



# Visayas State University

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## Office of the President

17 October 2011

### MEMORANDUM CIRCULAR NO. 58

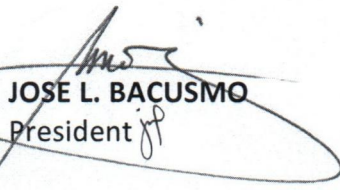
Series of 2011

- T O: Chairs, Co-Chairs and Members**  
Working Committee for the Eastern Visayas Summit on Research,  
Development, and Extension in Higher Education Institutions
- R E: Planning Meeting for the Regional RDE Summit**

The CHED-Zonal Research Center with VSU is holding the **First Eastern Visayas Summit on Research, Development and Extension in Higher Education Institutions on 17-18 November 2011** at the **Leyte Normal University, Tacloban City**.

Being the host and lead agency of the Commission's HEI network in the region, VSU is expected to provide assistance with the involvement of some VSU faculty and staff. Since you are among those identified to help facilitate the Summit activities (please see attached list), may I request you to be available for a **meeting on October 18, 2011, 3:30 pm** at the **OVPRE AV Room**.

Anticipating your availability and active involvement.

  
**JOSE L. BACUSMO**  
President

**Eastern Visayas Summit on Research, Development and Extension in Higher  
Education Institutions**

17-18 November 2011

Leyte Normal University, Tacloban City, Leyte

**WORKING COMMITTEES**

COMMITTEE	TERMS OF REFERENCE
<b>Steering Committee</b> Chair: Dr. Jose L. Bacusmo (VSU) Co-chair: Dr. Rotacio S. Gravoso (CHED-ZRC VSU) Dr. Evelyn C. Cruzada (LNU) Members: Dr. Libertad Garcia (CHED) Dr. Othello B. Capuno (VSU) Dr. Leonardo Onate (LNU)	1. Plan for the smooth implementation of the RDE Summit 2. Make funds available for the RDE Summit.
<b>Program and Invitation</b> Chair: Dr. Rotacio Gravoso (CHED-ZRC VSU) Co-chair: Dr. Leonardo Onate (LNU) Dr. Libertad Garcia (CHED) Members: Prof. Rosa Ophelia Velarde (VSU) Dr. Editha G. Cagasan (VSU) Ms. Venus June V. Taghoy (VSU) Mr. Jed Asaph D. Cortes (VSU) Ms. Zonia C. Salazar (CHED)	1. Prepare the conference program. 2. Set the guidelines for preparation and submission of abstracts and papers/posters for presentation. 3. Invite and confirm plenary speakers, presenters, and moderators. 4. Design tarpaulins to welcome guests and participants. 5. Invite and confirm guests and participants. 6. Prepare the souvenir program.
<b>Session Coordination</b> Chair: Dr. Lydia Morante (EVSU) Co-Chair: Mr. Jonas Villas (LNU) Members: Mel Brian Berida (LNU) Facundo Rey Ladio (LNU)	1. Ensure that session start and end on time 2. Work with AV committee to make sure that AV equipment is available to the presenter.
<b>Publicity and Documentation</b> Chair: Mr. Jonas Villas (LNU) Members: Ms. Nelfa Glova (VSU) Ms. Maria Anabelle D. Gerona (VSU) Ms. Venus June V. Taghoy (VSU) Mr. Jed Asaph D. Cortes (VSU) Mr. Jonas Villas (LNU) Genaro G. Godoy (VSU)	1. Invite and coordinate with the media for news/information releases. 2. Prepare news release/s for the media. 3. Take charge of the documentation of the RDE Summit and submit documentation to the Scientific Committee. 4. Assign rapporteur/s for every session.
<b>Secretariat/Registration Committee</b> Chair: Ms. Rochelle Enriquez (LNU) Co-chair: Prof. Rosa Ophelia Velarde (VSU) Members: Ms. Venus June Taghoy (VSU) Ms. Michelle Borleo (VSU) Mr. Warren Cordeta (CHED) Engr. Murillo (LNU)	1. Prepare the registration materials, IDs, conference kits, plaques, certificates, tokens 2. Reproduce materials/documents. 3. Ensure the smooth registration flow during the conference.



