



Visayas State University

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Philippines

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Office of the President

19 September 2013

MEMORANDUM NO. 239

Series of 2013

- T O: All Concerned VSU-Isabel Faculty and Staff**
- R E: Reconstitution of Standing Committees and Individual Faculty Designations of VSU-Isabel Campus**

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Campus 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 immediately until May 31, 2014 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
Mr. Pedro M. Vallar
Prof. Esperanza E. Sumalinog
Engr. Alberto S. Pasana
Prof. Nerissa M. Suazo
Ms. Myrna A. Rojas (Secretary)

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. Nerissa M. Suazo

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
Ms. Dominga P. Villarmino

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: Dr. Edwin A. Balbarino
Prof. Esperanza E. Sumalinog
Prof. Nerissa M. Suazo
Engr. Alberto S. Pasana

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
	Prof. Ma. Cecilia L. Tarrosa (Secretary, Non-voting Member)

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
	Prof. 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. Nerissa M. Suazo
	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. Nerissa M. Suazo
	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. Nerissa M. Suazo

15. Curriculum Committee

Chairperson: Prof. Luzviminda A. Tajos
 Members: Prof. Esperanza E. Sumalinog
 Prof. Nerissa M. Suazo
 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*)

Chairperson: Mr. Armando A. Ellorimo
 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. Mryna A. Rojas
 Members: HRMDO: Ms. Angelyn F. Hermoso
 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.: Mrs. Guada Fe F. Velmonte
 Engineering Dept.: Mrs. Carocel A. Galler

Agribusiness Dept.: Mrs. Michelle I. Aballe

19. Publication Committee

Chairperson: Ms. Catherine L. Corcino
 Members: Prof. Luzviminda A. Tajos
 Prof. Esperanza E. Sumalinog
 Prof. Nerissa M. Suazo
 Engr. Alberto S. Pasana
 Engr. Ana Marie R. De Asis
 Mrs. Michelle I. Aballe

20. Scholarship Committee

Chairperson: Prof. Luzviminda A. Tajos
 Member: Mrs. Gina A. Ellorimo
 Miss Catherine L. Corcino
 Miss Fe Daphney D. Cagang
 Prof. Esperanza E. Sumalinog (Secretary)

21. Incentives and Awards Committee

- 1) Dean or designated representative
- 2) Finance Officer
- 3) Head of the Planning
- 4) Head of Research and 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
 - Chairperson, Scholarship Committee
2. Ms. Myrna A. Rojas
 - Head, Administrative & Finance Services Office
 - Human Resource Management Officer
3. Mr. Ramon F. Samante, Jr.
 - Head, Extension Section
4. Mr. Jubelmar T. Buba
 - 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
 - Adviser, Greenleaves (Student

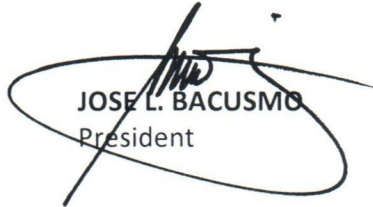
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| <p>6. Ms. Marjonnell B. Abella</p> <p>7. Mrs. Gina A. Ellorimo</p> <p>8. Prof. Esperanza E. Sumalinog</p> <p>9. Prof. Nerissa M. Suazo</p> <p>10. Engr. Alberto S. Pasana</p> <p>11. Engr. Ma. Reynaflor A. Licardo</p> <p>12. Mrs. Carocel A. Galler</p> <p>13. Ms. Verna Joy U. Sajorda</p> <p>14. Prof. Ma. Cecilia L. Tarroza</p> <p>15. Mrs. Susanie B. Aquiles</p> <p>16. Mrs. Guada Fe F. Velmonte</p> <p>17. Mrs. Michelle I. Aballe</p> <p>18. Mrs. Queen-ever Y. Atupan</p> <p>19. Mr. Armando A. Ellorimo</p> <p>20. Miss Arianne Mae C. Vallar</p> <p>21. Mr. William C. Surigao</p> <p>22. Prof. Wilma S. Abordo</p> <p>23. Dr. Alberto L. Carillas</p> <p>24. Mrs. Jessica S. Esporlas</p> <p>25. Prof. Pedro M. Vallar</p> <p>26. Mrs. Editha J. Ablen</p> <p>27. Prof. Anita C. Vallar</p> <p>28. Engr. Alberto S. Pasana</p> | <p>Publication)</p> <ul style="list-style-type: none"> - Head, Research Section Chairman, Apprenticeship Study and Thesis Chairman, Student Research Committee - Head, Office of Student Affairs - Head, Department of Teacher Education Head, Alumni Affairs Office - Head, Department of Business Management Income Generating Project Officer - Head, Department of Engineering - Engineering Section Head – Department of Engineering Choir In-Charge - ICT Section Head – Department of Engineering - Secretary, Department of Engineering - Head, Elementary Education Section Extension Coordinator, Department of Teacher Education - Head, Secondary Education Section - Secretary, Department of Teacher Education - Secretary, Department of Business Management Head, Business Management Section Research Coordinator, Department of Business Management - Finance and Budget Officer - Head, General Services Office - Medical Officer/Primary Health Care Officer - Security Officer - Project In-Charge, Crop Production Project In-Charge, Mango - Sports Coordinator Head, Human Kinetics Office Apartelle Manager - Research Coordinator, Department of Teacher Education - Head, NSTP - Internal Control Officer - Extension Coordinator, Department of Business Management - Research Coordinator, Department of Engineering |
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29. 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
OVPRB
OVPPRG
OUS
Deans
Directors
Registrar
USSO
ODAHRD/PRPEO
Accounting
COA
Cash
Records, VSU-IC
Records, VSU-Main
Departments/Offices-VSU-IC
File