



24 August 2017

MEMORANDUM NO. 324

Series of 2017

T O: All Concerned VSU-Isabel Faculty and Staff

R E: Reconstitution of Standing Committees and Individual Faculty Designations of VSU-Isabel

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Dean, for the effective administration and management of the Visayas State University – Isabel Campus, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately until May 31, 2018 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Academic Personnel Committee (APC)

Chairperson:	Dr. Alberto L. Carillas
Members:	Prof. Amelia L. Deso-Asido Prof. Ma. Cecilia L. Tarroza Engr. Richard C. Aballe Prof. Esperanza E. Sumalinog Engr. Anna Marie R. De Asis Prof. Nerissa M. Suazo
Secretary:	Mrs. Angelyn F. Hermoso

2. Non-Academic Personnel Committee (NAPC)

Chairperson:	Mrs. Queen-Ever Y. Atupan
Members:	Dr. Alberto L. Carillas Mrs. Gina A. Ellorimo Mrs. Fe Daphney C. Ramos
Secretary:	Mrs. Angelyn F. Hermoso

3. Finance Committee

Chairperson:	Mrs. Fe Daphney C. Ramos
Members:	Mrs. Queen-ever Y. Atupan Dr. Alberto L. Carillas Mr. Jubelmar T. Buba Prof. Esperanza E. Sumalinog Engr. Anna Marie R. De Asis Prof. Nerissa M. Suazo
Secretary:	Mrs. Emely A. Galler

4. IGP Board of Management

Chairperson:	Mr. Jubelmar T. Buba
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Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

- | | |
|-------------------|---------------------------|
| Vice-Chairperson: | Mrs. Fe Daphney C. Ramos |
| Members: | Prof. Luzviminda A. Tajos |
| | Prof. Pedro M. Vallar |
| Secretary: | Mrs. Emely A. Galler |
-
5. **Bids and Awards Committee**
- | | |
|-------------------|--------------------------|
| Chairperson: | Dr. Alberto L. Carillas |
| Vice-Chairperson: | Mr. Jubelmar T. Buba |
| Members: | Dr. Jessica S. Esporlas |
| | Mrs. Fe Daphney C. Ramos |
| Secretary: | Mrs. Angelyn F. Hermoso |
-
6. **Housing Committee**
- | | |
|--------------------|------------------------------|
| Chairperson: | Mrs. Ma. Lourdes A. Baloro |
| Vice –Chairperson: | Mr. Ramon F. Samante, Jr. |
| Members: | Dr. Alberto L. Carillas |
| | Mrs. Queen-ever Y. Atupan |
| | Mrs. Gina A. Ellorimo |
| | Mr. Gerry G. Sumalinog |
| Secretary: | Prof. Ma. Cecilia L. Tarroza |
-
7. **Performance Evaluation Committee**
- | | |
|--------------|------------------------------|
| Chairperson: | Dr. Alberto L. Carillas |
| Members: | Prof. Nerissa M. Suazo |
| | Prof. Esperanza E. Sumalinog |
| | Engr. Anna Marie R. De Asis |
| | Mrs. Queen-ever Y. Atupan |
| Secretary: | Prof. Ma. Cecilia L. Tarroza |
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8. **Grievance Committee**
- | | |
|--------------------------------|---------------------------|
| Chairperson: | Mrs. Angelyn F. Hermoso |
| Vice-Chairperson: | Mr. Jubelmar T. Buba |
| Member: | Prof. Pedro M. Vallar |
| | Mrs. Queen-ever Y. Atupan |
| | Mrs. Verna Joy U. Sajorda |
| Secretary (Non-voting Member): | Mrs. Gina A. Ellorimo |
-
9. **Disposal Committee**
- | | |
|--------------|------------------------------|
| Chairperson: | Supply Officer |
| Members: | Prof. Nerissa M. Suazo |
| | Prof. Esperanza E. Sumalinog |
| | Engr. Anna Marie R. De Asis |
| | Mr. Niño B. Ele |
| Secretary: | Mrs. Joy B. Pales |
-
10. **Accreditation Committee**
- | | |
|-------------------|------------------------------|
| Chairperson: | Prof. Luzviminda A. Tajos |
| Vice-Chairperson: | Dr. Jessica S. Esporlas |
| Members: | Dr. Alberto L. Carillas |
| | Prof. Esperanza E. Sumalinog |
| | Prof. Nerissa M. Suazo |
| | Engr. Anna Marie R. De Asis |

