



26 June 2023

MEMORANDUM NO. 710
Series of 2023

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 Chancellor, for the effective administration and management of the Visayas State University Isabel, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Campus Personnel Committee (CPC)

Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Catherine L. Chan
Members: Engr. Alberto S. Pasana
Mr. Sammy L. Bastes
Mrs. Fe Daphney C. Ramos

2. Finance Committee

Chairperson: Mrs. Danilita C. Eli
Co-Chairperson: Engr. Alberto S. Pasana
Members: Dr. Catherine L. Chan
Mrs. Fe Daphney C. Ramos
Mrs. Emely A. Galler

3. Bids and Awards Committee (BAC)

Chairperson: Dr. Esperanza E. Sumalinog
Co-Chairperson: Dr. Rodolfo T. Aunzo Jr.
Members: Engr. Anna Marie R. De Asis
Mrs. Gina A. Ellorimo
Dr. Catherine L. Chan
Mrs. Fe Daphney C. Ramos
Mrs. Angelyn F. Hermoso

Alternate Members: Dr. Jessica S. Esporlas
Mr. Stephen C. Temporada
Mrs. Ma. Lourdes R. Baloro

4. **Bids and Awards Committee (BAC) Secretariat**
 Chairperson: Engr. Darry Mhei L. Morales
 Co-Chairperson: Mrs. Emely A. Galler
 Members: Dr. Marjonnell B. Abella-Chan
 Mr. Ramon F. Samante Jr.
 Mrs. Lecil N. Managbanag
 Mr. Jonathan A. Joyo
 Mrs. Fevie A. Garcia

5. **Bids and Awards Committee (BAC) Technical Working Group (TWG)**
 Engr. Llonel A. Barrientos – Infrastructure
 Mr. Armando A. Ellorimo – Furniture and Fixtures
 Mr. Jubelmar T. Buba – Agriculture, Fuel and Others
 Engr. Maria Katherine S. Donayre – Electrical Supplies
 Mr. Niño B. Ele – IT Equipment and Supplies
 Engr. Richard C. Aballe – Engineering and Various
 Science Laboratory Equipment & Supplies
 Mrs. Florabel V. Abrahan – Food
 Mrs. Jasmin C. Bayot – Office, Clinic, and Janitorial
 Supplies
 Mrs. Sharymae R. Gonzaga - Finance

6. **IGP Board of Management**
 Chairperson: Mr. Jubelmar T. Buba
 Co-Chairpersons: Dr. Marjonnell B. Abella-Chan
 Dr. Michelle I. Aballe
 Members: Mrs. Danilita C. Eli
 Mrs. Emely A. Galler

7. **Housing Committee**
 Chairperson: Mr. Ramon F. Samante Jr.
 Co-Chairperson: Engr. Alberto S. Pasana
 Members: Prof. Gina A. Ellorimo
 Mr. Gerry G. Sumalinog
 Mrs. Lecil N. Managbanag
 Prof. Stephen C. Temporada

8. **Performance Evaluation Committee**
 Chairperson: Engr. Alberto S. Pasana
 Co-Chairperson: Dr. Catherine L. Chan
 Members: Dr. Rodolfo T. Aunzo Jr.
 Engr. Richard C. Aballe
 Dr. Esperanza E. Sumalinog

9. **Grievance Committee**
 Chairperson: Engr. Alberto S. Pasana
 Co-Chairperson: Prof. Gina A. Ellorimo
 Member: Fe Daphney C. Ramos

10. **Disposal Committee**
 Chairperson: Mrs. Emely A. Galler
 Members: Mrs. Lecil N. Managbanag

Mr. Jubelmar T. Buba
Mrs. Joy B. Pales

11. Accreditation Committee

Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Jessica S. Esporlas
Members: Dr. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Engr. Richard C. Aballe
Dr. Catherine L. Chan

