



LEYTE STATE UNIVERSITY

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Office of the President

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MEMORANDUM CIRCULAR NO. 49
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T O: All Concerned

R E: Working Committees for the 4th WSAP National Conference

LSU will host the 4th Women's Studies Association of the Philippines (WSAP) National Conference on October 22-24, 2003 at the LSU Convention Center. In this connection, attached are the different working committees created for the purpose.

Your usual cooperation is requested to ensure the smooth conduct of said activity.


PACIENCIA P. MILAN
President

WORKING COMMITTEES

1. Secretariat/Registration

Chair: Ms. Ma. Aurora Teresita Tabada
Co-Chair: Ms. Leonarda Maurillo
Members: Ms. Redempta Soria
Ms. Marian Fronteras

2. Documentation

Chair: Dr. Milagros Bales
Co-Chair: Ms. Adelina Carreno
Members: Ms. Marites Sales
Ms. Marjorie Obando

3. Food/Snacks and Service

Chair: Dr. Jovita Dabuet
Co-Chair: Dr. Eunice Beray
Members: Prof. Jocelyn Urgello
Prof. Alicia Masendo

4. Accommodation

Chair: Dr. Roberta Lauzon
Co-Chair: Dr. Fe Dagoy
Members: Mr. Mervin Morcilla
Mr. Rizal Tanaid

5. Venue and Hall Preparation

Chair: Dr. Basilio Dabuet
Co-Chair: Prof. Martha Villalino
Members: Mr. Misael Cerna
Mr. Narciso Mazo

6. Audio-visual Facilities

Chair: Dr. Rotacio Gravoso
Co-Chair: Mr. Genaro Godoy
Members: Mr. Generoso Vequizo
Mr. Narciso Mazo

7. Transportation

Chair: Engr. Celso Gumaod
Co-Chair: Ms. Teresita Cosares
Members: Mr. Florencio Macariola

8. Campus Tour

Chair: Mr. Jesus Freddy Baldos
Co-Chair: Ms. Zenaida Gerona
Members: Mr. Onofre Betonio, Jr.
Mr. Randy Omega
Ms. Remenita Solis

9. Socio-Cultural Night

Chair:

Co-Chair:

Members:

Prof. Thelma Zafra

Dr. Isabel Bertulfo

Mr. Allan Ramal

Mr. Jesus Freddy Baldos

Mr. Jude Nonie Sales

Mr. Marvin Albarico

Engr. Manolo Loreto, Jr.

10. Lights and Sounds

Chair:

Co-Chair:

Members:

Engr. Apolonio Encierto

Mr. Dominador Poliquit

Mr. Clementino Borela

Mr. Rolando Bacalso

Mr. Domingo Posas

Mr. Alfredo Braga

Mr. Desedirio Lomongo

11. Souvenirs

Chair:

Co-Chair:

Members:

Prof. Rosa Ophelia Velarde

Ms. Mildred Nayre

Ms. Patricia Pala

Ms. Janette Sinon

Ms. Gloria Bancale

12. Conference Kit

Chair:

Co-Chair:

Members:

Prof. Lilian Nuñez

Mr. Misael Cerna

Ms. Cecil Joy Duatin

Ms. Ma. Helen Seco

Ms. Gilda Nayre

13. Reception

Chair:

Co-Chair:

Members:

Dr. Annabella Tulin

Dr. Rolinda Sanico

Prof. Lucy Paloma

Prof. Elsie Salamat

Prof. Villaluz Acedo

Ms. Rhodora Bande

4th WSAP NATIONAL CONFERENCE
LSU Convention Center
October 22-24, 2003

WORKING COMMITTEES

1. Secretariat/Registration
 - a. Handles pre-registration & conference registration of participants
 - b. Provides the Accommodations Committee list of pre-registered participants
 - c. Prepares summary profile of participants
 - d. Facilitates the three-day workshop
2. Documentation
 - a. Takes charge of the documentation of conference sessions
 - b. Takes charge of photo & video documentation
 - c. Prepares draft report on proceedings
3. Food/snacks & service
 - a. Plans menu for meals and snacks
 - b. Confers with caterer on cost & related concerns
4. Accommodation
 - a. Makes preliminary reservations in all lodging venues within LSU & Baybay
 - b. Confirms reservations of all pre-registered participants
 - c. Prepares the sleeping arrangements/plan for guests & WSAP Board
5. Venue & Hall Preparation
 - a. Takes charge of hall preparation and restoration (for plenary and workshop sessions)
 - b. Takes charge of stage decoration
 - c. Ensures cleanliness of the hall
6. Audiovisual Facilities (IMDC)
 - a. Secure AV equipment
 - b. Operate AV equipment during conference
 - c. Coordinates w/ lights & sound committee
7. Transportation
 - a. Facilitates availability of transport for speakers
 - b. Coordinates with committees regarding need for transportation
8. Campus Tour
 - a. Conducts guided tour of LSU facilities

9. Socio-cultural program
 - a. Prepares program for the welcome dinner
 - b. Coordinates with IHK for performers
10. Lights & sounds
 - a. Provides lights & sounds for both plenary and workshop venues
11. Souvenirs
 - a. Coordinates with different University units for possible display of products for sale to participants
 - b. Sets-up display area for products within conference venue
12. Conference Kit
 - a. Coordinates with Secretariat for conference materials to be included in the kit
 - b. Takes charge of sorting and putting conference materials in the kit
13. Reception
 - a. Coordinates with Accommodation Committees in receiving and guiding participants to respective accommodations