



VISAYAS STATE UNIVERSITY

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Philippines

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Office of the President

October 5, 2012

MEMORANDUM NO. 271

Series of 2012

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 Dean, 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 June 1, 2012 until May 31, 2013 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Academic Personnel Board (APB)

Chairperson: Prof. Luzviminda A. Tajos
Members: Prof. Amelia L. Deso-Asido
Prof. Ma. Cecilia L. Tarroza
Prof. Pedro M. Vallar
Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Efrim L. Calixtro

2. Non-Academic Personnel Board (NAPB)

Chairperson: Ms. Myrna A. Rojas
Members: Prof. Luzviminda A. Tajos
Ms. Gloria C. German
Mrs. Gina A. Ellorimo
Mrs. Queen-Ever Y. Atupan

3. Finance Committee

Chairperson: Mrs. Queen-ever Y. Atupan
Members: Ms. Myrna A. Rojas
Prof. Luzviminda A. Tajos
Mr. Jubelmar T. Buba
Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Efrim L. Calixtro

4. IGP Board of Management

Chairperson: Prof. Nerissa M. Suazo
Vice-Chairperson: Mrs. Queen-ever Y. Atupan
Members: Prof. Pedro M. Vallar
Mr. Jubelmar T. Buba

5. **Bids and Awards Committee**
Chairperson Ms. Myrna A. Rojas
Vice-Chairperson: Mr. Jubelmar T. Buba
Members Prof. Nerissa M. Suazo
 Prof. Pedro M. Vallar
 Mrs. Joy B. Pales

6. **Housing Committee**
Chairperson: Prof. Ma. Cecilia L. Tarroza
Vice Chairperson: Mr. Jubelmar T. Buba
Members: Mr. Gerry G. Sumalinog
 Mrs. Queen-ever Y. Atupan
 Mrs. Gina A. Ellorimo
 Mr. Ramon F. Samante, Jr.

7. **Research and Extension Committee**
Chairperson: Ms. Catherine L. Corcino
Members: Prof. Esperanza E. Sumalinog
 Prof. Efrim L. Calixtro
 Engr. Alberto S. Pasana
 Dr. Edwin A. Balbarino

8. **Performance Evaluation Committee**
Chairperson: Prof. Luzviminda A. Tajos
Members: Mrs. Gina A. Ellorimo
 Ms. Myrna A. Rojas
 Mrs. Ma. Cecilia L. Tarroza
 Prof. Pedro M. Vallar
 Mrs. Joy B. Pales

9. **Grievance Committee**
Chairperson: Ms. Myrna A. Rojas
Vice Chairperson: Mrs. Gina A. Ellorimo
Members: Prof. Pedro M. Vallar
 Mr. Jubelmar T. Buba
 Prof. Mariano D. Ruizo

Secretary (Non-voting Member): Prof. Ma. Cecilia L. Tarroza

10. **Disposal Committee**
Chairperson: Ms. Dominga P. Villarmino
Vice Chairperson: Prof. Nerissa M. Suazo
Members: Mr. Jubelmar T. Buba
 Prof. Mariano D. Ruizo
 Prof. Esperanza E. Sumalinog
 Engr. Alberto S. Pasana
 Mr. Efrim L. Calixtro
 Mrs. Joy B. Pales

11. **Accreditation Committee**
Chairperson: Prof. Luzviminda A. Tajos
Vice-Chairperson: Dr. Edwin A. Balbarino
Members: Prof. Esperanza E. Sumalinog
 Prof. Efrim L. Calixtro
 Engr. Alberto S. Pasana
 Ms. Myrna A. Rojas
 Ms. Catherine L. Corcino

12. **Land Use and Mapping Committee**
Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Ms. Myrna A. Rojas
Members: Mr. William C. Surigao

Ms. Dominga P. Villarmino
Mr. Rodrigo C. Bregildo
Mr. Armando A. Ellorimo
Engr. Alberto S. Pasana

13. Honors and Awards Committee

Chairperson: Prof. Amelia L. Deso-Asido
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Prof. Luzviminda A. Tajos
Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Efrim L. Calixtro
Prof. Pedro M. Vallar
Mr. Armando A. Ellorimo
Ms. Gloria C. German

14. PASUC Evaluation Committee

Chairperson: Dr. Alberto L. Carillas
Vice-Chairperson: Prof. Luzviminda A. Tajos
Members: Prof. Ma. Cecilia L. Tarroza
Ms. Myrna A. Rojas
Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Efrim L. Calixtro

15. Curriculum Committee

Chairperson: Prof. Luzviminda A. Tajos
Members: Prof. Esperanza E. Sumalinog
Prof. Efrim L. Calixtro
Engr. Alberto S. Pasana

16. Socio-Cultural Committee

Chairperson: Prof. Maria Cristina P. Buba
Members: Prof. Anita C. Vallar
Mrs. Queen-ever Y. Atupan
Mrs. Virginia S. Cobacha
Mrs. Jessica S. Esporlas
Mr. Sammy L. Bastes
Prof. Ma. Cecilia L. Tarroza
Mrs. Verna Joy U. Sajorda
Mrs. Susanie B. Aquiles
Engr. Ma. Reynaflor A. Licardo

17. Repair and Maintenance (Electricity/Building/Plumbing & Equipment)

Electricity in-charge	Engr. Maria Katherine S. Donayre
Technical Consultant	Engr. Alberto S. Pasana
Building Maintenance	Mr. Armando A. Ellorimo
Pest Control/Bldg. in-charge	Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance	Mr. Gerry G. Sumalinog
Computer Equipment	Mr. Sammy L. Bastes