<b>Scientific and Peer-Reviewed Proceedings Committee</b> Chair: Dr. Edgardo E. Tulin (VSU) Co-Chair: Dr. Victor B. Asio (VSU) Members: Dr. Beatriz S. Belonias (VSU) Dr. Julie D. Tan (VSU) Dr. Antonio Lim (St. Scholastica's College) Dr. Marietta Sumagaysay (UPVTC) Dr. Editha G. Cagasan (VSU) Dr. Rotacio S. Gravoso (VSU) Dr. Felisa Gomba (SSU) Ms. Nelfa Glova (VSU) Ms. Venus June J. Taghoy (VSU) Mr. Jed Asaph Cortes (VSU)	<ol style="list-style-type: none"> <li>1. Spearhead the review and approval abstract and papers for oral and poster presentation.</li> <li>2. Manage the review papers for publication in the Peer-Reviewed Proceedings or any peer-reviewed journal.</li> <li>3. Spearhead development and production of the peer-reviewed conference proceedings or any peer-reviewed publication.</li> </ol>
<b>Tutorial Sessions Committee</b> Chair: Dr. Edgardo Tulin (VSU) Members: Dr. Victor B. Asio (VSU) Dr. Beatriz S. Belonias (VSU) Dr. Julie D. Tan (VSU) Dr. Editha G. Cagasan (VSU) Dr. Rotacio S. Gravoso (VSU)	<ol style="list-style-type: none"> <li>1. Design and implement the Tutorial Sessions.</li> </ol>
<b>Venue and Physical Arrangement Committee</b> Chair: LNU Members: LNU Dr. Libertad Garcia (CHED) Prof. Rosa Ophelia Velarde (VSU)	<ol style="list-style-type: none"> <li>1. Make arrangements for the venue for the function and meals.</li> <li>2. Arrange the physical venue, conference, break-up session rooms, and exhibit area.</li> <li>3. Prepare directional signs, streamers/tarpaulin, backdrop, place cards, and name plates.</li> <li>4. Ensure that the sound system is efficiently maintained throughout the conference.</li> </ol>
<b>Audio/Visual Committee</b> Chair: LNU Member: LNU	<ol style="list-style-type: none"> <li>1. Provide audio-visual support for the main venue and in the concurrent sessions.</li> </ol>
<b>R&amp;D Fair Committee</b> Chair: LNU Co-chairs: Dr. Othello B. Capuno (VSU) Members: Ms. Nelfa Glova (VSU) Mr. Bebot Flandez (VSU) Ms. Elmira Bañoc (VSU) Ms. Flora Mia Duatin (VSU) Mr. Felix Ocon (VSU)	<ol style="list-style-type: none"> <li>1. Design and manage the R&amp;D Fair.</li> </ol>

<b>Ways and Means and Finance Committee</b>  Chair: Dr. Rotacio S. Gravoso (VSU) Co-Chair: Dr. Libertad Garcia (CHED) Members: Mr. Jonas Villas (LNU) Ms. Zonia Salazar (CHED) Prof. Rosa Ophelia D. Velarde (VSU) Ms. Michelle A. Borleo (VSU)	<ol style="list-style-type: none"> <li>1. Solicit sponsorship for the affair and the souvenir program</li> <li>2. Invite exhibitors and coordinate their activities</li> <li>3. Handle all financial transactions related to the conference</li> </ol>
<b>Transportation and Accommodations Committee</b>  Chair: LNU Members: LNU	<ol style="list-style-type: none"> <li>1. Arrange with accommodation facilities available at LNU.</li> <li>2. Make arrangements for the accommodation and use of transportation of the invited speakers, officials and staff a day before, during and a day after the conference.</li> <li>3. Make arrangements for the security of participants.</li> </ol>
<b>Food Committee</b>  Chair: LNU Members: Dr. Libertad Garcia (CHED)	<ol style="list-style-type: none"> <li>1. Prepare menu for meals and snacks.</li> <li>2. Ensure timely and quality serving of lunch and snacks.</li> </ol>
<b>Ushering Committee</b>  Chair: LNU Co-chairs: LNU LNU Member: Ms. Elmira Bañoc (VSU) Ms. Ma. Verjie Subere (VSU) Mr. Jed Asaph Cortes (VSU)	<ol style="list-style-type: none"> <li>1. Guide guests and participants to their respective seats.</li> </ol>
<b>Socio-Cultural Committee</b>  Chair: Mr. Jonas Villas (LNU) Co-chair: Members:	<ol style="list-style-type: none"> <li>1. Organize cultural and social programs during the conference.</li> </ol>
<b>Security Committee</b>  Chair: LNU Members: LNU	<ol style="list-style-type: none"> <li>1.</li> </ol>