

Visayas State College of Agriculture
Baybay, Leyte
OFFICE OF THE PRESIDENT

27 May 1998


Memorandum No. 48
Series of 1998

T O: **All Staff Members Concerned**

SUBJECT: **Committee for the ACAP Convention and Work
Conference**

You are hereby designated Chairmen, Co-chairmen
and Members of the different support committees for the
ACAP Convention and work conference on August 12-14,
1998.

In this connection please prepare plans for your
respective committees.


SAMUEL S. GO
President

ACAP CONVENTION AND WORK CONFERENCE

12-14 August 1998

Social Hall, ViSCA, Baybay, Leyte

STEERING COMMITTEE

Chairman : Dr. Samuel S. Go, President
Co-Chairman : Dr. Vicente A. Quiton, VP for Academic Affairs
Members : Dr. Nerelito P. Pascual, VP for Administration
Dr. Roberto C. Guarte, College Secretary

SUPPORT COMMITTEES

Committee

Duties and Responsibilities

Secretariat

Chairman : Ms. BP Bibera
Co-chairman : Ms. LQ Escabal
Members : Ms. BV Balbarino
Mr. EM Escabal
Mr. OM Betonio Jr.
Mr. R Cano
Ms. CM Sarzona
Ms. ZD Gerona
Mr. JFM Baldoz
Mr. V Cordero

1. Coordinate and follow-up preparations/activities of the different working committees.
2. Coordinate and facilitate all other arrangement (billeting of participants, booking of plane and boat tickets, trip arrangement, etc.).
3. Facilitate and prepare communications related to the convention.
4. Serve as guide during the campus tour on August 12, 1998.

Accommodation

Chairman : Prof. AB Masendo
Co-chairman : Dr. NP Lambert
Members : Ms. VA Olleras
Ms. LB Paloma
Ms. ES Valenzona

1. In-charge of the accomodation of all guests and participants.

Food and Snacks

Chairman : Dr. NP Lambert
Co-Chairman : Ms. VA Olleras
Members : Ms. FL Diaz
Ms. LD Ancheta
Ms. ST Nayre
Ms. AD Troyo
Mr. FS Llano
Guest House Staff

1. In-charge of the following:
 - a. Food: Breakfast - 6:30 AM
Lunch - 12:00 NN
Supper - 6:30 PM
 - b. Snacks: Morning - 10:00 AM
Afternoon - 3:00 PM
 - c. Coffee, tea, etc.
 - d. Dinner and Cocktail on August 13, 1998.

Transportation

Chairman : Engr. CF Gumaod
Co-chairmen : Prof. FA Evangelio
Dr. SP Sandoval
Ms. ER Ponce
Members : Mr. JB Belarmino
Mr. F Macariola
Ms. P Patolilic
Ms. CM Sarzona

1. Fetch and conduct guests and delegates from the airport/ wharf to ViSCA campus and vice-versa.
2. Provide support services to other committees who might be needing vehicles such as hauling of AV equipment, snacks, etc.
3. Provides at least two standby vehicles for the Secretariat's use.

Venue and Hall Preparation

Chairman : Engr. CD Espina
Co-Chairman : Ms. MC Bales
Members : Engr. A Encierto
Mr. D. Poliquit
Prof. ED Briones
Ms. CJY Duatin
Ms. MC Licayan
Mr. JA Sales
Mr. D Flandez
Mr. VQ Pomida
Mr. A Nayre
Mr. S Bande
Mr. G Cerna
Prof. R Licayan
Mr. F Cerna
Mr. R Morales
Mr. D Rosal
Mr. F. Montajes

1. Prepare the venue for the dialogue and provide the following:
 - a. chairs for 100 delegates
 - b. stage decorations/interior design, backdrop and sound system with 4 microphones.