18. Records Management In-charge/s

Chairperson: Ms. Myrna A. Rojas
Members: HRMDO – Ms. Herma A. Canonigo
Registrar's Office – Ms. Gloria C. German
Accounting Office – Mrs. Queen-ever Y. Atupan
Cashier's Office – Ms. Fe Daphney D. Cagang
Supply/Property Office – Ms. Dominga P. Villarmino
Office of Instruction – Prof. Luzviminda A. Tajos
Teacher Educ. Dept. – Mr. Stephen C. Temporada
Engineering Dept. – Mrs. Carocel A. Galler

19 Publication Committee

Chairperson:

Members:

Ms. Catherine L. Corcino
 Prof. Luzviminda A. Tajos
 Prof. Esperanza E. Sumalinog
 Prof. Efrim L. Calixtro
 Engr. Alberto S. Pasana
 Engr. Ana Marie R. De Asis
 Mrs. Michelle I. Aballe

20 Incentives and Awards Committee

- 1) Dean or designated representative
- 2) Finance Officer
- 3) Head of the Planning
- 4) Head Research & Extension
- 5) Two (2) Representative
 - (1) Academic
 - (1) Non-Academic
- 6) Head, Performance Evaluation Office as Secretary

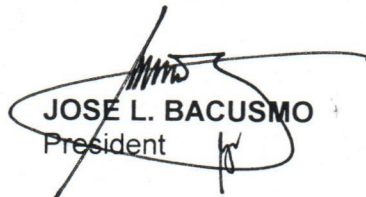
B. Individual Faculty/Staff Designations:

- | | | | |
|-----|---------------------------------|---|--|
| 1. | Prof. Luzviminda A. Tajos | - | Head, Office of Instruction
Head, Accreditation Center |
| 2. | Ms. Myrna A. Rojas | - | Head, Administrative & Finance
Services Office |
| 3. | Dr. Edwin A. Balbarino | - | Human Resource Management Officer |
| 4. | Mr. Jubelmar T. Buba | - | Head, Extension Section |
| | | - | Head, Planning & Resource Generation
Office |
| | | - | Project In-Charge, Timber Wood, Coconut |
| | | - | Project In-Charge, Egg Production |
| 5. | Ms. Catherine L. Corcino | - | Head, Publication and Information Office |
| | | - | Head, Research Development and Extension
Office |
| | | - | College Secretary |
| 6. | Mr. Ramon F. Samante, Jr. | - | Head, Research Section |
| 7. | Prof. Maria Cristina P. Buba | - | Head, Office of the Culture & Arts |
| | | - | Dance Troupe In-Charge |
| 8. | Mrs. Gina A. Ellorimo | - | Head, Office of Student Affairs |
| 9. | Prof. Esperanza E. Sumalinog | - | Head, Department of Teacher Education |
| | | - | Head, Alumni Affairs Office |
| 10. | Prof. Efrim L. Calixtro | - | Head, Department of Business
Management |
| 11. | Engr. Alberto S. Pasana | - | Head, Department of Engineering |
| 12. | Engr. Ma. Reynaflor A. Licardo | - | Engineering Section Head of the
Department of Engineering |
| | | - | Choir In-Charge |
| 13. | Mrs. Carocel A. Galler | - | ICT Section Head, Department of
Engineering |
| | | - | Secretary, Department of Engineering |
| 14. | Prof. Ma. Cecilia L. Tarroza | - | Head, Elementary Education Section |
| | | - | Extension Coordinator, Department of
Teacher Education |
| 15. | Mr. Nolan Federico T. Monserate | - | Head, Secondary Education Section |
| 16. | Mr. Stephen C. Temporada | - | Secretary, Department of Teacher Education |
| 17. | Mrs. Michelle I. Aballe | - | Secretary, Department of Business
Management |
| 18. | Mrs. Queen-ever Y. Atupan | - | Finance and Budget Officer |

- | | | | |
|-----|-----------------------------|---|--|
| 19. | Mr. Armando A. Ellorimo | - | Head, General Services Office |
| 20. | Prof. Nerissa M. Suazo | - | Income Generating Project Officer |
| | | - | Research Coordinator, Department of Business Management |
| 21. | Miss Arianne Mae C. Vallar | - | Medical Officer/Primary Health Care Officer |
| 22. | Prof. Wilma S. Abordo | - | Project In-Charge, Crop Production |
| | | - | Project In-Charge, Mango |
| 23. | Dr. Alberto L. Carillas | - | Sports Coordinator |
| | | - | Research Coordinator, Department of Teacher Education |
| 24. | Prof. Pedro M. Vallar | - | Head, NSTP |
| 25. | Mrs. Editha J. Ablen | - | Internal Control Officer |
| 26. | Prof. Anita C. Vallar | - | Extension Coordinator, Department of Business Management |
| 27. | Engr. Anna Marie R. De Asis | - | Research Coordinator, Department of Engineering |
| 28. | Prof. Amelia L. Deso-Asido | - | Extension Coordinator, Department of Engineering |

All office orders/memoranda previously issued by this office or by the Dean of VSU-Isabel are hereby revoked.

Please be guided accordingly.


JOSE L. BACUSMO
 President

cc: VSU-Isabel Campus
 OVPI
 OVPAF
 OVPRE
 OVPPRG
 OUS
 Deans
 Directors
 Registrar
 USSO
 HRMDO
 Accounting
 COA
 Cash
 Records, VSU-IC
 Records, VSU-Main
 Departments/Offices-VSU-IC
 File