- Secretary: Mrs. Queen-ever Y. Atupan
- 11. Land Use and Mapping Committee**
Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Dr. Alberto L. Carillas
Members: Prof. Luzviminda A. Tajos
Supply Officer
Mrs. Queen-ever Y. Atupan
Mr. Armando A. Ellorimo
Secretary: Engr. Maria Katherine S. Donayre
- 12. Honors and Awards Committee (Students)**
Chairperson: Prof. Amelia L. Deso-Asido
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Prof. Luzviminda A. Tajos
Dr. Alberto L. Carillas
Prof. Esperanza E. Sumalinog
Engr. Anna Marie R. De Asis
Prof. Nerissa M. Suazo
Prof. Pedro M. Vallar
Secretary: Mr. Stephen C. Temporada
- 13. PASUC Evaluation Committee**
Chairperson: Dr. Alberto L. Carillas
Vice-Chairperson: Prof. Luzviminda A. Tajos
Members: Prof. Ma. Cecilia L. Tarroza
Mrs. Queen-ever Y. Atupan
Prof. Esperanza E. Sumalinog
Engr. Anna Marie R. De Asis
Secretary: Engr. Fritzie H. Ferolino
- 14. Curriculum Committee**
Chairperson: Prof. Luzviminda A. Tajos
Members: Dr. Alberto L. Carillas
Prof. Esperanza E. Sumalinog
Prof. Nerissa M. Suazo
Engr. Anna Marie R. De Asis
Secretary: Dr. Jessica S. Esporlas
- 15. Socio-Cultural Committee**
Chairperson: Prof. Maria Cristina P. Buba
Members: Prof. Anita C. Vallar
Mr. Jubelmar T. Buba
Prof. Amelia L. Deso-asido
Mrs. Angelyn F. Hermoso
Mrs. Emely A. Galler
Mrs. Jessica S. Esporlas
Mr. Sammy L. Bastes
Prof. Ma. Cecilia L. Tarroza
Mrs. Verna Joy U. Sajorda
Engr. Ma. Reynaflor A. Licardo
Mr. Gerry G. Sumalinog

Secretary: Mrs. Susanie B. Aquiles

16. Repair and Maintenance (Electricity/Building/Plumbing & Equipment)

Chairperson:	Mr. Armando A. Ellorimo
Electricity In-Charge:	Engr. Maria Katherine S. Donayre
Technical Consultant:	Engr. Anna Marie R. De Asis
Building Maintenance:	Mr. Armando A. Ellorimo
Pest Control/Building In-Charge:	Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance:	Mr. Gerry G. Sumalinog
Computer Equipment:	Mr. Sammy L. Bastes

17. Records Management In-Charge/s

Chairperson:	Mrs. Verna Joy U. Sajorda
Members:	HRMDO: Mrs. Angelyn F. Hermoso
	Registrar's Office: Mrs. Angelyn F. Hermoso
	Accounting Office: Mrs. Queen-ever Y. Atupan
	Cashier's Office: Mrs. Fe Daphney C. Ramos
	Supply/Property Office: Supply Officer
	Office of Instruction: Dr. Alberto L. Carillas
	Teacher Educ. Dept.: Mrs. Ma. Lourdes A. Baloro
	Engineering Dept.: Engr. Maria Katherine S. Donayre
	Agribusiness Dept.: Prof. Michelle I. Aballe

18. Publication Committee

Chairperson:	Ms. Catherine L. Corcino
Members:	Mrs. Susanie B. Aquiles
	Prof. Michelle I. Aballe
	Mrs. Sheila N. Fuentes
Secretary:	Mr. Niño B. Ele

19. Scholarship Committee (Faculty and Staff)

Chairperson:	Dr. Alberto L. Carillas
Members:	Mrs. Gina A. Ellorimo
	Mrs. Fe Daphney C. Ramos
	Prof. Esperanza E. Sumalinog
	Mrs. Queen-ever Y. Atupan
Secretary:	Mrs. Angelyn F. Hermoso

20. Incentives and Awards Committee

- 1) Dean or designated representative
- 2) Finance Officer
- 3) Head of the Planning Office
- 4) Head Research Development & Extension
- 5) Two (2) Representatives
 - (1) Academic
 - (1) Non-Academic
- 6) Head, Performance Evaluation Office as Secretary

21. Solid Waste Management

Chairperson:	Dr. Alberto L. Carillas
Vice-Chairperson:	Mr. Jade F. Peñeda
Member:	Mrs. Verna Joy U. Sajorda

