



7 June 2018

MEMORANDUM CIRCULAR NO. 43

Series of 2018

T O: All Concerned

R E: Working Committees for the Regional Abaca Summit 2018

The Visayas State University will be hosting the Regional Abaca Summit on June 20-21, 2018 at the RDE Hall. We are expecting around 300 participants from different government agencies, the private sector, and abaca farmers of Region 8. To ensure the success of the Summit activities, different working committees are created.

Attached is the list of working committees and their respective functions/responsibilities. The Chairpersons are requested to meet with their respective committees to plan and discuss their assigned tasks.

Please be guided accordingly.


EDGARDO E. TULIN
President

Regional Abaca Summit 2018
June 20-21, 2018, RDE Hall, OVPRE, VSU

| COMMITTEES | FUNCTIONS |
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| <p>1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chairperson: Dr. Feliciano G. Sinon Members: Hon. Imelda U. Tan (LGU-Sogod) Dr. Vilma M. Patindol (ATI-RTC 8) Engr. Wilardo O. Sinahon (PhilFIDA 8) Engr. Edgardo Esperancilla (DOST 8) Atty. Cipriano G. Santiago (DA 8) Atty. Crizaldy M. Barcelo (DENR 8) Dir. Cynthia Nierras (DTI 8) Dr. Prose Ivy G. Yepes (SLSU) Dr. Rolando A. Delorino (UEP) Dr. Christina A. Gabrillo (DDC)</p> | <p>1. Plan for the smooth implementation of the Regional Abaca Summit activities. 2. Oversee the implementation of all activities during the Regional Abaca Summit. 3. Make funds available for the Regional Abaca Summit activities.</p> |
| <p>2. PROGRAM & INVITATION Chairperson: Dr. Christina A. Gabrillo Co-Chairperson: Engr. Wilardo O. Sinahon Members: Dr. Evelyn Tablante (DOST 8) Dr. Jedess Miladel N. Salomon Ms. Jo-Ann S. Managbanag Ms. Jovelyn G. Jacobe Ms. Maria Zaida A. Flores</p> | <p>1. Prepare the Regional Abaca Summit program. 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm farmers' forum speakers. 4. Assist in the design of invitation, t-shirts, tokens, certificates, plaques, etc. 5. Prepare IDs, plaques, certificates and tokens.</p> |
| <p>3. HALL AND STAGE PREPARATION AND RESTORATION Chairperson: Prof. Mario E. Baliad Co-Chairperson: Mr. Felix L. Ocon Member: Engr. Mario Lilio Valenzona</p> | <p>1. Coordinate with the program committee on the arrangement of tables and chairs. 2. Prepare the RDE Hall for the Regional Abaca Summit. 3. Decorate the stage and install backdrop. 4. Restore the Hall after the completion of the activity.</p> |
| <p>4. ACCOMMODATION Chairperson: Prof. Francisco G. Gabunada, Jr. Co-Chairperson: Prof. Argina M. Pomida Members: Ms. Rhodora Soco (ATI-RTC 8) Ms. Honey Sofia V. Colis Ms. Josefina M. Larrosa Ms. Robelyn T. Piamonte Ms. Maria Zaida A. Flores</p> | <p>1. Coordinate with the program committee regarding the number and names of guests requiring accommodation. 2. Arrange with accommodation facilities available at VSU. 3. Get contact numbers of potential accommodation such as lodging houses and hotels in the nearby areas in Baybay City. 4. Arrange with the Dean of Students on the possibility of using student dormitories as potential accommodation for farmer-participants.</p> |
| <p>5. RECEPTION AND USHERING Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Prof. Flora Mia Y. Duatin Members: NARC Tissue Culture Laboratory Staff Ms. Teresa Yepes (DOST 8) Ms. Rosemary Fevidal (PhilFIDA 8)</p> | <p>1. Arrange/inquire with the program committee regarding arrival of guests and visitors. 2. Plan on how the process of reception will be implemented. 3. Meet and guide guests to their respective accommodation.</p> |

