



# Visayas State University

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Office of the President

12 January 2015

MEMORANDUM NO. 9

Series of 2015

**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, 2015 or unless sooner revoked or terminated by higher authorities.

**A. Standing Committees**

**1. Academic Personnel Board (APB)**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Prof. Luzviminda A. Tajos    |
| Members:     | Prof. Amelia L. Deso-Asido   |
|              | Prof. Ma. Cecilia L. Tarroza |
|              | Prof. Pedro M. Vallar        |
|              | Prof. Esperanza E. Sumalinog |
|              | Engr. Alberto S. Pasana      |
|              | Prof. Nerissa M. Suazo       |
| Secretary:   | Ms. Myrna A. Rojas           |

**2. Non-Academic Personnel Board (NAPB)**

|              |                           |
|--------------|---------------------------|
| Chairperson: | Ms. Myrna A. Rojas        |
| Members:     | Prof. Luzviminda A. Tajos |
|              | Mrs. Gina A. Ellorimo     |
|              | Mrs. Queen-Ever Y. Atupan |
|              | Mrs. Fe Daphney C. Ramos  |

**3. Finance Committee**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Mrs. Queen-Ever Y. Atupan    |
| Members:     | Ms. Myrna A. Rojas           |
|              | Prof. Luzviminda A. Tajos    |
|              | Mr. Jubelmar T. Buba         |
|              | Prof. Esperanza E. Sumalinog |

Engr. Alberto S. Pasana  
Prof. Nerissa M. Suazo  
Ms. Emely E. Abrahan

**4. IGP Board of Management**

Chairperson: Prof. Nerissa M. Suazo  
Vice-Chairperson: Mrs. Queen-Ever Y. Atupan  
Members: Prof. Pedro M. Vallar  
Mr. Jubelmar T. Buba  
Ms. Dominga P. Villarmino

**5. Bids and Awards Committee**

Chairperson: Ms. Myrna A. Rojas  
Vice-Chairperson: Mr. Jubelmar T. Buba  
Members: Prof. Nerissa M. Suazo  
Prof. Pedro M. Vallar  
Mrs. Joy B. Pales

**6. Housing Committee**

Chairperson: Mr. Ramon F. Samante, Jr.  
Vice –Chairperson: Mr. Jubelmar T. Buba  
Members: Mr. Gerry G. Sumalinog  
Mrs. Queen-Ever Y. Atupan  
Mrs. Gina E. Ellorimo  
Prof. Ma. Cecilia L. Tarroza

**7. Research and Extension Committee**

Chairperson: Ms. Catherine L. Corcino  
Members: Dr. Edwin A. Balbarino  
Prof. Esperanza E. Sumalinog  
Prof. Nerissa M. Suazo  
Engr. Alberto S. Pasana

**8. Performance Evaluation Committee**

Chairperson: Prof. Luzviminda A. Tajos  
Members: Mrs. Gina A. Ellorimo  
Ms. Myrna A. Rojas  
Prof. Ma. Cecilia L. Tarroza  
Prof. Pedro M. Vallar  
Mrs. Joy B. Pales

**9. Grievance Committee**

Chairperson: Ms. Myrna A. Rojas  
Vice-Chairperson: Mrs. Gina A. Ellorimo  
Members: Prof. Pedro M. Vallar  
Mr. Jubelmar T. Buba  
Prof. Mariano D. Ruizo  
Secretary (Non-voting Member): Prof. Ma. Cecilia L. Tarroza

**10. Disposal Committee**

Chairperson: Ms. Dominga P. Villarmino  
Vice-Chairperson: Prof. Nerissa M. Suazo  
Members: Mr. Jubelmar T. Buba  
Prof. Mariano D. Ruizo

Prof. Esperanza E. Sumalinog  
Engr. Alberto S. Pasana  
Prof. Efrim L. Calixtro  
Mrs. Joy B. Pales

**11. Accreditation Committee**

|                   |                              |
|-------------------|------------------------------|
| Chairperson:      | Prof. Luzviminda A. Tajos    |
| Vice-Chairperson: | Dr. Edwin A. Balbarino       |
| Members:          | Prof. Esperanza E. Sumalinog |
|                   | Prof. Nerissa M. Suazo       |
|                   | Engr. Alberto S. Pasana      |
|                   | Ms. Myrna A. Rojas           |
|                   | Ms. Catherine L. Corcino     |

**12. Land Use and Mapping Committee**

|                   |                           |
|-------------------|---------------------------|
| Chairperson:      | Mr. Jubelmar T. Buba      |
| Vice-Chairperson: | Ms. Myrna A. Rojas        |
| Members:          | Mr. William C. Surigao    |
|                   | Ms. Dominga P. Villarmino |
|                   | Mr. Rodrigo C. Bregildo   |
|                   | Mr. Armando A. Ellorimo   |
|                   | Engr. Alberto S. Pasana   |

