



Visayas State University

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Office of the President

05 March 2012

MEMORANDUM NO. 300

Series of 2012

T O: All Concerned

R E: Working Committees for the ITSO Host Institutions Planning Workshop

The Intellectual Property Office of the Philippines (IPO Phil) in coordination with VSU and ViCARP will conduct a "Planning Workshop for the Innovation and Technology Support Office (ITSO) Host Institutions in the Philippines" on December 13-14, 2012 with VSU as its host.

To ensure the success of this activity, the following committees are hereby created:

1. Steering Committee

Dr. Jose L. Bacusmo	-	Chairperson
Dr. Othello B. Capuno	-	Members
Dr. Roberto C. Guarte		
Prof. Alan B. Loreto		

2. Finance:

Ms. Roberta C. Lemos	-	Chairman
Ms. Anita G. Godoy	-	Members
Ms. Erlinda S. Esguerra		
Ms. Corazon U. Nuevo		
Dr. Lourdes B. Cano		

3. Invitation:

Prof. Alan B. Loreto	-	Chairman
Ms. Honey Sofia V. Colis	-	Member

4. Secretariat:

Ms. Ma. Louella C. Tambis	-	Chairman
Ms. Venus Taghoy	-	Members
Ms. Shandy B. Albiso		
Mr. Harvey Alvarado		
Mr. Vicente Velarde		

5. Welcome and Backdrop Tarpaulin:

Ms. Mirian Tan	-	Chairman
Ms. Ma. Louella C. Tambis	-	Member

6. Facilitation/Venue Preparation:

Prof. Guiraldo C. Fernandez, Jr.	-	Chairman
Mr. Mario E. Baliad	-	Members
Mr. Zandro Israel		

7. Food and Accommodation:

Ms. Ma. Louella C. Tambis	-	Chairman
Ms. Vilma C. Olleras	-	Members
Ms. Alice M. Flores		

8. Fellowship Night:

Prof. Thelma C. Zafra	-	Chairman
Mr. Joselle R. Cayetano	-	Members
Mr. Jovel M. Aberilla		

9. Transportation:

Ms. Pauline Caintic	-	Chairman
Prof. Alan B. Loreto	-	Members
Ms. Honey Sofia V. Colis		
Mr. Tamar L. Mejia, Sr.		
Mr. Albert N. Banayag		

10. Video/Photo Documentation:

Prof. Alan B. Loreto	-	Chairperson
Ms. Sheila C. Lemos	-	Members
Mr. Genaro G. Godoy		
Mr. Mervyn P. Loreto		

11. Multimedia Equipment/Lights & Sound System:

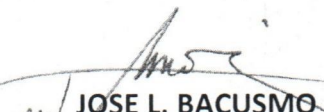
Engr. Sean O. Villagonzalo	-	Chairperson
Mr. Arnel P. Gucela	-	Members
Mr. Jerome G. Godoy		

12. Campus Tour:

Mr. Raul L. Abit	-	Chairperson
Ms. Mirian Tan	-	Member

For more information regarding the activity, kindly coordinate with Prof. Alan Loreto and Ms. Ma. Louella Tambis at 335-3935.

Please be guided accordingly.


JOSE L. BACUSMO
 President