Prof. Nerissa M. Suazo
Mrs. Susanie B. Aquiles
Mr. Jubelmar T. Buba
Mr. Armando A. Ellorimo

B. Individual Faculty/Staff Designations:

- | | |
|-------------------------------------|--|
| 1. Prof. Luzviminda A. Tajos | - Dean, VSU-Isabel
Head, Accreditation Center |
| 2. Mr. Sammy Bastes | - College Secretary |
| 3. Dr. Alberto L. Carillas | - Head, Office of Instruction
Head, Solid Waste Management
Sports Coordinator
Head, Human Kinetics Section |
| 4. Mrs. Queen-ever Y. Atupan | - Head, Office of Administration and Finance
Head, Administration Section
Head, Planning Office |
| 5. Mrs. Angelyn F. Hermoso | - Human Resource Management Officer
College Registrar |
| 6. Mr. Jubelmar T. Buba | - Head, Office of Planning and Resource Generation
Project In-Charge, Timber Wood, Coconut, Mango
Production
Head, Income Generating Projects (IGP) |
| 7. Prof. Esperanza E. Sumalinog | - Head, Department of Teacher Education
Head, Alumni Affairs Office |
| 8. Engr. Anna Marie R. De Asis | - Head, Department of Engineering
Chairperson, Student Research Committee
(Engineering Section) |
| 9. Prof. Nerissa M. Suazo | - Head, Department of Business Management |
| 10. Mrs. Gina A. Ellorimo | - Head, Office of Student Affairs
Student Scholarship Coordinator |
| 11. Mr. Niño B. Ele | - OIC Librarian
ICT Section Head, Department of Engineering
Secretary, Department of Engineering |
| 12. Ms. Dominga P. Villarmino | - Head, Supply and Property Management Office |
| 13. Mrs. Fe Daphney C. Ramos | - Head, Finance Management Office
Head, Cashier's Office |
| 14. Dr. Jessica S. Esporlas | - Head, Office of Research, Development
and Extension |
| 15. Prof. Ma. Cecilia L. Tarroza | - Head, College Extension Section |
| 16. Mr. Nolan Federico T. Monserate | - Head, College Research Section
Research Coordinator, Department of Teacher
Education |
| 17. Mr. Ramon F. Samante, Jr. | - College Statistician |
| 18. Mr. Armando A. Ellorimo | - Head, General Services Office |
| 19. Prof. Maria Cristina P. Buba | - Head, Culture and Arts Office
VSU-Isabel Dance Troupe Coordinator
VSU-Isabel Acoustic Band Coordinator |
| 20. Ms. Emely A. Galler | - Budget Officer |
| 21. Mr. Jade F. Peñeda | - School Nurse |
| 22. Mr. William C. Surigao | - Chief Security Officer |
| 23. Prof. Amelia L. Deso-asido | - Extension Coordinator, Department of Teacher |

- 24. Mr. Stephen Temporada
- 25. Mrs. Ma. Lourdes Baloro
- 26. Mrs. Michelle I. Aballe

27. Prof. Anita C. Vallar

28. Engr. Maria Katherine S. Donayre

29. Prof. Pedro M. Vallar

30. Mrs. Editha J. Ablen

31. Engr. Richard C. Aballe

32. Engr. Roy Roger B. Jaime

- Education
- Adviser, Student Publication
 - Secretary, Department of Teacher Education
 - Secretary, Department of Business Management
 - Head, Business Management Section
 - Research Coordinator, Department of Business Management
 - Extension Coordinator, Department of Business Management
 - Secretary, Department of Engineering
 - Head, NSTP
 - Head, Human Kinetics Section
 - Internal Control Officer
 - Engineering Section Head, Department of Eng'g.
 - Chairman, Student Research Committee for BSME
 - Research Coordinator, Department of Engineering
 - Extension Coordinator, Department of Engineering

All office orders/memoranda previously issued by this office or by the Dean of VSU-Isabel are hereby revoked.

Please be guided accordingly.



EDGARDO E. TULIN

* President

cc: VSU-Isabel Campus
OVPI
OVPAF
OVPRE
OVPPRGEA
OUS
Deans
Directors
Registrar, VSU-IC
Registrar, VSU-Main
USSO
ODAHRD/PRPEO
FMO/Budget
Accounting
COA
Cash Division
Records, VSU-IC
Records, VSU-Main
Departments/Offices, VSU-IC
File