**13. Honors and Awards Committee**

|                   |                              |
|-------------------|------------------------------|
| Chairperson:      | Prof. Amelia L. Deso-Asido   |
| Vice-Chairperson: | Mrs. Gina A. Ellorimo        |
| Members:          | Prof. Luzviminda A. Tajos    |
|                   | Prof. Esperanza E. Sumalinog |
|                   | Engr. Alberto S. Pasana      |
|                   | Prof. Nerissa M. Suazo       |
|                   | Prof. Pedro M. Vallar        |
|                   | Mr. Armando A. Ellorimo      |

**14. PASUC Evaluation Committee**

|                   |                              |
|-------------------|------------------------------|
| Chairperson:      | Dr. Alberto L. Carillas      |
| Vice-Chairperson: | Prof. Luzviminda A. Tajos    |
| Members:          | Ms. Myrna A. Rojas           |
|                   | Prof. Esperanza E. Sumalinog |
|                   | Engr. Alberto S. Pasana      |
|                   | Prof. Nerissa M. Suazo       |

**15. Curriculum Committee**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Prof. Luzviminda A. Tajos    |
| Members:     | Prof. Esperanza E. Sumalinog |
|              | Prof. Nerissa M. Suazo       |
|              | Engr. Alberto S. Pasana      |

**16. Socio-Cultural Committee**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Prof. Maria Cristina P. Buba |
| Members:     | Prof. Anita C. Vallar        |
|              | Mr. Jubelmar T. Buba         |
|              | Mrs. Queen-Ever Y. Atupan    |
|              | Mrs. Guada Fe F. Velmonte    |
|              | Mr. John Paul C. Daffon      |

Mrs. Virginia S. Cobacha  
 Mrs. Jessica S. Esporlas  
 Mr. Sammy L. Bastes  
 Prof. Ma. Cecilia L. Tarroza  
 Mrs. Verna Joy U. Sajorda  
 Mrs. Susanie B. Aquiles  
 Engr. Ma. Reynaflor A. Licardo  
 Mr. Gerry G. Sumalinog

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

|                                  |                                  |
|----------------------------------|----------------------------------|
| Chairperson:                     | Mr. Armando A. Ellorimo          |
| Electricity In-Charge:           | Engr. Maria Katherine S. Donayre |
| Technical Consultant:            | Engr. Alberto S. Pasana          |
| 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              |

**18. Records Management In-Charge/s**

|              |                         |                            |
|--------------|-------------------------|----------------------------|
| Chairperson: | Ms. Myrna A. Rojas      |                            |
| Members:     | HRMDO:                  | Mrs. Angelyn F. Hermoso    |
|              | Registrar's Office:     | Ms. Gloria C. German       |
|              | Accounting Office:      | Mrs. Queen-Ever Y. Atupan  |
|              | Cashier's Office:       | Mrs. Fe Daphney C. Ramos   |
|              | Supply/Property Office: | Mrs. Dominga P. Villarmino |
|              | Office of Instruction:  | Prof. Luzviminda A. Tajos  |
|              | Teacher Educ. Dept.:    | Mrs. Guada Fe F. Velmonte  |
|              | Engineering Dept.:      | Mrs. Carocel A. Galler     |
|              | Agribusiness Dept.:     | Mrs. Michelle I. Aballe    |

**19. Publication Committee**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Ms. Catherine L. Corcino     |
| Members:     | Prof. Luzviminda A. Tajos    |
|              | Prof. Esperanza E. Sumalinog |
|              | Prof. Nerissa M. Suazo       |
|              | Engr. Alberto S. Pasana      |
|              | Engr. Ana Marie R. De Asis   |
|              | Mrs. Michelle I. Aballe      |

**20. Scholarship Committee**

|              |                              |
|--------------|------------------------------|
| Chairperson: | Prof. Luzviminda A. Tajos    |
| Members:     | Mrs. Gina A. Ellorimo        |
|              | Ms. Catherine L. Corcino     |
|              | Mrs. Fe Daphney C. Ramos     |
| Secretary:   | Prof. Esperanza E. Sumalinog |

**21. Incentives and Awards Committee**

- 1) Dean or designated representative
- 2) Finance Officer
- 3) Head of the Planning
- 4) Head Research and Extension
- 5) Two (2) Representatives
  - (1) Academic
  - (2) Non-Academic

6) Head, Performance Evaluation Office as Secretary

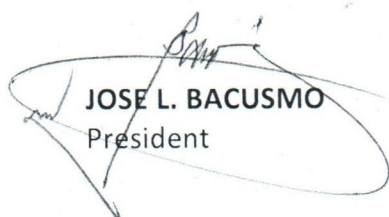
**B. Individual Faculty/Staff Designations:**

