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Office of the President

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MEMORANDUM CIRCULAR NO. 53
Series of 2015

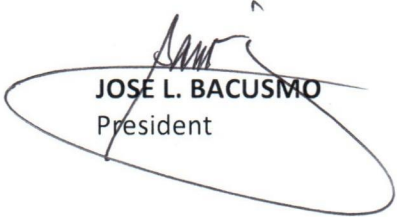
T O: All Concerned

R E: Working Committees for the First Annual Regional Conference on
Climate Change Research, Development and Extension

You are hereby designated Chairpersons, Co-Chairpersons and Members of the different Working Committees for the 1st Annual Regional Conference on Climate Change Research, Development and Extension on **October 14 – 16, 2015** at the **VSU Convention Hall, Visca, Baybay City, Leyte**.

The Chairpersons are requested to meet their respective committees regarding their assignment.

Your usual cooperation is enjoined.


JOSE L. BACUSMO
President

Working Committees
1st Annual Regional Conference on Climate Change Research, Development & Extension
October 14-16, 2015

COMMITTEE	FUNCTIONS
1. STEERING COMMITTEE Chair: Dr. Othello B. Capuno Co-Chair: Dr. Eduardo O. Mangaoang Members: Ms. Louella C. Ampac Prof. Rosa Ophelia D. Velarde Prof. Alan B. Loreto	<ul style="list-style-type: none"> Plans for smooth implementation of the conference Oversees the implementation of all conference activities Makes funds available
2. PROGRAM, INVITATION & PROMOTIONS COMMITTEE Chair: Dr. Eduardo O. Mangaoang Co-Chair: Prof. Maria Aurora Teresita W. Tabada Members: Ms. Jeremie T. Gloria Ms. Elvira B. Gorre Ms. Maris M. Cano	<ul style="list-style-type: none"> Prepares the conference program Makes invitations to prospective guests, participants & resource persons Designs and posts tarpaulins and other promotional materials
3. ACCOMMODATION COMMITTEE Chair: Prof. Alan B. Loreto Members: Mr. Gino Carlo Ramirez Ms. Rovina Perilla	<ul style="list-style-type: none"> Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants Arrange for room accommodations of guests, resource persons and participants
4. FOOD COMMITTEE Chair: Ms. Honey Sofia V. Colis Members: Mr. Gino Carlo Ramirez Ms. Rovina Perilla	<ul style="list-style-type: none"> Coordinates with winning catering service provider Monitor and ensure quantity and quality food service
5. TRANSPORTATION COMMITTEE Chair: Mr. Remegio Sanico Members: Ms. Fe Remedios L. Diaz Ms. Keygie Rosal Mr. Crisanto Solano	<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures transport reliable condition
6. VENUE PREPARATION AND EXHIBITS COMMITTEE Chair: Prof. Mario Baliad Co-Chair: Dr. Dennis P. Peque Members: Ms. Jeremie T. Gloria Ms. Dazzilyn Palermo Mr. Gino Carlo Ramirez	<ul style="list-style-type: none"> Prepares the venue for the conference sessions and fellowship night Installs the set-up for poster exhibits
7. RECEPTION & ENTERTAINMENT COMMITTEE Chair: Dr. Ana Asumpta N. Perez Members: Ms. Myla Avila Ms. Ressa Talaboc Ms. Cynthia Poliquit Forestry Students	<ul style="list-style-type: none"> Receives guests, resource persons and participants upon arrival at the conference venue Prepare leis, ribbons and others for the guests and resource persons
8. DOCUMENTATION AND PUBLICATION COMMITTEE Chair: Dr. Rotacio S. Gravoso Members: Mr. Genaro Godoy Mr. Val Anthony M. Borines Ms. Dazzilyn Palermo Ms. Jeremie T. Gloria Ms. Maris M. Cano	<ul style="list-style-type: none"> Prepares materials and equipment and other gadgets for documentation of conference activities Effectively document the conference activities Produces the conference proceedings
9. LIGHTS, SOUNDS AND AV COMMITTEE Chair: Engr. Apolonio Encierto Members: Mr. Gino Carlo Ramirez VSU Convention Hall Utility VSU Electrical Team	<ul style="list-style-type: none"> Provides quality and uninterrupted audio-visual support for the conference
10. FINANCE COMMITTEE Chair: Ms. Louella C. Ampac Members: Ms. Corazon Nuevo Ms. Rovina Perilla	<ul style="list-style-type: none"> Facilitates proper and speedy release of funding requirements for the conference Receives registration payments and issues official receipts
11. PLAQUE/TOKENS AND CERTIFICATES COMMITTEE Chair: Dr. Eduardo O. Mangaoang Members: Ms. Jeremie T. Gloria Ms. Elvira B. Gorre Ms. Rovina Perilla	<ul style="list-style-type: none"> Prepares plaques for invited guests and resource persons Prepares the participants' certificate of participation, and certificate of appearance Package the gifts for guests and resource persons

WORKING COMMITTEES

First Annual Regional Conference on Climate Change Research, Development and Extension

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