

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE PRESIDENT

September 28, 1998


MEMORANDUM No. 94
Series of 1998

TO : All Staff Members Concerned

SUBJECT : Committee for the National Workshop on Local Knowledge of
Biodiversity Conservation in Practice and Education.

You are hereby designated Chairman, Co-chairman and Members of the different committees for the National Workshop on Local Knowledge and Biodiversity Conservation in Forestry Practice and Education to be held at FARM I Training Hall, ViSCA, Baybay, Leyte on October 19-23, 1998.

Please be guided accordingly.


SAMUEL S. GO
President

Visayas State College Of Agriculture
Baybay, Leyte

OFFICE OF THE DIRECTOR OF RESEARCH AND DEVELOPMENT

September 11, 1998

Dr. Samuel S. Go
President
ViSCA, Baybay
Leyte

Dear Dr. Go:

We wish to inform your office that ViSCA, through the Department of Forestry will be hosting the DARWIN – ViSCA sponsored National Workshop on “ Local Knowledge and Biodiversity Conservation in Forestry Practice and Education” on October 19-23, 1998. To ensure the preparation and success of this affair, different working committees are being formed. In this connection, the following people in the attached list are hereby recommended to be included in the said committees for your appropriate action.

Thank you.

Very truly yours,


LELITA R. GONZAL
Director

Sept 15, 1998



NATIONAL WORKSHOP ON "LOCAL KNOWLEDGE AND BIODIVERSITY CONSERVATION IN FORESTRY PRACTICE AND EDUCATION

October 19-23, 1998

FARMI Training Hall
ViSCA, Baybay, Leyte

OVER-ALL COORDINATORS

Dr. Lelita R. Gonzal
Dr. Eduardo O. Mangaoang

WORKING COMMITTEES

<u>Committees</u>		<u>Responsibility</u>
A.	Program and Invitation program. Chairman: Eduardo O. Mangaoang Co-Chairman: Mila Bales (ODEX) Members : Mildred L. Nayre (ODEX) Arturo Pasa (DOF) Edna Gonzales (DOF)	1. Prepare and distribute the program. 2. Distribute copies of the program to participants in coordination with the Department of Forestry. 3. Provide the accommodation committee with an updated list of participants and their respective room assignment.
B.	Publicity Chairman: Adelina Carreno (DYAC) Members : Maris Cano (DYAC) Zenaida Gerona (PICRO) Arturo Pasa (DOF)	1. Disseminate the information about the workshop through radio and print. 2. Prepare 2 streamers and place at the entrance near gates & FARMI.
C.	Certificates Chairman: Alwin Nayre (ODRD) Members : Juliet Solano (DOF) Dennis Catorce (ViCARP)	1. Prepare certificate of appearance, appreciation and participation for participants, guests and working committees.
D.	Venue and Hall Preparation Chairman: Teofanis A. Patindol (DOF) Members : Anatolio N. Polinar (DOF) Nestor O. Gregorio (DOF) Boy Liong (FARMI) Antonio Abayabay (FARMI)	1. Prepare the AV room and conference rooms at FARMI. 2. Prepare backdrop for stage.
E.	Audio-Visual Equipment Chairman: Sean Villagonzalo Members : Nick Carreno (DYAC) Wenito Caintic (ViCARP) Boy Liong (FARMI) Tony Abayabay (FARMI)	1. Prepare the AV equipment for use during the workshop - overhead projector - slide projector and screen - sound system with microphone - TV monitor for power point

