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Office of the President

31 January 2013

MEMORANDUM NO. 21

Series of 2013

T O: All Concerned

R E: Working Committees for the February 19-21, 2013 IGP and STF Review

In order to assess the accomplishments of all income generating projects of the university and guide the IGP Board of Management in making decisions relative to income generating projects, an **IGP and STF Review** is scheduled on **February 19-21, 2013 at the 2nd Floor of the Center for Continuing Education**. The highlights of this review is the presentation by Project Manager/In-Charge as to the status of the project, problems met and actions taken and the plans for year 2013 to improve project operations.

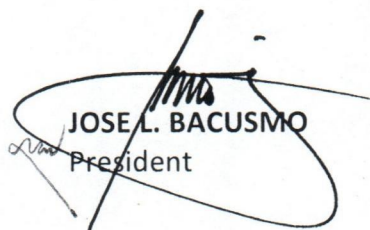
To ensure the success of the review, the following committees are hereby created:

Committee	Persons Involved	Responsibilities
Over-all Coordination	Dr. Edgardo E. Tulin – Chairperson Dr. Sulpecio C. Bantugan – Co-Chair Prof. Alan B. Loreto – Member Dr. Lourdes B. Cano – Member Dr. Fe M. Gabunada – Member	<ul style="list-style-type: none">➤ Plan and coordinate the conduct of the review➤ Ensure successful conduct of the activity
Finance	Ms. Roberta C. Lemos – Chairperson Ms. Erlinda S. Esguerra – Member	<ul style="list-style-type: none">➤ Provide funds for the activity
Secretariat/Proceedings Preparation	Ms. Bernardita P. Bibera – Chairperson Ms. Redempta L. Soria – Co-Chair Mr. Ronillo V. Cano – Member Ms. Ma. Fe L. Limsiaco – Member	<ul style="list-style-type: none">➤ Record and transcribe proceedings of IGP Review➤ Provide hard copy of the proceedings➤ Consolidate comments from the reviewers and to be ready for the presentation during the synthesis at the end of the review
Facilitation/Registration/Confirmation	Ms. Wenifreda T. Oclitaria – Chairperson Ms. Redempta L. Soria – Co-Chair Ms. Ma. Fe L. Limsiaco – Member	<ul style="list-style-type: none">➤ Facilitate the registration of participants and provide attendance sheet for the whole duration of the activity➤ Follow up confirmation of presentors
Venue Preparation and Restoration including Laptop and LCD and	Dr. Sulpecio C. Bantugan – Chairperson Mr. Ronillo V. Cano – Co-Chair	<ul style="list-style-type: none">➤ In-Charge in the preparation of the venue➤ Follow up request for sound

tarpaulin for the backdrop	Mr. Rey Pilapil – Member	systems, laptop and LCD ➤ Provide tarpaulin for the backdrop at the stage ➤ See to it that the venue is arranged and clean every session
Sounds	Engr. Apolonio Encierto – Chairperson Mr. Clementino A. Borela – Member	➤ Provide sound systems to be used during the review with at least 3 microphones ➤ In-Charge in contacting the Generator in case of brown-out and power failure
Snacks & Lunch (for reviewers/panelists)	Ms. Honey Sofia V. Colis – Chairperson Ms. Cecil Joy Y. Duatin – Member Ms. Wenifreda T. Oclinaria – Member Guesthouse Personnel – Member	➤ Facilitate in the reservation of snacks and lunch for the panelists ➤ Instruct Guesthouse to provide a standby coffee at the venue ➤ See to it that snacks and lunch are served on time
Program and Evaluation Forms	Ms. Cecil Joy Y. Duatin – Chairperson Ms. Ma. Fe L. Limsiaco – Member Mr. Ronillo V. Cano – Member	➤ Prepare the program of activities and provide each project manager/in-charge and concerned persons ahead of time ➤ Distribute programs during the review ➤ Reproduce evaluation forms and in-charge in the distribution and collection of forms to/from the evaluators ➤ Filled evaluation forms must be given to the Secretariat for the synthesis at the end of the review (3 rd day)
Certificates	Ms. Cecil Joy Y. Duatin - Chairperson Ms. Ma. Fe L. Limsiaco – Member	➤ Prepare Certificate of Participation and facilitate distribution
Invitation of Reviewers	Dr. Sulpecio C. Bantugan – Chairperson Ms. Wenifreda T. Oclinaria – Member	➤ Prepare letter of invitation to evaluators ➤ Follow-up confirmation

Dr. Tulin is requested to meet with committee Chairpersons for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
 President