



LEYTE STATE UNIVERSITY

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Office of the President

24 February 2004

MEMORANDUM CIRCULAR NO. 20

Series of 2004

T O: All Concerned

**R E: Working Committees for the Capability Building on the
Development of Income Generating Projects**

The NEDA Regional Office shall co-sponsor the conduct of the seminar workshop to assist LSU and its external campuses in the development of new IGPs. Thus, said seminar is scheduled on March 11-12, 2004.

In order to ensure its success, the following working committees are hereby created:

1. Over-all Coordination

Dr. Jose M. Alkuino, Jr.	- Chairperson
Dr. Nerelito P. Pascual	- Vice-Chairperson
Dr. Lourdes B. Cano	- Member

2. Finance

Dr. Jose M. Alkuino, Jr.	- Chairperson
Ms. Norma V. Cala	- Member
Ms. Erlinda S. Esguerra	- Member
Ms. Corazon U. Nuevo	- Member

3. Program/Certificates Preparation

Ms. Vivian V. Balbarino	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member
Mr. Onofre M. Betonio, Jr.	- Member

4. Secretariat

Ms. Teresita L. Quiñanola	- Chairperson
HRMDO Personnel	- Members

5. Proceedings Preparation

Ms. Bernardita P. Bibera	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

6. Venue Preparation Including Equipment

Ms. Wenifreda T. Oclitaria	-	Chairperson
Mr. Isabel P. Bagarinao	-	Member
Mr. Lito Bandalan	-	Member
Mr. Jose Saulan	-	Member

7. Snacks/Foods/Accommodation of NEDA Personnel

Dr. Nelen P. Lambert	-	Chairperson
All Guesthouse/Pavilion Personnel	-	Members


8. Socials

Ms. Norma V. Cala	-	Chairperson
Ms. Corazon U. Nuevo	-	Member

9. Transportation

Engr. Celso F. Gumaod	-	Chairperson
Mr. Florencio Macariola	-	Member

Dr. Jose M. Alkuino, Jr. is requested to meet with the Chairpersons and Members of the committees the soonest time possible.


PACIENCIA P. MILAN
President