- F. Slide Showing/ Exhibit and Tour
- Chairman: Mildred Nayre
- Members : Zeny Gerona
Nenet Duatin
Siegfredo Bande
1. Prepare the ViSCA slide story and the needed AV equipment.
 2. Prepare the exhibit room.
 3. Guide the participants, guests and visitors for a campus tour.
- G. Transportation
- Chairman : Celso Gumaod (PPO)
- Co-Chairman: Fe L. Diaz (ODRD)
Teofanes A. Patindol (DOF)
- Members : A. Florendo (DOF)
Expedito Itable (ODRD)
1. Incharge of providing vehicle for the following:
 - a) Fetch and conduct visitors from airport to and from ViSCA.
 - b) Provide support services to others (committee, participants, guests who might be needing vehicle for very important purpose).
 - c) Provide standby vehicle for the secretariat's use.
- H. Accommodation
- Chairman: Alice Masendo (Hostel)
- Members : Nelen Lambert (Guest House)
Ernesto Bumatay (DOF)
William Cortijos (Hostel)
1. In charge of the accommodation of all non-ViSCA participants and visitors.
- I. Food and Snacks
- Chairman: Luzviminda Ternura (ViCARP)
- Members : Regina Canono (DOF)
Juliet Solano (DOF)
Roy Sabijon (DOF)
Edna Gonzales (DOF)
Fe Diaz (ODRD)
1. Prepare menu for meals and snacks.
 2. Make arrangements for the food and snacks of participant.
 3. In addition to the usual snacks prepared, always provide standby tea, coffee, milk, sugar, hot water, cups and saucers, teaspoons throughout the duration of the symposium.
 4. Incharge of serving snacks to the participants. Morning snacks should be ready for serving at 9:45 AM and afternoon snacks should be ready at 2:45 PM.
 5. Breakfast, lunch and dinner should be ready at 6:30 AM, 12:00 NN and 6:30 PM.
- J. Documentation
- Chairman: Ludito Ramirez (ODRD)
- Members : Marites Sales (ODEX)
Zenaida Gerona (PICRO)
Hazel Bellezas (ODRD)
Wenito Caintic (ViCARP)
1. In-charge of the documentation (video and picture and recording) of the proceedings of the workshop.
 2. Assist in preparing the workshop proceedings.

K. Secretariat/Registration

Chairman: Rosa Ophelia Velarde (ODRD)1.
Patricia Pala (NARC)
Cecil Joy Duatin (ODRD)
Alberto Malquisto (ODRD)
Ammie Parac (NARC)
Nora Dajab (ViFARD)
Mylene D. Napiere
Janet de Pedro (DOF)

Prepare all the materials needed by the registration committee.

- a) registration forms
 - b) attendance sheets
 - c) workshop kit
 - d) other supplies and materials such as ID cards, pentel pens, etc.
- Prepare a masterlist of participants (including facilitators and drivers) arranged alphabetically and by agency.

2. Provide the Food and Snack Committee, Accommodation Committee regular update of participants' arrival and departure.
3. Collect registration fees of participants and facilitate issuance of official receipts.
4. Assign staff to assist in the following:
 - a) booking and rebooking of plane tickets for guests and visitors
 - b) attend to the needs of guests and participants

L. Facilitators

Chairman: Teofanes Patindol (DOF)
Members: Nestor Gregorio (DOF)
Geoffrey Pono (NARC)
Luz Asio (NARC)
Cecil Joy Duatin (ODRD)
Ammie Parac (NARC)
Boy Sabijon (DOF)

1. Assist presentors in the use of AV materials, slides during presentations.
2. Assist participants and presentors in the use and access of microphones.
3. See to it that sound system is functioning.
4. Assist presenter needing help in preparing audiovisual materials, (slides, etc.) before his/her scheduled presentation.

M. Socio-cultural Committee

Chairman: Isabel Bértulfo
Co-Chairman: Thelma Zafra
Members: Allan Ramal
Fermin Inoferio
Cecil Joy Duatin
Cristina Arcena
Virgie Subere
Alma Rosillo

1. Prepare program during the cultural show.
2. Organize the performers/ participants and coordinate the activities for the cultural show.

STEERING COMMITTEE

Dr. Lelita R. Gonzal
Dr. Eduardo O. Mangaoang
Dr. Ernesto C. Bumatay
Dr. Belita A. Vega
Dr. Buenaventura Dargantes