



9 October 2023

**MEMORANDUM CIRCULAR NO. 152**  
Series of 2023

**T O: All Concerned**

**R E: Working Committees for the PES Visayas Regional Economic Forum**

The Visayas State University will host the **PES Visayas Regional Economic Forum** on **October 10, 2023** at the RDE Hall, with the theme: ***"Sustaining Inclusive Pathways for Growth in the Visayas"***. To ensure the success of the activity, you are hereby designated to compose the attached working committees. The Committee Chairpersons are advised to meet with their respective groups to plan their course of action relative to their assignment.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

**OFFICE OF THE PRESIDENT**

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**Local Working Committees**  
**Philippine Economic Society Regional Forum**  
**October 10, 2023**  
**RDE-Hall, VSU, Baybay City, Leyte**

COMMITTEE	FUNCTIONS
<b>1. STEERING COMMITTEE</b> Chair: Dr. Moises Neil V. Serioño Co-Chair: Dr. Allen Glennie P. Lambert Members: Dr. Lilian B. Nuñez Ms. Zyra May H. Centino Ms. Hannah Mae E. Quimbo Dr. Mark C. Ratilla Mr. Ian Dave B. Custodio Dr. Ulderico B. Alviola	<ul style="list-style-type: none"> <li>Plans for smooth implementation of the conference</li> <li>Oversees the implementation of all conference activities</li> <li>Makes funds available</li> </ul>
<b>2. PROGRAM AND INVITATION</b> Chair: Ms. Michelle Aubrey Cabase  Co-Chair: Mr. Jedan Cavero Members: Mr. Israel Embayarte Mr. Reyvin N. Sabanal	<ul style="list-style-type: none"> <li>Prepares the conference program</li> <li>Makes invitations to prospective plenary speakers and participants</li> <li>Assigns moderators/facilitators for every session</li> <li>Monitors and ensures smooth flow of the program</li> <li>Supervise in the design of invitations</li> <li>Assign emcee, organize the flow of research presenters</li> <li>Consolidate research powerpoint presentation</li> </ul>
<b>3. REVIEW OF ABSTRACTS/POSTER JUDGES</b> Chair: Dr. Allen Glennie P. Lambert Co-Chair: Dr. Moises Neil V. Serioño Members: Dr. Lilian B. Nuñez Mr. Reyvin N. Sabanal	<ul style="list-style-type: none"> <li>Assesses whether the abstract is technically sound, contains new, original research content or scientific concepts, is non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions.</li> <li>Send confirmation email to participants regarding their research and poster presentation</li> <li>Submits final list of abstracts accepted research presentation and poster presentation on or before September 22, 2023.</li> <li>Create and relay to the participants the criteria for judging their research presentation and poster, and prescribe format for poster presentation</li> <li>Make sure funds are available for prizes.</li> </ul>
<b>4. ACCOMMODATION COMMITTEE</b> Chair: Dr. Allen Glennie P. Lambert Co-Chair: Ms. Babylyn C. Lambert Members: Ms. Jessa H. Ruales Ms. Ana Liza Recto	<ul style="list-style-type: none"> <li>Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> </ul>



<b>5. FOOD COMMITTEE</b> Chair: Ms. Hannah Mae E. Quimbo Co-Chairs: Dr. Mark C. Ratilla Members: Ms. Ana Liza Recto	<ul style="list-style-type: none"> <li>• Coordinates with the organizers for food menu and number of persons to be served</li> <li>• Monitors and ensures quantity and quality food service</li> <li>• Makes provision</li> </ul>
<b>6. TRANSPORTATION COMMITTEE</b> Chair: Ms. Babylyn C. Lambert Co-Chair: Mr. Anthony P. Lambert Member: Ms. Ana Liza Recto	<ul style="list-style-type: none"> <li>• Organizes transportation requirements of guests and invited resource persons</li> <li>• Ensures transport service availability on time as scheduled</li> <li>• Ensures transport reliable condition</li> </ul>
<b>7. VENUE PREPARATION EXHIBITS COMMITTEE</b> Chair: Mr. Lemuel S. Preciados Co-Chair: Mr. Ian Dave B. Custodio Member: Ms. Ana Liza Recto Mr. Roden Troyo RDE Staff GSD-Landscape staff	<ul style="list-style-type: none"> <li>• Prepares the venue for the conference sessions</li> <li>• Coordinates with the program committee on the arrangement of tables and chairs</li> <li>• Provides quality and uninterrupted lights and sound system support for the conference at different venues</li> <li>• Decorates the stage and install backdrop</li> <li>• Installs the set-up for poster exhibits at the RDE Hall</li> </ul>
<b>8. RECEPTION</b> Chair: Mr. Israel Embayarte Co-Chair: Mr. Jedan Caverio Members: Ms. Michelle Aubrey Cabase	<ul style="list-style-type: none"> <li>• Receives guests, resource persons and participants upon arrival at the venue</li> <li>• Coordinates with the program committee regarding arrival of guests and visitors</li> <li>• Takes charge in attending the needs of the plenary speakers</li> <li>• Make lei for guest</li> </ul>
<b>9. LIVE STREAMING COMMITTEE / ONLINE SET UP/ DOCUMENTATION</b> Chair: Dr. Ulderico B. Alviola Co-Chair: Mr. Karl John Galvez Members: Ms. Chariss C. Verdida VSU Media Team	<ul style="list-style-type: none"> <li>• Organizes live streaming coverage during the event</li> <li>• Provides quality and uninterrupted internet connection for the hybrid set up</li> <li>• Documentation</li> </ul>
<b>10. PES MEMBERSHIP COMMITTEE</b> Chair: Ms. Zyra May H. Centino Co-Chair: Ms. Babylyn C. Lambert Members: Ms. Rhena Jane Soria	<ul style="list-style-type: none"> <li>• Coordinate with PES regarding membership registration</li> <li>• Responsible for the membership registration at the venue</li> </ul>
<b>11. SECRETARIAT</b> Chair: Prof. Ernesto F. Bulayog Co-Chair: Mr. Karl John Galvez Members: Ms. Wendy C. Enerlan Ms. Lendelle Editha G. Cagasan VSU Young Economists' Society	<ul style="list-style-type: none"> <li>• Prepares the participants' certificate of participation, certificate of appearance, ID's</li> <li>• Prepares plaques for invited speakers, tokens, and certificates</li> <li>• Responsible for the attendance and giving of conference materials at the venue</li> </ul>

*Note: Dr. Serião's SRA will serve as members of each committee.*