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Office of the President

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Series of 2012

T O: All Concerned

R E: Working Committees for the April 23-25, 2012 IGP Review

In order to assess the accomplishments of all income generating projects of the university and to guide the IGP Board of Management in making decisions relative to income generating projects, an IGP Review is scheduled on April 23-25, 2012 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 their project, problems met and actions taken and the plans for year 2012 to improve project operations.

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

1. Over-all Coordination

Dr. Edgardo E. Tulin	- Chairperson
Dr. Sulpecio C. Bantugan	- Vice-Chairperson
Prof. Alan B. Loreto	- Member
Dr. Lourdes B. Cano	- Member

2. Finance

Ms. Roberta C. Lemos	- Chairperson
Ms. Erlinda S. Esguerra	- Member

3. Secretariat/Proceedings Preparation

Ms. Marissa Cano	- Chairperson
Ms. Epifania G. Tudit	- Co-Chairperson
Ms. Ma Fe L. Limsiaco	- Member

4. Facilitation/Registration/Confirmation

Ms. Wenifreda T. Oclinaria	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member
Ms. Redempta L. Soria	- Member
Ms. Bernardita P. Bibera	- Member

5. Venue Preparation and Restoration including laptop & LCD

Dr. Sulpecio C. Bantugan	- Chairperson
Mr. Isabelo P. Bagarinao	- Member
Mr. Reynaldo Pilapil	- Member
Mr. Ronillo V. Cano	- Member

6. Sounds

Engr. Apolonio Encierto	- Chairperson
Mr. Clemence Borela	- Member

7. Snacks & Lunch (for reviewers/panelists)

Ms. Rebecca B. Napiere	- Chairperson
All Guesthouse Personnel	- Members

8. Program & Evaluation Forms

Dr. Lourdes B. Cano	- Chairperson
Ms. Cecil Joy Y. Duatin	- Member
Ms. Ma. Fe L. Limsiaco	- Member

9. Certificates

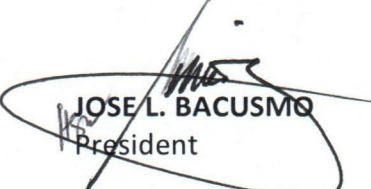
Ms. Cecil Joy Y. Duatin	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

10. Invitation of Reviewers

Dr. Sulpecio C. Bantugan	- Chairperson
Dr. Fe M. Gabunada	- Member
Dr. Marcelo A. Quevedo	- Member

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

Please be guided accordingly.


JOSE L. BACUSMO
 President