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Office of the President

22 June 2011

MEMORANDUM NO. 158

Series of 2011

T O: All Concerned

R E: Working Committees for the Orientation Seminar of New Faculty Members

To ensure the success of the Orientation Seminar of New Faculty Members on July 1, 2011, the following committees are hereby created:

A. Steering

Chairperson: Dr. Roberto C. Guarte
Members: Dr. Lourdes B. Cano
Ms. Teresita L. Quiñanola

B. Secretariat/Facilitation

Chairperson: Ms. Ma. Cristina U. Ramirez
Members: Ms. Felicisima P. Israel
Ms. Ma. Fe L. Limsiaco

C. Venue Preparation and Restoration

Chairperson: Mr. Simeon P. Sedrome
Members: Mr. Alex Bagarinao
Mr. Felix Abanera

D. Snacks

Chairperson: Ms. Rebecca B. Napiere
Members: All Guesthouse Personnel

E. Certificate Preparation

Chairperson: Ms. Connel D. Antipaso
Members: Ms. Antonieta D. Israel
Mr. Onofre Betonio, Jr.

F. Transportation

Chairperson: Mr. Remegio M. Sanico
Members: Mr. Manuel Redula
Mr. Jovenal Belarmino

G. Audio-Visual Equipment Preparation

Chairperson: Mr. Legario Ramos
Members: Mr. Clementino Borela
Mr. Raljie Managbanag

H. Proceedings Preparation

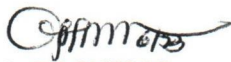
Chairperson: Ms. Epifania G. Tudit
Member: Ms. Asteria A. Sevilla

I. Finance

Chairperson: Dr. Roberto C. Guarte
Members: Ms. Roberta C. Lemos
Ms. Erlinda S. Esguerra

Dr. Roberto C. Guarte is requested to meet with the Chairpersons on **June 27, 2011, 2:30 p.m.** at the **OVPAF Conference Room**.

Please be guided accordingly.


JOSE L. BACUSMO
President