12. Land Use and Mapping Committee

Chairperson: Engr. Alberto S. Pasana
Co-Chairperson: Mr. Jubelmar T. Buba
Members: Mr. Armando A. Ellorimo
Engr. Paul Julius L. Deso-Asido
Engr. Jhon Rey C. Sardido
Engr. Richard C. Aballe
Mr. Niño B. Ele
Engr. Llonel A. Barrientos
Engr. Kenneth C. Requitillo

13. Honors and Awards Committee (Students)

Chairperson: Dr. Jessica S. Esporlas
Co-Chairperson: Dr. Catherine L. Chan
Members: Mrs. Susanie B. Aquiles
Mrs. Angelyn F. Hermoso
Prof. Gina A. Ellorimo

14. Institutional Evaluation Committee

Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Esperanza E. Sumalinog
Members: Engr. Alberto S. Pasana
Mr. Niño B. Ele

15. Curriculum Review Committee

Chairperson: Dr. Luzviminda A. Tajos
Co-Chairperson: Dr. Catherine L. Chan
Members: Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe

16. Socio-Cultural Affairs Committee

Chairperson: Prof. Maria Cristina P. Buba
Co-Chairperson: Mr. Kimkim S. Zabate
Members: Mr. Jubelmar T. Buba
Dr. Esperanza E. Sumalinog
Mrs. Susanie B. Aquiles
Mr. Armando A. Ellorimo
Mrs. Florabel V. Abrahan
Miss Razil R. Sevenorio

- 17. Repair and Maintenance (Electricity/Building/Plumbing & Equipment)**
 Chairperson: Mr. Armando A. Ellorimo
 Electrical Maintenance Services In-charge: Engr. Maria Katherine S. Donayre
 Building & Housing Maintenance Services: Engr. Llonel A. Barrientos
 Plumbing/Electrical Maintenance Mr. Gerry G. Sumalinog
 Computer Equipment Maintenance Mr. Niño B. Ele
 Ground and Landscape Maintenance Services: Mr. Armando A. Ellorimo
- 18. Records Management In-charge/s**
 Chairperson: Prof. Gina A. Ellorimo
 Members: HRMO – Mrs. Fe Daphney C. Ramos
 Registrar’s Office – Mrs. Angelyn F. Hermoso
 Accounting Office – Mrs. Danilita C. Eli
 Cashier’s Office – Mrs. Sharymae R. Gonzaga
 Supply/Property Office – Mrs. Emely A. Galler
 Procurement Office – Engr. Darry Mhei L. Morales
 Academic Affairs – Dr. Catherine L. Chan
 Office of the Student Services – Prof. Gina A. Ellorimo
 Office of the Chancellor – Dr. Luzviminda A. Tajos
 Office of the Research, Extension, Innovation, & Commercialization – Dr. Rodolfo T. Aunzo Jr.
 Office of the Admin. & Finance – Dr. Alberto S. Pasana
 Dept. of Teacher Education – Mr. Jonathan A. Joyo
 Dept. of Business Management – Dr. Marjonnell B. Abella-Chan
 Dept. of Arts & Sciences – Mrs. Ma. Lourdes R. Baloro
 Dept. of Information Technology - Mrs. Shiela N. Fuentes
 Dept. of Industrial Engineering - Engr. Fritz F. Lucero
 Dept. of Mechanical Engineering - Engr. Maria Katherine S. Donayre
- 19. Publication Committee**
 Chairperson: Mr. Jonathan A. Joyo
 Members: Dr. Rodolfo T. Aunzo Jr.
 Ms. Fevie A. Garcia
 Dr. Michelle I. Aballe
 Engr. Anna Marie R. De Asis
 Engr. Aurea Anne J. Ele
- 20. Scholarship Committee (Students)**
 Chairperson: Prof. Gina A. Ellorimo
 Co-Chairperson: Dr. Catherine L. Chan
 Member: Mrs. Angelyn F. Hermoso
- 21. Incentives and Awards Committee**
 1) Chancellor or designated representative: Dr. Luzviminda A. Tajos
 2) Finance Officer: Mrs. Danilita C. Eli
 3) Head of the Planning Office: Engr. Alberto S. Pasana
 4) Head Research Development & Extension: Dr. Rodolfo T. Aunzo Jr.
 5) Two (2) Representatives
 (1) Academic Dr. Catherine L. Chan
 (1) Non-Academic Mrs. Fe Daphney C. Ramos
 6) Head, Performance Evaluation Office as Secretary – Engr. Alberto S. Pasana