Registration

Chairman : Ms. LB Paloma
Co-chairman : Ms. LQ Escabal
Members : Ms. M Panchito
Ms. A. Flandez
Ms. ES Valenzona
Ms. ST Nayre
Ms. CD Antipaso
Ms. CJY Duatin
Ms. E Umpad
Mr. JM Ancheta

1. Facilitate registration of guests and delegates and issuing the following:
 - a. registration form
 - b. attendance sheets
 - c. ID cards
 - d. programs
 - e. certificate of appearance (after the convention)
2. Prepare a master list of delegates (including facilitators and drivers) arranged alphabetically and by agency.
3. Collect registration fees from delegates and facilitate issuance of official receipts.
4. Assign staff to assist the Secretariat in the following:
 - a. booking and rebooking of plane tickets for guests and visitors and delegates.
 - b. attend to the needs of guests and delegates.
5. Issue certificates of appearance to delegates after the convention.

Documentation

Chairman : Dr. WT Alesna
Co-chairman : Ms. ZD Gerona
Members : Ms. MA Sales
Ms. CR Arceña
Ms. AO Carreno
Ms. JT Peña
Ms. MD Cano
Mr. LV Ramirez
Ms. FT Baliña
Mr. V Cordero
Mr. JFM Baldos
Mr. W Caintic

1. Documentation of the proceedings of the convention and work conference.
2. Come up with a proceedings of the convention.

Facilitators

Chairman : Mr. RB Armecin
Co-Chairman : Ms. FMY Duatin
Members : Ms. L Asio
Ms. EM Malasaga
Ms. E Umpad
Mr. AC Martinez Jr.
Mr. D Lina
Mr. D Molato
Ms. CJY Duatin
Ms. CD Antipaso

1. Coordinate/facilitate in the preparation of the AV equipment ready for use by the different speakers/lecturers.
2. Extend help to speakers/lecturers when they need assistance especially in the presentation of their papers.
3. Assist delegates and speakers in the use and access of microphones.

Receptions and Socials

Chairman : Dr. IP Bertulfo
Co-Chairman : Ms. LB Cano
Members : Ms. BT Montes
Ms. MCU Ramirez
Ms. RF Capuno
Ms. B Bestil
Ms. MA Sales
Mr. V Cordero
Prof. E Pastrano
Prof. T Zafra
Mr. JFM Baldos
Prof. RS Gravoso
Prof. FA Evangelio
Engr. EE Sudaria

1. Prepare corsages for guests and visitors.
2. Assist the guest and delegates in finding their place in the session hall.
3. In-charge of putting corsages to guests.
4. In-charge of the socials in the evening of August 13, 1998 in honor of the guests and delegates of the convention.

Venue and Facilities Caretakers

Chairman : Mr. R Abit
Co-Chairman : Mr. FS Llano
Members : Mr. F. Cerna
Mr. R. Morales
Mr. D. Rosal
Mr. H. Mazo

1. Incharge of cleaning the venue before and after each session.
2. Incharge of cleaning the comfort rooms.

Program and Certificates

Chairman : Dr. RP Mollaneda
Co-chairman : Dr. RC Guarte
Members : ViSCA PP Manager
Ms. BV Balbarino
Ms. LQ Escabal
ViSCA PP Staff

1. Incharge in the preparation and printing of souvenir program and certificates.
2. Contact possible sponsors of souvenir program advertisements.

Finance Committee

Chairman : Dr. NP Pascual
Co-chairman : Ms. NV Cala
Members : Ms. RC Lemos
Ms. LB Cano
Dr. SP Sandoval
Ms. ML Gamotin
Ms. BT Montes
Mr. EL Dequito

1. Facilitate ViSCA's financial support of the ACAP convention.
2. Solicitation of donations and other sources of funds for the convention.

Publicity

Chairman : Ms. AO Carreno
Co-chairman : MS. MD Cano
Members : DYAC Staff

1. Incharge in the publicity of the convention
2. Provide streamers near Guard Post 1 and at the Social Hall vicinity.

Guests

Chairman : Dr. SS Go
Co-Chairmen : Dr. VA Quiton
 Dr. NP Pascual
Members : Dr. RC Guarte
 Dr. LR Gonzal
 Dr. SC Dagoy
 Dr. JL Seroy
 Dr. RP Mollaneda
 Dr. SP Sandoval

1. Incharge of welcoming the guests and delegates. (Join them during breakfast, lunches and dinners/cocktail and socials)