- |     |                                |                                                                                                                                                       |
|-----|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Dr. Edwin A. Balbarino         | - VSU-Isabel Dean                                                                                                                                     |
| 2.  | Ms. Catherine L. Corcino       | - College Secretary<br>Head, Office of Research Development and Extension<br>Head, Publication and Information Office                                 |
| 3.  | Prof. Luzviminda A. Tajos      | - Head, Office of Instruction<br>Head, Accreditation Center<br>Chairperson, Scholarship Committee                                                     |
| 4.  | Ms. Myrna A. Rojas             | - Head, Office of Administration<br>Human Resource Management Officer                                                                                 |
| 5.  | Mr. Jubelmar T. Buba           | - Head, Office of Planning and Resource Generation<br>Project In-Charge, Timber Wood, Coconut                                                         |
| 6.  | Prof. Esperanza E. Sumalinog   | - Head, Department of Teacher Education<br>Head, Alumni Affairs Office                                                                                |
| 7.  | Prof. Alberto S. Pasana        | - Head, Department of Engineering<br>Research Coordinator, Department of Engineering<br>Chairperson, Student Research Committee (Engineering Section) |
| 8.  | Prof. Nerissa M. Suazo         | - Head, Department of Business Management<br>Income Generating Project Officer                                                                        |
| 9.  | Ms. Gloria C. German           | - College Registrar                                                                                                                                   |
| 10. | Mrs. Gina A. Ellorimo          | - Head, College Student Services Office                                                                                                               |
| 11. | Ms. Fevie M. Arique            | - Librarian                                                                                                                                           |
| 12. | Ms. Dominga P. Villarmino      | - Head, Supply and Property Management Office                                                                                                         |
| 13. | Mrs. Queen-Ever Y. Atupan      | - Head, Finance Management Office                                                                                                                     |
| 14. | Mrs. Fe Daphney C. Ramos       | - Head, Cash Division                                                                                                                                 |
| 15. | Mr. Ramon F. Samante, Jr.      | - Head, Extension Section                                                                                                                             |
| 16. | Ms. Marjonnell B. Abella       | - Head, Research Section<br>Chairperson, Apprenticeship Study & Thesis<br>Chairperson, Student Research Committee                                     |
| 17. | Mr. Armando A. Ellorimo        | - Head, General Services Office                                                                                                                       |
| 18. | Prof. Maria Cristina P. Buba   | - Head, Culture & Arts Office<br>In-Charge, Dance Troupe Coordinator<br>In-Charge, School Band Coordinator                                            |
| 19. | Ms. Emely E. Abrahan           | - Budget Officer                                                                                                                                      |
| 20. | Ms. Arinanne Mae C. Vallar     | - Health Officer                                                                                                                                      |
| 21. | Mr. William C. Surigao         | - Chief Security Officer                                                                                                                              |
| 22. | Engr. Ma. Reynaflor A. Licardo | - Engineering Section Head of the Department of Engineering<br>Choir In-Charge                                                                        |
| 23. | Mrs. Carocel A. Galler         | - ICT Section Head, Dept. of Engineering                                                                                                              |
| 24. | Prof. Ma. Cecilia L. Tarroza   | - Head, Elementary Education Section<br>Extension Coordinator, Department of Teacher Education                                                        |
| 25. | Mrs. Susanie B. Aquiles        | - Head, Secondary Education Section                                                                                                                   |
| 26. | Mrs. Guada Fe F. Velmonte      | - Secretary, Dept. of Teacher Education                                                                                                               |
| 27. | Mrs. Michelle I. Aballe        | - Secretary, Dept. of Business Management                                                                                                             |

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|----------------------------------------|------------------------------------------------------------|
|                                        | Head, Business Management Section                          |
|                                        | Research Coordinator, Department of Business Management    |
| 28. Engr. Maria Katherine S. Donayre - | Secretary, Department of Engineering                       |
| 29. Prof. Anita C. Vallar              | - Extension Coordinator, Department of Business Management |
| 30. Engr. Richard C. Aballe            | - Extension Coordinator, Department of Engineering         |
| 31. Prof. Wilma S. Abordo              | - Project In-Charge, Crop Production                       |
| 32. Dr. Alberto L. Carillas            | - Sports Coordinator                                       |
|                                        | Head, Human Kinetics Section                               |
|                                        | Apartelle Manager                                          |
| 33. Mrs. Jessica S. Esporlas           | - Research Coordinator, Department of Teacher Education    |
| 34. Prof. Pedro M. Vallar              | - Head, NSTP                                               |
| 35. Mrs. Editha J. Ablen               | - Internal Control Officer                                 |
| 36. Mr. Sammy L. Bastes                | - Chairperson, Student Research Committee (IT Section)     |

This supercedes all office orders/memoranda earlier issued by this office or by the Dean of VSU-Isabel on this matter.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
 President

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