22. Solid Waste Management Committee

Chairperson: Mr. Stephen Y. Sabenorio
Co-Chairperson: Mr. Armando A. Ellorimo
Member: Engr. Alberto S. Pasana
Mr. Jubelmar T. Buba

23. Multimedia Development Committee

Chairperson: Dr. Catherine L. Chan
Co-Chairperson: Mr. Niño B. Ele
Members: Dr. Michelle I. Aballe
Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe
Prof. Catherine C. Daffon
Engr. Darry Mhei L. Morales

24. Campus Disaster and Risk Reduction Management Committee

Chairperson: Dr. Catherine L. Chan
Co-Chairperson: Mr. Gary T. Morales
Members: Mrs. Susanie B. Aquiles
Mr. Jubelmar T. Buba
Mrs. Rahlyn M. Maraveles
Mr. William C. Surigao

25. Campus Crisis Management Committee

Chairperson: Dr. Luzviminda A. Tajos

Co-Chairperson (Health Com): Dr. Jessica S. Esporlas
Member: Miss Rahlyn M. Maraveles

Co-Chairperson (Safety Com): Engr. Anna Marie R. De Asis
Members: Engr. Darry Mhei L. Morales
Engr. Jhon Rey C. Sardido
Mrs. Jerralyn P. Codilla

Co-Chairperson (Planning Com): Engr. Alberto S. Pasana
Members: Engr. Maria Katherine S. Donayre
Engr. Richard C. Aballe
Dr. Esperanza E. Sumalinog
Prof. Gina A. Ellorimo

Co-Chairperson (Information Com): Mr. Jonathan A. Joyo
Members: Dr. Catherine L. Chan
Mr. Niño B. Ele
Prof. Stephen C. Temporada
Dr. Marjonnell B. Abella-Chan

26. Student Internship Program Committee

Chairperson/Overall Coordinator: Dr. Catherine L. Chan
Members/Program Coordinators: BEED – Dr. Catherine L. Chan
BPED – Prof. Maria Cristina P. Buba
BSED ENGLISH – Dr. Esperanza E. Sumalinog

BSED SCIENCE – Dr. Jessica S. Esporlas
 BSED MATHEMATICS – Mrs. Susanie B. Aquiles
 BSME – Engr. Jhon Rey C. Sardido
 BSIT – Mr. Niño B. Ele
 BSIE – Engr. Anna Marie R. De Asis
 BSAB – Dr. Michelle I. Aballe

B. Individual Faculty/Staff Designations:

1. Dr. Luzviminda A. Tajos - VSU Isabel Chancellor
 Chairperson, Campus Administrative Council
 Chairperson, Campus Academic Council
 Chairperson, Campus Personnel Committee
 Chairperson, Campus Curriculum Review Committee
 Chairperson, Accreditation Committee
 Chairperson, Institutional Evaluation Committee
 Chairperson, Campus Crisis Management Committee
 Head, Quality Assurance Center
 Records Management In-charge, Chancellor's Office
2. Dr. Catherine L. Chan - Director for Academic Affairs
 Campus Secretary
 Head, Office of the Disaster Risk Reduction Management
 Co-Chairperson, Campus Personnel Committee
 Member, Finance Committee
 Member, Bids & Awards Committee
 Chairperson, Disaster and Risk Reduction Management Committee
 Co-Chairperson, Performance Evaluation Committee
 Member, Accreditation Committee
 Co-Chairperson, Honors & Awards Committee (Students)
 Co-Chairperson, Curriculum Review Committee
 Co-Chairperson, Scholarship Committee (Students)
 Chairperson, Multimedia Development Committee
 Member, Campus Crisis Management Committee (Information Com)
 Chairperson, Student Internship Program Committee
 Coordinator, Student Internship Program for BEED
 Records Management In-charge, ODAA
 Section Head, BEEd and BPED
3. Engr. Alberto S. Pasana - Director for Administration & Finance

