



21 October 2021

MEMORANDUM CIRCULAR NO. 110
Series of 2021

T O: All Concerned

R E: Working Committees for the VSU Student Vaccination Roll Out

The Department of Health Eastern Visayas (DOH-EV) in coordination with the Commission on Higher Education Regional Office 8 (CHEDRO VIII) and the LGU Baybay Vaccination Task Force will conduct a student vaccination roll out next week. The planned vaccination will be held at the RDE Hall and will be facilitated by DOH-EV staff with assistance from the medical staff of USHER and selected university personnel. To ensure the success of the said activities, you are hereby designated to compose the local working committees. The Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President

Local Working Committees
VSU Student Vaccination Drive

COMMITTEE	FUNCTIONS
1. STEERING COMMITTEE Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Aleli A. Villocino Members: Dr. Elwin Jay V. Yu Prof. Manolo B. Loreto, Jr Dr. Allen Glennie P. Lambert Dr. Guiraldo C. Fernandez, Jr Ms. Louella C. Ampac	<ul style="list-style-type: none"> Plans for smooth implementation of the activity Oversees the implementation of all the activities Makes funds available
2. TRANSPORTATION COMMITTEE Chair: Engr. Marlon G. Burlas Co-Chair: Dr. Julius V. Abela Members: GSD Drivers	<ul style="list-style-type: none"> Organizes transportation requirements of students and invited DOV-EV staff Ensures transport service availability on time as scheduled Ensures the reliable condition of the transportation vehicles Ensures required safety health protocols are complied
3. VENUE PREPARATION & RESTORATION Chair: Mr. Roden D. Troyo Members: GSD-Landscape staff	<ul style="list-style-type: none"> Prepares the venue for the activity sessions Coordinates with the USHER on the arrangement of tables and chairs Makes sure the arrangements are aligned with the required safety health protocols. Restores the hall after the completion of the activity
4. FOOD COMMITTEE Chair: Ms. Josefina M. Larrosa Co-Chairs: Ms. Arrah Mae C. Godoy Members: VSU Pavilion Staff	<ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality food service
5. DOCUMENTATION Chair: Mr. Ulderico B. Alviola Co-chair: Mr. Jed Asaph D. Cortes Members: Information personnel Web-team personnel	<ul style="list-style-type: none"> Arrange with the USHER on the schedule of activities Prepares equipment such as laptop, video camera, camera and other needs for documentation of the entire event Document the entire activity
6. LIGHTS AND SOUNDS Chair: Engr. Marlon G. Burlas Members: Electrical Services staff	<ul style="list-style-type: none"> Provides quality and uninterrupted lights and sound system support for the venue
7. FINANCE COMMITTEE Chair: Ms. Louella C. Ampac Co-Chair: Ms. Alicia M. Flores	<ul style="list-style-type: none"> Allocate appropriate funds for the activity being the host of the event

8. HEALTH Chair: Dr. Elwin Jay V. Yu Co-Chair: Dr. Merry Christ'I S. Ginocor Members: Dr. Joel Rey U. Acob USHER personnel College of Nursing personnel	<ul style="list-style-type: none"> • Provides health assistance during the activity • Aligns and check with the different committee with regards to safety health protocols • Provides assistance to DOH-EV staff • Provides ambulance during the activity • Check students' vital signs and give counseling
9. Cold Chain Storage (Bio-Refrigerator) Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Dr. Merry Christ'I S. Ginocor Members: USHER personnel OVPREI personnel	<ul style="list-style-type: none"> • Provides cold chain storage for the vaccines
10. SECRETARIAT & REGISTRATION Chair: Prof. Manolo B. Loreto, Jr Co-Chair: Engr. Sean O. Villagonzalo Members: Ms. Chona A. Brit Mr. Junito Panonce Mr. Norman Villas ODS personnel ICTMC personnel	<ul style="list-style-type: none"> • Prepares the online and walk-in registration platforms • Checks and update the registration • Provides assistance to students in relation to the activity • Check if the vaccinated students have their vaccination cards and 2nd dose schedule • Update students' data
11. SECURITY Chair: Dr. Julius V. Abela Members: OUDRRM personnel	<ul style="list-style-type: none"> • Provides security. • Provide assistance on the waiting, entry and exit zones in line with the VSU transport and on the vaccination site • Makes sure the required safety health protocols are complied