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| Ms. Judith Paredes (CA-Ormoc) | <ol style="list-style-type: none"> 4. Welcome and usher guests and participants to their respective seats (RDE Hall). 5. Prepare ribbons, leis, etc. for the guests. |
| 6. PUBLICITY /DOCUMENTATION & LIVE STREAMING Chairperson: Mr. Ulderico B. Alviola Co-Chairperson: Mr. Jed Asaph D. Cortes Members: Staff Radio Station DYDC FM & DYSL Videography: Mr. Genaro Godoy News Gathering: Ms. Isabelle Amora Live Streaming: Mr. Norman Villas | <ol style="list-style-type: none"> 1. Prepare publicity materials such as streamers/tarpaulin, posters, etc. 2. If possible, prepare video or radio plugs for abaca summit promotion and advertisements. 3. Promote the summit through social media, radio or any other means. |
| 7. DESIGN OF SUMMIT SIGNAGE/SOUVENIR ITEMS Chairperson: Mr. Jed Asaph D. Cortes Co-Chairperson: Mr. Kim Kenneth Roca Members: Dr. Jedess Miladel N. Salomon Ms. Jade Moreno Ms. Bethel John L. Sinon (ATI-RTC 8) | <ol style="list-style-type: none"> 1. Make the cover/layout/design of souvenir program. 2. Make the design of abaca summit T-shirt. 3. Make the design of ID ready for printing. 4. Make the design of summit tags for kits. 5. Make the design of tarpaulin (2 pcs. Welcome, 1 pc. Backdrop, 2 pcs. Motorcade) ready for printing. 6. Make the design for projector ppt. template. |
| 8. DOCUMENTS & PROCEEDINGS Chairperson: Dr. Christina A. Gabrillo Co-Chairperson: Dr. Jedess Miladel N. Salomon Members: Ms. Jo-Ann S. Managbanag Ms. Pauline Caintic Ms. Claudine Gica Mr. Rey Martin Reoma Mr. Genaro Godoy Mr. Nestor Morales (SLSU) | <ol style="list-style-type: none"> 1. Arrange with the program committee on the schedule of activities. 2. Prepare equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event. 3. Assign and record activities for the entire proceedings. 4. Encode and transcribe data from recorded information. 5. Hire and instruct full-time personnel (JO) for drafting of the proceedings. 6. Prepare final draft of proceedings for printing. |
| 9. TRANSPORTATION OF PARTICIPANTS AND GUESTS Chairperson: Engr. Marlon Burlas Co-Chairperson: Mr. Remegio Sanico Members: Mr. Cielo F. Senara Mr. Mario Rom Mr. George Nuñez (ATI-RTC 8) Mr. Benjie Rodriguez (PhilFIDA 8) Engr. Feliciano Malaki, Jr. (OPA- So. Leyte) | <ol style="list-style-type: none"> 1. Arrange with the program committee regarding number of participants, schedule of arrival, and point of arrival. 2. Make arrangement for transportation of speakers, guests, officials and staff before, during and after the event. 3. Arrange Trip Tickets, requests for gasoline/diesel and give instructions to the drivers on trips and specific persons to ferry. 4. Manage the provision of transportation when and where it is needed. |
| 10. LIGHTS, SOUND SYSTEM, AV EQUIPMENT Chairperson: Engr. Apolonio Encierto Co-Chairperson: Engr. Sean Villagonzalo | <ol style="list-style-type: none"> 1. Provide quality audio visual support for the summit Opening Program, Symposium, Dinner/Socials and Business Meeting. |