- Head, Office of the Planning & Infrastructure Management
 Member, Campus Personnel Committee
 Co-Chairperson, Finance Committee
 Co-Chairperson, Housing Committee
 Chairperson, Performance Evaluation Committee
 Chairperson, Grievance Committee
 Member, Accreditation Committee
 Chairperson, Land Use & Mapping Committee
 Member, Institutional Evaluation Committee
 Member, Solid Waste Management
 Co-Chairperson, Campus Crisis Management Committee (Planning Com)
 Record Management In-charge, ODAF
4. Dr. Rodolfo T. Aunzo Jr. - Director for Research, Extension, Innovation, & Commercialization
 Co-Chairperson, Bids and Awards Committee
 Member, Performance Evaluation Committee
 Member, Publication Committee
5. Dr. Esperanza E. Sumalinog - Dean, College of Teacher Education, Arts and Sciences and Agribusiness
 Department Head, Department of Teacher Education
 Section Head, BSED-English
 Head, Office of the Alumni Affairs
 Chairperson, Bids and Awards Committee
 Member, Performance Evaluation Committee
 Member, Accreditation Committee
 Co-Chairperson, Institutional Evaluation Committee
 Member, Curriculum Review Committee
 Member, Socio-Cultural Affairs Committee
 Member, Multimedia Development Committee
 Member, Campus Crisis Management Committee (Planning Com)
 Coordinator, Student Internship Program for BSED English
6. Engr. Richard C. Aballe - Dean, College of Engineering and Technology
 Department Head, Department of Mechanical Engineering
 Chairperson, Student Research Committee for BSME
 Member, BAC TWG
 Member, Performance Evaluation Committee
 Member, Accreditation Committee
 Member, Land Use & Mapping Committee
 Member, Curriculum Review Committee
 Member, Multimedia Development Committee
 Member, Campus Crisis Management

- Committee (Planning Com)
Research Coordinator, DME
7. Dr. Michelle I. Aballe - Head, Department of Business Management
Research Coordinator, DBM
Co-Chairperson, IGP Board of Management
Member, Publication Committee
Member, Multimedia Development Committee
Coordinator, Student Internship Program for BSAB
8. Prof. Catherine C. Daffon - Head, Department of Arts and Sciences
Campus Research Head
Member, Multimedia Development Committee
9. Engr. Darry Mhei L. Morales - Head, Department of Industrial Engineering
Head, Office of the Procurement
Chairperson, BAC Secretariat
Member, Multimedia Development Committee
Extension Coordinator, DIE
Member, Campus Crisis Management Committee
(Safety Com)
Records Management In-charge, Procurement Office
10. Mr. Niño B. Ele - Head, Department of Information Technology
Head, Student Research Committee for BSIT
Head, Office of the Media and Information Systems and Technology
Member, Land Use & Mapping Committee
Member, BAC TWG
Member, Institutional Evaluation Committee
Co-Chairperson, Multimedia Development Committee
Coordinator, Student Internship Program for BSIT
Research Coordinator, Department of Information Technology
In charge, Computer Equipment Maintenance
Member, Campus Crisis Management Committee (Information Com)
11. Prof. Gina A. Ellorimo - Head, Office of the Records & Archives
Head, Office of the Student Services
Acting Guidance Counselor
Member, Bids and Awards Committee
Member, Housing Committee
Co-Chairperson, Grievance Committee
Chairperson, Scholarship Committee (Students)
Member, Honors and Awards Committee (Students)

