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Office of the President

8 June 2010

MEMORANDUM NO. 171

Series of 2010

T O: All Concerned

R E: Working Committees for the Seminar-Workshop on June 17-18, 2010

In order to ensure the success of the Seminar-Workshop on June 17-18, 2010 entitled "The Filipino Educator: Building Minds and Touching Hearts" at the Convention Center, the following committees are hereby created:

Committees		Duties
Steering:		
Chairperson:	Dr. Jose L. Bacusmo	- Orchestrate the overall preparations for the training workshop
Co-Chairpersons:	Dr. Oscar B. Posas	
	Dr. Dolores L. Alcober	
Members:	Dr. Roberto C. Guarte	
	Prof. Alan B. Loreto	
Registration & Facilitation:		
Chairperson:	Dr. Lijueraj J. Cuadra	- Facilitate the registration of participants
Members:	Ms. Fatima T. Baliña	- Assist the Resource Persons during the conduct of the seminar-workshop
	Ms. Corazon Alvarez	
	Ms. Lorna B. Abamo	
Program, Certificates and Plaque:		
Chairperson:	Ms. Connel D. Antipaso	- Prepare the program, certificates and plaque of appreciation
Member:	Mr. Jesus Freddy M. Baldos	
Accommodation:		
Chairperson:	Prof. Alan B. Loreto	- Arrange the accommodation of the Resource Persons
Meals and Snacks:		
Chairperson:	Ms. Rebecca B. Napiere	- Provide the meals of the Resource Persons and the snacks of the participants
Members:	All Guest House Personnel	

Documentation:

Chairperson: Dr. Wolfreda T. Alesna
Members: Mr. Jesus Freddy M. Baldos
Mr. Ulderico B. Alviola

- Document the proceedings of the seminar-workshop
- Design and post the welcome streamer

Venue Preparation and Restoration:

Chairperson: Prof. Mario E. Baliad
Co-Chairperson: Dr. Sulpecio C. Bantugan
Members: Mr. Dominador Rosal
All Landscaping Personnel

- Prepare the training venue

Transportation:

Chairperson: Ms. Ma. Cristina U. Ramirez
Members: Mr. Remegio M. Sanico
Mr. Jovenal B. Belarmino
Ms. Erlinda S. Valenzona

- Prepare trip tickets and arrange for availability of vehicles

Book Distribution:

Chairperson: Ms. Nenita V. Flores
Members: Dr. Melinda L. Lavega
Prof. Edita C. Alumbro
Mr. Bonifacio E. Castillo

- Distribute the books to the list provided

Finance:

Chairperson: Ms. Roberta C. Lemos
Member: Ms. Nenita V. Flores

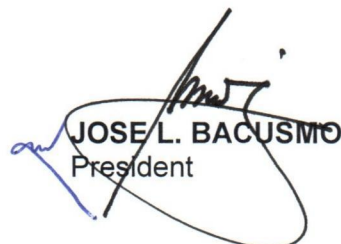
- Make cash advance for the seminar-workshop and keep receipts of disbursements

Secretariat:

Chairperson: Ms. Cecil Joy Y. Duatin
Members: Ms. Bernardita P. Bibera
Ms. Redempta Soria
Mr. Jerry B. Posas
Mr. Peter B. Belarmino

- Secure/borrow the following materials for the seminar-workshop:
20 each of the following:
 - shoe box
 - cutter
 - pair of scissors
 - puncher

For your guidance.


JOSE L. BACUSMO
President