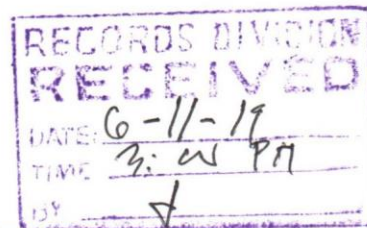




6 June 2019

MEMORANDUM NO. 254
Series of 2019



T O: All Concerned VSU-Isabel Faculty and Staff

R E: Reconstitution of Standing Committees and Individual Faculty Designations of VSU-Isabel

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Dean, for the effective administration and management of the VSU-Isabel Campus, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. College Personnel Committee (CPC)

Chairperson: Prof. Luzviminda A. Tajos
Vice Chairperson: Mrs. Catherine C. Daffon
Members: Prof. Ma. Cecilia L. Tarroza
Mrs. Queen-Ever Y. Atupan
Ms. Fe Daphney C. Ramos

2. Finance Committee

Chairperson: Mrs. Danilita C. Eli
Vice-Chairperson: Mrs. Queen-Ever Y. Atupan
Members: Mrs. Catherine C. Daffon
Mrs. Fe Daphney C. Ramos
Mrs. Emely A. Galler

3. IGP Board of Management

Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Mrs. Queen-Ever Y. Atupan
Members: Mrs. Danilita C. Eli
Mrs. Anchessa A. Derecho
Mrs. Emely A. Galler

4. Housing Committee

Chairperson: Prof. Ma. Cecilia L. Tarroza
Vice Chairperson: Mr. Ramon F. Samante, Jr.
Members: Mrs. Gina A. Ellorimo
Mr. Armando A. Ellorimo
Mr. Gerry G. Sumalinog



5. Performance Evaluation Committee

Chairperson: Mrs. Queen-Ever Y. Atupan (Admin)
Co-Chairperson: Mrs. Catherine C. Daffon (Faculty)
Members: Mrs. Anchessa A. Derecho
Dr. Jessica S. Esporlas
Engr. Richard C. Eballe

6. Grievance Committee

Chairperson: Mrs. Queen-Ever Y. Atupan
Vice-Chairperson: Dr. Catherine L. Chan
Members: Mr. Jubelmar T. Buba
Mrs. Catherine C. Daffon
Mrs. Gina A. Ellorimo

7. Disposal Committee

Chairperson: Mrs. Editha J. Ablen
Members: Mrs. Lecel N. Managbanag
Engr. Roy Roger B. Jaime
Mrs. Sharymae R. Gonzaga
Mrs. Verna Joy U. Sajorda

8. Accreditation Committee

Chairperson: Prof. Luzviminda A. Tajos
Vice-Chairperson: Mrs. Catherine C. Daffon
Members: Mrs. Queen-Ever Y. Atupan
Dr. Alberto L. Carillas

9. Land Use and Mapping Committee

Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Mrs. Queen-Ever Y. Atupan
Members: Mr. Armando A. Ellorimo
Mrs. Editha J. Ablen
Mr. Baltazar P. Bregildo

10. Honors and Awards Committee (Students)

Chairperson: Prof. Amelia L. Deso-Asido
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Mrs. Catherine C. Daffon
Mrs. Angelyn F. Hermoso

11. PASUC Evaluation Committee

Chairperson: Dr. Alberto L. Carillas
Vice-Chairperson: Mrs. Catherine C. Daffon
Members: Dr. Jessica S. Esporlas
Engr. Richard C. Aballe
Mr. Anchessa A. Derecho



12. Curriculum Review Committee

Chairperson: Mrs. Catherine C. Daffon
Vice-Chairperson: Dr. Alberto L. Carillas
Members: Dr. Jessica S. Esporlas
Mrs. Anchessa A. Derecho
Engr. Richard C. Aballe

13. Socio-Cultural Committee

Chairperson: Prof. Maria Cristina P. Buba
Members: Mrs. Queen-Ever Y. Atupan
Mr. Jubelmar T. Buba
Prof. Amelia L. Deso-Asido
Mrs. Verna Joy U. Sajorda

