

Office of the President

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10 September 2018

MEMORANDUM No. 326
Series of 2018

TO: Chairpersons, AAACU Local Working Committees

Dr. Victor B. Asio

Prof. Francisco G. Gabunada

Mr. Daniel M. Tudtud, Jr.

Engr. Marlon G. Burlas

Dr. Othello B. Capuno

Engr. Mario P. Valenzona

Prof. Jesusito L. Lim

Dr. Ma. Juliet C. Ceniza

Mr. Ulderico B. Alviola

Dr. Christina A. Gabrillo

Engr. Sean O. Villagonzalo

Engr. Apolonio M. Encierto

Ms. Louella C. Ampac

Dr. Suzette B. Lina

Dr. Jose L. Bacusmo

Review of Abstracts Committee

Accommodation Committee

**Food Committee** 

Transportation Committee

Exhibits Committee/Field Trip Committee

Venue Preparation & Restoration

Socials Committee

**Reception Committee** 

Publicity & Live Streaming Committee

**Documentation & Proceedings** 

Multimedia Committee

Lights and Sounds Committee

**Finance Committee** 

Secretariat

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.

Vision: A globally competitive university for science, technology, and environmental conservation Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.