		Member, Campus Crisis Management Committee (Planning Com) Record Management In-charge (OSS)
12. Dr. Jessica S. Esporlas	-	Chief, Office of the Health Services Section Head, BSED-Science and BSED Mathematics Alternate Member, BAC Co-Chairperson, Accreditation Committee Chairperson, Honors & Awards Committee (Students) Co-Chairperson, Campus Crisis Management Committee (Health Com) Coordinator, Student Internship Program for BSED Science Research Coordinator, DTE
13. Mrs. Susanie B. Aquiles	-	Head, Office of the Gender & Development Member, Honors & Awards Committee (Students) Member, Socio-Cultural Affairs Committee Member, Disaster & Risk Reduction Committee Coordinator, Student Internship Program for BSED Mathematics College-Based Guidance Facilitator (College of Teacher Education, Arts & Sciences & Agribusiness)
14. Mrs. Fevie A. Garcia	-	Campus Librarian Member, Publication Committee Member, BAC Secretariat
15. Mr. Jubelmar T. Buba	-	Head, Office of the Income Generating Project Project In-Charge, Timber Wood, Coconut, Apartelle, Social Hall, and Gymnasium Project In-Charge, Mango and Other Crops Production Member, BAC TWG Chairperson, IGP Board of Management Member, Disposal Committee Co-Chairperson, Land Use & Mapping Committee Member, Solid Waste Management Committee Member, Disaster & Risk Reduction Committee Member, Socio-Cultural Affairs Committee
16. Prof. Maria Cristina P. Buba	-	Head, Office of the Sports, Culture and the Arts Affairs Chairperson, Socio-Cultural Affairs Committee Coordinator, Student Internship Program for BPED Coordinator, VSU-Isabel Band

17. Engr. Anna Marie R. De Asis - Research Coordinator, Department of Industrial Engineering
Member, Bids & Awards Committee
Member, Publication Committee
Co-Chairperson, Campus Crisis Management Committee (Safety Com)
Coordinator, Student Internship Program for BSIE
18. Mr. Ramon F. Samante Jr. - Campus Extension Head
Member, BAC Secretariat
Chairperson, Housing Committee
Campus Statistician
19. Engr. Aurea Anne J. Ele - Secretary, College of Engineering and Technology
Member, Publication Committee
20. Mrs. Danilita C. Eli - Head, Office of the Finance
Campus Accountant
Head, Finance Section
Chairperson, Finance Committee
Member, IGP Board of Management
Record Management In-charge (Accounting Office)
21. Mr. Armando A. Ellorimo - Head, Office of the General Services
Member, Land Use & Mapping Committee
Member, BAC TWG
Member, Socio-Cultural Affairs Committee
Ground & Landscape Services in charge
Co-Chairperson, Solid Waste Management Committee
Chairperson, Repair & Maintenance (Electricity/ Building/Plumbing & Equipment)
In charge, Ground and Landscape Maintenance Services
22. Mrs. Emely A. Galler - Head, Office of the Supply and Property Management
Campus Budget Officer
Co-Chairperson, BAC Secretariat
Member, Finance Committee
Chairperson, Disposal Committee
Member, IGP Board of Management
Records Management In-charge (Supply/ Property Office)
23. Mrs. Sharymae R. Gonzaga - Campus, Cashier
Records Management In-charge (Cashier's Office)
Member, BAC TWG

24. Mrs. Angelyn F. Hermoso - Campus Registrar
Member, Bids and Awards Committee
Member, Honors and Awards Committee
Record Management In-charge (Registrar's Office)
Member, Scholarship Committee (Students)
25. Mr. Jonathan A. Joyo - Adviser, Artisans (Student Publication)
NSTP Coordinator
Member, BAC Secretariat
Records Management in charge, DTE
Secretary, College of Teacher Education, Arts and Sciences and Agribusiness
Chairperson, Publication Committee
Co-Chairperson, Campus Crisis Management Committee (Information Com)
GAD Coordinator
Extension Coordinator, Department of Teacher Education
26. Engr. Maria Reynaflor A. Licardo - College-Based Guidance Facilitator (College of Engineering & Technology)
27. Mrs. Fe Daphney C. Ramos - Head, Office of the Human Resource Management
Member, Campus Personnel Committee
Member, Finance Committee
Member, Grievance Committee
Member, Bids and Awards Committee
Records Management In-charge, HRMO
GAD Coordinator
28. Mr. Gerry G. Sumalinog - In Charge, Electrical Maintenance
In Charge, Plumbing Maintenance
Member, Housing Committee
29. Mr. William C. Surigao- Chief, Security Officer
Member, Disaster & Risk Reduction Committee
30. Dr. Marjonnell B. Abella-Chan - Co-Chairperson, IGP Board of Management
Records Management In-charge, DBM
Member, BAC Secretariat
Member, Campus Crisis Management Committee
(Information Com)
31. Prof. Stephen C. Temporada - Member, Housing Committee
Research Coordinator, Department of Arts & Sciences
Member, Campus Crisis Management Committee (Information Com)
Alternate Member, BAC