14. Repair and Maintenance (Electricity/Building/Plumbing & Equipment)

Chairperson: Mr. Armando A. Ellorimo
Technical Consultant: Engr. Richard C. Aballe
Building Maintenance: Mr. Armando A. Ellorimo
Pest Control/Building In-Charge: Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance: Mr. Gerry G. Sumalinog
Computer Equipment: Mr. Niño B. Ele

15. Records Management In-Charge(s)

Chairperson: Mrs. Verna Joy U. Sajorda
Members: HRMDO - Mrs. Queen-Ever Y. Atupan
Registrar's Office - Mrs. Angelyn F. Hermoso
Accounting Office - Mrs. Danilita C. Eli
Cashier's Office - Mrs. Fe Daphney C. Ramos
Supply/Property Office - Mrs. Editha J. Ablen
Office of Instruction - Mrs. Catherine C. Daffon
Teacher Educ. Dept. - Prof. Amelia L. Deso-Asido
Engineering Dept. - Engr. Aurea Anne J. Ele
Agribusiness Dept. - Prof. Michelle I. Aballe
Office of Student Affairs - Mrs. Gina A. Ellorimo

16. Publication Committee

Chairperson: Mr. Jonathan A. Joyo
Members: Prof. Michelle I. Aballe
Engr. Fritzie H. Ferolino
Mrs. Susanie B. Aquiles

17. Scholarship Committee (Students)

Chairperson: Mrs. Gina A. Ellorimo
Co-Chairperson: Mrs. Catherine C. Daffon
Member: Mrs. Angelyn F. Hermoso

18. Incentives and Awards Committee

1) Dean or designated representative - Prof. Luzviminda A. Tajos
2) Finance Officer - Mrs. Danilita C. Eli
3) Head of the Planning Office - Mr. Jubelmar T. Buba



- 4) Head Research Development & Extension - Mr. Nolan Federico T. Monserate
- 5) Two (2) Representatives
 - (1) Academic - Mrs. Catherine C. Daffon
 - (2) Non-Academic - Mrs. Queen-Ever Y. Atupan
- 6) Head, Performance Evaluation Office as Secretary - Dr. Alberto L. Carillas

19. Solid Waste Management

Chairperson: Dr. Alberto L. Carillas
 Vice-Chairperson: Dr. Catherine L. Chan
 Member: Mr. Jubelmar T. Buba
 Mr. Armando A. Ellorimo

20. Multimedia Development Committee

Chairperson: Mrs. Catherine C. Daffon
 Co-Chairperson: Mr. Niño B. Ele
 Members: Mrs. Anchessa A. Derecho
 Dr. Jessica S. Esporlas
 Engr. Richard C. Aballe

21. Disaster and Risk Reduction Committee

Chairperson: Dr. Catherine L. Chan
 Vice-Chairperson: Mr. Jubelmar T. Buba
 Member: Mr. Gerry G. Sumalinog
 Mr. Baltazar Bregildo
 Mrs. Anchessa A. Derecho
 Mrs. Queen-Ever Y. Atupan
 Mr. Gary T. Morales

22. Student Internship Program Committee

Chairperson: Prof. Ma. Cecilia L. Tarroza
 Members/Program Coordinators: Dr. Catherine L. Chan (BEED)
 Prof. Ma. Cristina P. Buba (BSED-MAPEH/BPED)
 Mrs. Susanie B. Aquiles (BSED-Math)
 Engr. Jhon Rey C. Sardido (BSME)
 Mr. Niño B. Ele (BSIT)
 Engr. Anna Marie R. De Asis (BSIE)
 Prof. Michelle I. Aballe (BSAB)

B. Individual Faculty/Staff Designations:

1. **Dr. Luzviminda A. Tajos** - VSU Isabel Dean
 Chairperson, Academic Personnel Committee
 Head, Accreditation Center
 Chairperson, Accreditation Committee
2. **Dr. Alberto L. Carillas** - Head, Human Kinetics Section
 Chairperson, Solid Waste Management
 Sports Coordinator
 Chairperson, PASUC Evaluation Committee
 Project In-Charge, Mango & other crops production



