



10 September 2018

**MEMORANDUM No. 326**

Series of 2018

**TO: Chairpersons, AAACU Local Working Committees**

Dr. Victor B. Asio	Review of Abstracts Committee
Prof. Francisco G. Gabunada	Accommodation Committee
Mr. Daniel M. Tudtud, Jr.	Food Committee
Engr. Marlón G. Burlas	Transportation Committee
Dr. Othello B. Capuno	Exhibits Committee/Field Trip Committee
Engr. Mario P. Valenzona	Venue Preparation & Restoration
Prof. Jesusito L. Lim	Socials Committee
Dr. Ma. Juliet C. Ceniza	Reception Committee
Mr. Ulderico B. Alviola	Publicity & Live Streaming Committee
Dr. Christina A. Gabrillo	Documentation & Proceedings
Engr. Sean O. Villagonzalo	Multimedia Committee
Engr. Apolonio M. Encierto	Lights and Sounds Committee
Ms. Louella C. Ampac	Finance Committee
Dr. Suzette B. Lina	Secretariat
Dr. Jose L. Bacusmo	Field Trip Committee

**RE: Submission of Cost Estimate**

To ensure effective planning for the success of VSU's hosting of the 22<sup>nd</sup> Biennial Conference and General Assembly, you are requested to submit realistic cost estimate of the activities of your respective committee. This is to give the Steering Committee an idea to allocate budget and evaluate what activities are affordable. You shall submit the estimate on Sept. 13, 2018 to the Office of the President.

For your cooperation.

  
**EDGARDO E. TULIN**  
President