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Office of the President

5 October 2015

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.

JOSÉ L. BACUSMO

President

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

	COMMITTEE	FUNCTIONS
	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	 Plans for smooth implementation of the conference Oversees the implementation of all conference activities Makes funds available
	PROGRAM, INVITATION & PROMOTIONS COMMITTEE Chair: Dr. Eduardo O. Mangaoang Co-Chair: Prof. Maria Aurora Teresita W. Tabada Ms. Jeremie T. Gloria Ms. Elvira B. Gorre Ms. Maris M. Cano	 Prepares the conference program Makes invitations to prospective guests, participants & resource persons Designs and posts tarpaulins and other promotional materials
	ACCOMMODATION COMMITTEE Chair: Prof. Alan B. Loreto Members: Mr. Gino Carlo Ramirez Ms. Rovina Perilla	 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
	FOOD COMMITTEE Chair: Ms. Honey Sofia V. Colis Members: Mr. Gino Carlo Ramirez Ms. Rovina Perilla	 Coordinates with winning catering service provider Monitor and ensure quantity and quality food service
	TRANSPORTATION COMMITTEE Chair: Mr. Remegio Sanico Members: Ms. Fe Remedios L. Diaz Ms. Keygie Rosal Mr. Crisanto Solano	 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	 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	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	 Prepares materials and equipment and other gadgets for documentation of conference activities Effectively document the conference activities Produces the conference proceedings
9.	Chair: Engr. Apolonio Encierto Members: Mr. Gino Carlo Ramirez VSU Convention Hall Utility VSU Electrial Team	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	 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	 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

	Development and Extension			
	COMMITTEE	FUNCTIONS		
1.	STEERING COMMITTEE	Plans for smooth implementation of the		
	Chair: Dr. Othello B. Capuno	conference		
	Co-chair: Dr. Eduardo O. Mangaoang Members: Ms. Louella Ampac	Oversees the implementation of all conference activities		
	Prof. Rosa Ophelia D. Velarde	Makes funds available		
	Prof. Alan B. Loreto	Iviakės lulius avaliable		
2.	PROGRAM, INVITATION & PROMOTIONS	Prepares the conference program		
	COMMITTEE	Makes invitations to prospective guests,		
	Chair: Dr. Eduardo O. Mangaoang	participants & resource persons		
	Co-chair: Prof. Maria Aurora Teresita W. Tabada	Designs and posts tarpaulins and other		
	Members: Ms. Jeremie T. Gloria Ms. Elvira B. Gorre	promotional materials		
	Ms. Maris M. Cano			
3.	ACCOMMODATION COMMITTEE	Coordinates with in-charged of VSU		
	Chair: Prof. Alan B. Loreto	Hostel, Apartelle, ATI, Balay Alumni for		
	Members: Mr. Gino Carlo Ramirez	accommodation of guests, resource		
	Ms. Rovina Perilla	persons and participants		
		 Arrange for room accommodations of 		
		guests, resource persons and participants		
4.	FOOD COMMITTEE	Coordinates with winning catering service		
	Chair: Ms. Honey V. Colis Members: Mr.Gino Carlo Ramirez	provider		
	Ms. Rovina Perilla	Monitor and ensure quantity and quality food service		
5.	TRANSPORTATION COMMITTEE	Organizes transportation requirements of		
٠.	Chair: Mr. Remegio Sanico	guests and invited resource persons		
	Members: Ms. Fe Remedios L. Diaz	Ensures transport service availability on		
	Mr. Keygie Rosal	time as scheduled		
	Mr. Crisanto Solano	Ensures transport reliable condition		
6.	VENUE PREPARATION AND EXHIBITS	Prepares the venue for the conference		
	COMMITTEE	sessions and fellowship night		
	Chair: Prof. Mario Baliad	Installs the set-up for poster exhibits		
	Co-chair: Dr. Dennis P. Peque Members: Ms. Jeremie T. Gloria			
	Ms. Dazzilyn Palermo			
	Mr. Gino Carlo Ramirez			
7.	RECEPTION & ENTERTAINMENT	Receives guests, resource persons and		
	COMMITTEE	participants upon arrival at the conference		
	Chair: Dr. Anna Asunta Perez	venue		
	Members: Ms. Myla Avila Ms. Ressa Talaboc	Prepares leis, ribbons and others for the		
	Ms. Cynthia Poliquit	guests and resource persons		
	Forestry Students			
8.	DOCUMENTATION AND PUBLICATION	Prepares materials and equipment and		
	COMMITTEE	other gadgets for documentation of		
	Chair: Dr. Rotacio Gravoso	conference activities		
	Members: Mr. Genaro Godoy	Effectively document the conference		
	Mr. Val Anthony M. Borines	activities		
	Ms. Dazzilyn Palermo Ms. Jeremie T. Gloria	 Produces the conference proceedings 		
	Ms. Maris M. Cano			
9.	LIGHTS, SOUNDS AND AV COMMITTEE	Provides quality and uninterrupted audio-		
-	Chair: Engr. Apolonio Encierto	visual support for the conference		
	Members: VSU Convention Hall Utility	See a support for the combined		
	VSU Electrical team			
A #	Mr. Gino Carlo Ramirez	э.		
10.	FINANCE COMMITTEE	 Facilitates proper and speedy release of 		
	Chair: Ms. Louella Ampac Members: Ms. Corazon Nuevo	funding requirements for the conference		
	Ms. Rovina Perilla	Receives registration payments and issues		
11	PLAQUES/TOKENS AND CERTIFICATES	official receipts		
	COMMITTEE	 Prepares plaques for invited guests and resource persons 		
	Chair: Dr. Eduardo O. Mangaoang	Prepares the participants' certificate of		
	Members: Ms. Jeremie T. Gloria	participation, and certificate of appearance		
	Ms. Elvira B. Gorre	 Package the gifts for guests and resource 		
	Ms. Rovina Perilla			