paper submissions
4. AWARDS Chair: Dr. Lorna E. Herradura Members: Dr. Domingo E. Angeles Dr. Felipe S. de la Cruz Jr.	<ul style="list-style-type: none"> Reviews the PFA awards guidelines Implements the PFA awards guidelines Advertises and actively seeks nominations to the various awards Reviews the nominations Communicates with awardees
5. WAYS and MEANS COMMITTEE Chair: Ms. Ma. Cecilia S. Alaban Members: Mr. Yondre J. Yonder Dr. Felipe S. de la Cruz Jr. Mr. Simeon Fernandez	<ul style="list-style-type: none"> Identifies potential sponsors Spearheads in solicitation of funds and non-cash assistance for the Symposium
6. FINANCE COMMITTEE Chair: Dr. Felipe S. Dela Cruz, Jr. Member: Mr. Yondre J. Yonder	<ul style="list-style-type: none"> Receives registration payments and issues official receipts Allocates funds for the various activities of the Symposium
7. SECRETARIAT and DOCUMENTATION Chair: Prof Jena Joy G. Apolinario Co-Chairs: Dr. Christina A. Gabrillo Engr. Julie Ann G. Cordero Members: Ms. Elmera Y. Bañoc/ViCARP Dr. Marilou Benitez Dr. Pauline Caintic Dr. Luz O. Moreno Ms. Marianne U. Dela Peña Ms. Isabel Amora Ms. Sheila Marie Lemos Mr. Genaro Godoy DYDC Staff	<ul style="list-style-type: none"> Prepares the participants' certificate of participation, certificate of appearance, IDs Prepares plaques and tokens for invited speakers Provides assistance, if any, to participants Prepare equipment such as a recorder, laptop, video camera, camera, and other documentation needs for the entire event Record activities for the entire proceedings
8. SOCIALS COMMITTEE Chair: Ms. Carolyn E. Alcasid Co-Chairs: Prof. Jude Nonie Sales Engr. Julie Anne G. Cordero Members: Dr. Ma. Juliet C. Ceniza CAC Members	<ul style="list-style-type: none"> Plans for activities during the fellowship night such as assigning emcee, speakers and presentations
9. ACCOMMODATION and FOOD COMMITTEE Chair: Dr. Lorina A. Galvez Co-Chair: Dr. Ivy C. Emnace Members: Dr. Nancy Dumaguing Ms. Josefina M. Larrosa Ms. Inish Chris P. Mesias	<ul style="list-style-type: none"> Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, as well as other facilities outside of VSU for accommodation of guests, resource persons and participants Arranges room accommodations of guests, resource persons and participants Coordinates food service arrangements Monitors and ensures quality food service
10. TRANSPORTATION COMMITTEE	<ul style="list-style-type: none"> Suggest routes to reach VSU

Chair: Engr. Marlon G. Burlas Co-Chair: Mr. Vincent Asilom Members: Dr. Dario B. Lina GSD Drivers	<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures availability of transport service as scheduled Ensures reliable transport service
11. EXHIBITS COMMITTEE Chair: Dr. Maria Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia O. Velarde Members: Ms. Elmera Y. Bañoc Research Center Directors OVPREI staff	<ul style="list-style-type: none"> Installs the set-up for poster exhibits at the RDE Hall Organizes exhibits of VSU products and other exhibitors at RDE reception area Installs the set-up for commercial exhibits
12. VENUE PREPARATION and RESTORATION Chair: Engr. Mario P. Valenzona Co-Chairs: Dr. Rosario Salas Engr. Marlon Burlas Members: Prof. Roden Troyo Jubymar Mabuto	<ul style="list-style-type: none"> Prepares the venue for the conference sessions and fellowship night Lights and Sounds-Provides quality and uninterrupted lights and sound system support during the symposium Coordinates with the program committee on the arrangement of tables and chairs Decorates the stage and installs backdrop Restores the Hall after the completion of the activity
13. PUBLICITY, LIVE STREAMING and Multimedia COMMITTEE Chair: Dr. Ulderico B. Alviola Co-Chair : Engr. Sean O. Villagonzalo Mr. Jed Asaph D. Cortes Mr. Genaro Godoy Mr. Norman O. Villas Mr. Kim Kenneth Roca	<ul style="list-style-type: none"> Organizes live streaming coverage during the event Helps design publicity materials such as streamers/tarpaulin, posters, etc. Provide streamers at the airport/seaport and other points of entries Provides quality and uninterrupted multimedia support for the conference at different venues
14. FARMERS FORUM and TECHNICAL TOUR Chair: Dr. Lorina A. Galvez Co Chair: Dr. Roberta Lauzon Members: Dr. Rosario A. Salas Dr. Ma. Juliet Ceniza/ViCARP Mr. Randy Omega Tourism Management faculty/students	<ul style="list-style-type: none"> Invites growers Plans and prepares the program for the forum Plans and finalizes venue for Farmers' Forum and technical tour destinations (knowledge exchange and learning expeditions) Coordinates with the transportation committee on the vehicles needed for the forum/tour Assigns tour guides
15. EMERGENCY PREPAREDNESS Chair: Dr. Julius V. Abela Co-Chair: Dr. Elwin Jay V. Yu	<ul style="list-style-type: none"> Draft emergency preparedness plan and execute the same, if needed