



# LEYTE STATE UNIVERSITY

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*Office of the President*

13 September 2006

## MEMORANDUM CIRCULAR NO. 42

Series of 2006

**T O: All Concerned**

**R E: Working Committees for the Pre-Retirement Orientation Seminar**

The following committees are hereby created for the one-day Pre-Retirement Orientation Seminar on September 29, 2006, 8:00 a.m. at the Ground Floor, CCE Building:

- 1. Over-all Coordination:**
  - Dr. Jose M. Alkuino, Jr. - Chairperson
  - Dr. Lourdes B. Cano - Vice Chairperson
  - Ms. Teresita L. Quiñanola - Member
- 2. Secretariat/Proceedings Preparation:**
  - Ms. Bernardita P. Bibera - Chairperson
  - Ms. Lourdes C. Managbanag - Member
  - Ms. Felicisima P. Israel - Member
- 3. Facilitation/Registration/Confirmation:**
  - Ms. Wenifreda T. Oclinaria - Chairperson
  - Ms. Ma. Fe Limsiaco - Member
- 4. Venue Preparation Including Sounds and Other Facilities:**
  - Mr. Simeon P. Sedrome - Chairperson
  - Mr. Virgilio P. Flandez - Member
  - Mr. Alex Bagarinao - Member
- 5. Snacks:**
  - Ms. Rebecca B. Napiere - Chairperson
  - All Guest House Personnel - Members
- 6. Program and Certificates:**
  - Ms. Vivian V. Balbarino - Chairperson
  - Ms. Antonieta D. Israel - Member

Dr. Jose M. Alkuino, Jr. is requested to meet with the committee chairpersons for proper planning and coordination.

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President