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| <p>Members:</p> <p>Mr. Clementino Borela</p> <p>Mr. Jerome Godoy</p> <p>Mr. Jerry Posas</p> <p>Mr. Allen Conde</p> <p>Mr. Roland Tan</p> | <ol style="list-style-type: none"> 2. Provide at least 3 microphones with stands in the summit venue. 3. Restore properly all equipment after the event. 4. Secure/arrange back-up power generator in case of brown-out. |
| <p>11. STAKEHOLDERS FORUM/MOA SIGNING AND PREPARATION</p> <p>Chairperson: Dr. Romel Armecin</p> <p>Co-Chairperson: Ms. Ida Quartela (PhilFIDA 8)</p> <p>Members:</p> <p>Mr. Nestor Bonotan</p> <p>Mr. Reynaldo Golo (LGU-Sogod)</p> <p>Dr. Jedess Miladel N. Salomon</p> | <ol style="list-style-type: none"> 1. Plan on how the forum will be conducted. 2. Invite panelists for the forum. 3. Provide name/table tags for resource persons. 4. Facilitate the question and answer portion of the forum. 5. Manage the over-all conduct of the activity. |
| <p>12. FOOD COMMITTEE</p> <p>Chairperson: Ms. Maria Zaida Flores</p> <p>Co-Chairperson: Ms. Josefina M. Larrosa</p> <p>Members:</p> <p>Ms. Concepcion B. Miro (ATI-RTC 8)</p> <p>Ms. Robelyn T. Piamonte</p> <p>Ms. Jovelyn G. Jacobe</p> <p>Ms. Jo-Ann S. Managbanag</p> <p>Ms. Elena P. Siddiqui (CAO-Baybay)</p> | <ol style="list-style-type: none"> 1. Arrange with the Steering Committee on budget for meals and snacks. 2. Make requests for processing of PhilGeps and canvass for caterer. 3. Arrange with winning caterer on menu and schedule of meals for participants, guests and visitors. 4. Arrange with the caterer to prepare snacks for the participants, guests and visitors. 5. Assign volunteers to assist during the distribution of snacks. |
| <p>13. EXHIBITS AND DISPLAY OF ABACA PRODUCTS</p> <p>Chairperson: Dr. Jedess Miladel N. Salomon</p> <p>Co-Chairperson: Ms. Adelina O. Carreno</p> <p>Members:</p> <p>Ms. Jo-ann S. Managbanag</p> <p>Mr. Felix L. Ocon</p> <p>Mr. Julito Abihay (LGU-Sogod)</p> <p>Ms. Elizabeth Arinto (PhilFIDA 8)</p> <p>Ms. Maria Elena Mendoza (CAO-Ormoc)</p> <p>CAO-Baybay</p> | <ol style="list-style-type: none"> 1. Plan and layout where and how the exhibits will be arranged. 2. Coordinate with exhibitors. 3. Ensure the putting up of the exhibits before the start of the Summit. 4. Give specific guidelines for the exhibits. |
| <p>14. DINNER AND SOCIALS</p> <p>Chairperson: Prof. Jesusito L. Lim</p> <p>Co-Chairperson: Ms. Judith Paredes (CAO-Ormoc)</p> <p>Members:</p> <p>Prof. Flora Mia Y. Duatin</p> <p>Ms. Concepcion B. Miro (ATI-RTC 8)</p> | <ol style="list-style-type: none"> 1. Contact caterer and follow-up to prepare food for dinner and cocktails during the socials. 2. Plan for the socials night. 3. In-Charge of the activities during the socials such as assigning MCs, speakers and presentations. 4. Arrange with people in-charge to provide intermissions. 5. Prepare paraphernalia such as tokens, plaques, give aways, etc. . . if necessary. |
| <p>15. TOKEN AND CERTIFICATES</p> <p>Chairperson: Dr. Jedess Miladel N. Salomon</p> <p>Co-Chairperson: Mr. Jed Asaph D. Cortes</p> <p>Members:</p> <p>Ms. Jo-Ann S. Managbanag</p> <p>Mr. Felix L. Ocon</p> | <ol style="list-style-type: none"> 1. Arrange with the program committee on the needed tokens, certificates, plaques, etc. 2. Arrange with the Design Committee on the design of certificates, plaque, and other tokens. |

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| Mr. Augusto A. Barba II (PSPI) | 3. Prepare certificates and tokens for participants, guest speaker, resource persons and facilitators. |
| 16. REGISTRATION COMMITTEE/Secretariat Chairperson: Ms. Hazel Taganas (ATI-RTC 8) Co-Chairperson: Ms. Belinda S. Lagrama (PhilFIDA 8) Members: Ms. Pauline Caintic Ms. Maria Verjie Subere Ms. Fatima Estrosas Ms. Elmira Bañoc Ms. Ina Mae Sto. Tomas Ms. Jovelyn G. Jacobe NACR TCL Staff | 1. Plan and prepare documents and materials needed for the Secretariat. 2. In-charge of the registration of participants. 3. Secure proper documentation of attendance of participants. 4. Prepare the needed kits for distribution to the participants. 5. Submit filled-out documents to the documentation committee. |
| 17. EDUCATIONAL TOUR Chairperson: Dr. Romel B. Armecin Co-Chairperson: Ms. Concepcion B. Miro (ATI-RTC 8) Members: Ms. Mary Grace G. Tandayag (SPMI) Dr. Marlito Bande Mr. Felix Ocon Ms. Jenny Rose Ang-og Ms. Jo-Ann Managbanag | 1. Plan and finalize the destination of the tour. 2. Coordinate with the Transportation Committee on the vehicles for the tour. 3. Assign/act as tour guides. |
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