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| 32. Mrs. Lecil N. Managbanag | - | Extension Coordinator, Department of Business Management
Member, Housing Committee
Member, Disposal Committee
Member, BAC Secretariat |
| 33. Mrs. Ma. Lourdes R. Baloro | - | Extension Coordinator, Department of Arts & Sciences
Records Management In-charge, DAS
Alternate Member, BAC |
| 34. Engr. Jhon Rey C. Sardido | - | Extension Coordinator, Department of Mechanical Engineering
Member, Land Use and Mapping Committee
Member, Campus Crisis Management Committee (Safety Com)
Coordinator, Student Internship Program for BSME |
| 35. Mr. Sammy L. Bastes | - | Compliance Officer for Privacy (COP)
Extension Coordinator, DIT
Member, Campus Personnel Committee |
| 36. Engr. Maria Katherine S. Donayre- | | Member, BAC TWG
Records Management In-charge, DME
In charge, Electrical Maintenance Services
Member, Campus Crisis Management Committee (Planning Com) |
| 37. Mrs. Joy B. Pales | - | Member, Disposal Committee |
| 38. Engr. Paul Julius L. Deso-Asido - | | Member, Land Use and Mapping Committee |
| 39. Engr. Llonel A. Barrientos | - | Assistant Head, Office of the Planning & Infrastructure Management
In charge, Building & Housing Maintenance Services
Member, Land Use and Mapping Committee
Member, BAC TWG |
| 40. Engr. Kenneth C. Requitillo | - | Campus Innovation Head
GAD Coordinator
Member, Land Use and Mapping Committee |
| 41. Mrs. Shiela N. Fuentes | - | Records Management In-charge, DIT |
| 42. Mrs. Fritzie F. Lucero | - | Records Management In-charge, DIE |
| 43. Mr. Gary T. Morales | - | Campus Driver
Co-Chairperson, Disaster & Risk Reduction Committee |
| 44. Mrs. Rahlyn M. Maraveles | - | Member, Disaster & Risk Reduction Committee |

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| | | Clinic in charge
Member, Campus Crisis Management
Committee (Health Com) |
| 45. Mrs. Florabel V. Abrahan | - | Member, BAC TWG
Member, Socio-Cultural Affairs Committee |
| 46. Mrs. Jerralyn P. Codilla | - | Member, Campus Crisis Management
Committee (Safety Com) |
| 47. Mr. Kimkim S. Zabate | - | Campus Sports Coordinator
Coordinator, VSU-Isabel Dance Troupe
Co-Chairperson, Socio-Cultural Affairs
Committee |
| 48. Mr. Stephen Y. Sabenorio | - | Chairperson, Solid Waste Management
Committee |
| 49. Mrs. Jheanne T. Lubiano | - | Campus Commercialization and External Affairs
Head |
| 50. Mrs. Jasmin C. Bayot | - | Member, BAC TWG |
| 51. Miss Razil R. Sevenorio | - | Member, Socio-Cultural Affairs Committee |

This Memorandum supersedes all previous issuances by this office or by the Chancellor of VSU Isabel on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
 President

cc: VSU-Isabel Campus
 OVPAA
 OVPAF
 OPVPREI
 OVPPRGAS
 Records, VSU-IC
 Records, VSU-Main
 Departments/Offices-VSU-IC
 File