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14 February 2024

MEMORANDUM NO. 224
Series of 2024

T O: All Concerned

**R E: Working Committees for the International Training Program (ITP) Workshop III
on February 26 to March 8, 2024**

The International Training Program (ITP) Workshop III will be hosted by VSU in collaboration with UHasselt on February 26 to March 8, 2024. To ensure smooth implementation of the activity, the attached working committees are hereby created.

Your usual cooperation is hereby requested.

DANIEL LESLIE S. TAN,
OIC President

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WORKING COMMITTEES FOR THE ITP WORKSHOP 3

COMMITTEE			FUNCTIONS
A.	Accommodation		<ul style="list-style-type: none"> Coordinates with the In-Charge of VSU Apartelle, Cottages, Seafront Suites, Balay Alumni and ATI Dorm and Director's Cottage, for accommodation of guests, regents, and participants Arranges room accommodations for guests, resource persons and participants.
	Chair:	Ms. Marjorie Escuadra	
	Members:	Apartelle Staff	
		Mr. Paulo Batidor	
		Ms. Molley Venice Nuñez	
B.	Food		<ul style="list-style-type: none"> Coordinates with the organizers for the food menu and number of people to be served. Monitors and ensures quantity and quality food service.
	Chair:	Ms. Arrah Mae C. Godoy	
	Members:	Mr. Alexander Cabral	
		Ms. May Ann Palen	
		Mr. Paulo Batidor	
		Ms. Molley Venice Nuñez	
		VSU Pavilion Staff	
C.	Transportation		<ul style="list-style-type: none"> Organizes transportation requirements of guests and resource persons. Ensures transport service availability on time as scheduled. Ensures the reliable condition of the transportation vehicles.
	Chair:	Engr. Marlon Burlas	
	Members:	Mr. Vincent Paul Asilom	
		Dr. Norberto Milla, Jr.	
		Mr. Mark Gee Maranguit	
		Ms. Molley Venice Nuñez	
		GSD Drivers	
D.	Token, Plaque, Certificates, and Workshop Kit		<ul style="list-style-type: none"> Prepares the participants' certificate of participation, certificate of appearance, ID's. Prepares the tokens for the resource persons. Coordinates with the suppliers for the workshop kit Prepares the workshop kits.
	Chair:	Dr. Allen Glennie Lambert	
	Co-Chair:	Ms. May Ann Palen	
	Members:	Ms. Elmira Bañoc	
		Ms. Donna Cuyno	
E.	Program of Activities		<ul style="list-style-type: none"> Arrange the schedule of activities. Coordinates with the other committees for the smooth implementation of the activity Oversees the implementation of all the activities.
	Chair	Mr. Paulo Batidor	
	Members:	Dr. Jade Vincent Membrebe	
		Dr. Norberto Milla, Jr.	
		Ms. May Ann Palen	
F.	Secretariat		<ul style="list-style-type: none"> Provides assistance to participants in relation to the activity. Prepares attendance sheets. Facilitates checking of attendance. Distributes training kits to participants.
	Chair:	Ms. May Ann E. Palen	
	Co-Chair:	Dr. Allen Glennie Lambert	
	Members:	Ms. Sweet Charish Godinez	
		Ms. Molley Venice Nuñez	

G.	Health and Safety		<ul style="list-style-type: none"> ● Provides security. ● Provides health assistance during the activity.
	Chair:	Dr. Elwin Jay Yu	
	Members:	Dr. Julius Abela	
		Mr. Edilberto Gonzaga Jr.	
H.	Venue Preparation and Restoration		<ul style="list-style-type: none"> ● Prepares the venue for the activity sessions ● Coordinates with the program committee on the arrangement of tables and chairs ● Decorates the stage ● Restores the hall after the completion of the activity
	Chair:	Mr. Roden Troyo	
	Members:	Ms. Elmira Bañoc	
		Mr. Edilberto Gonzaga, Jr.	
		Mr. Mark Gee Maranguit	
		Ms. Sweet Charish Godinez	
		RDE Hall Staff	
I.	Lights and Sounds		<ul style="list-style-type: none"> ● Provides quality and uninterrupted lights and sound system support for the venue ● Control and operates the LED Wall in the RDE Hall
	Chair:	Engr. Marlon Burlas	
	Members:	Electrical Services Staff	
		UIMC Staff	
J.	Internet Connectivity		<ul style="list-style-type: none"> ● Provides quality and uninterrupted internet connection for the duration of the activity
	Chair	Engr. Sean Villagonzalo	
	Members:	Mr. Norman Villas	
		Mr. Francis Espina	
K.	Multi-media Services and LED Wall Control		<ul style="list-style-type: none"> ● Provides quality and uninterrupted multimedia support for the activity ● Provision of social media advertisement, FB Live and documentation
	Chair	Dr. Ulderico Alviola	
	Co-Chair:	Mr. Paul Vincent Fornes	
	Members:	Mr. Paulo Batidor	
		Media Team	
L.	Off/On-Campus Tour		<ul style="list-style-type: none"> ● Coordinates with the different offices to be visited during the campus tour ● Provides tour guide for the campus tour
	Chair:	Mr. Paulo Batidor	
	Members:	Dr. Norberto Milla, Jr.	
		Mr. Paul Vincent Fornes	
		Ms. Sweet Charish Godinez	