3. **Prof. Catherine C. Daffon** - Head, Office of Instruction
Head, Multi-Media Development Office
Chairperson, Curriculum Review Committee
Chairperson, Multimedia Development Committee
4. **Mrs. Queen-Ever Y. Atupan** - Head, Office of Administration and Finance Services
Head, Administration Section
Chairperson, Performance Evaluation Committee
Head, Planning Office
Head, Human Resource Management Office
Chairperson, Grievance Committee
5. **Mrs. Angelyn F. Hermoso** - College Registrar
6. **Mr. Jubelmar T. Buba** - Head, Office of Planning and Resource Generation
and External Affairs
- Project In-Charge, Timber Wood, Coconut, Apartelle
and Social Hall
- Head, Income Generating Projects (IGP)
- Chairperson, IGP Board of Management
- Chairperson, Land Use and Mapping Committee
7. **Prof. Esperanza E. Sumalinog** - Head, Alumni Affairs Office
8. **Engr. Richard C. Aballe** - Head, Department of Engineering
Chairman, Student Research Committee for
BSME (Engineering Section)
9. **Engr. Anna Marie R. De Asis** - Engineering Section Head, Department of
Engineering
Research Coordinator, Dept. of Engineering
Head, College Research Section
10. **Mrs. Anchessa A. Derecho** - Head, Department of Business Management
11. **Dr. Jessica S. Esporlas** - Head, Department of Teacher Education
School Nurse
12. **Mr. Armando A. Ellorimo** - Head, General Services Office
College Physical Plant Officer
Chairperson, Repairs and Maintenance
(Electricity/Building/Plumbing and Equipment)
13. **Ms. Fevie M. Arique** - College Librarian
14. **Mr. Niño B. Ele** - ICT Section Head, Department of Engineering
Head, Student Research Committee (ICT)
15. **Engr. Aurea Ann J. Ele** - Secretary, Department of Engineering

Vision: *A globally competitive university of science, technology, and environmental conservation.*
Mission: *Development of highly competitive human resource, cutting-edge scientific knowledge and
innovative technologies for sustainable communities and environment.*



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| 16. Mrs. Editha J. Ablen | - Head, Supply and Property Management Office
Chairperson, Disposal Committee |
| 17. Mrs. Fe Daphney C. Ramos | - Head, Cashier's Office |
| 18. Mr. Nolan Federico T. Monserate | - Head, Office of Research, Development & Extension
Research Coordinator, Department of Teacher Education |
| 19. Mr. Ramon F. Samante | - Head, College Extension Section
College Statistician
Head, NSTP |
| 20. Prof. Maria Cristina P. Buba | - Head, Culture & Arts Office
VSU-Isabel Dance Troupe Coordinator
BPED, Section Head, Department of Teacher Education
VSU-Isabel, Acoustic Band Coordinator
Chairperson, Socio-Cultural Committee |
| 21. Ms. Emely A. Galler | - Budget Officer |
| 22. Mrs. Sharymae R. Gonzaga | - Internal Control Officer |
| 23. Mr. William C. Surigao | - Chief Security Officer |
| 24. Prof. Amelia L. Deso-Asido | - Extension Coordinator, Department of Teacher Education
Chairperson, Honors and Awards Committee |
| 25. Mr. Jonathan A. Joyo | - Adviser, Student Publication
Secretary, Department of Teacher Education
Chairperson, Publication Committee |
| 26. Ma. Cecilia L. Tarrosa | - Chairperson, Housing Committee
Chairperson, Student Internship Program Committee |
| 27. Mrs. Michelle I. Aballe | - Secretary, Department of Business Management
Research Coordinator, Department of Business Management |
| 28. Mrs. Marjonnell B. Abella | - Extension Coordinator, Department of Business Management |
| 29. Mr. Gerry G. Sumalinog | - In-charge, Electricity and Repair Maintenance and Plumbing Maintenance |
| 30. Engr. Roy Roger B. Jaime | - Extension Coordinator, Dept. of Engineering |
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Mission: Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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| 31. Mrs. Verna Joy U. Sajorda | - Head, Records Office
Chairperson, Records Management |
| 32. Dr. Catherine L. Chan | - College Secretary
BEED Section Head, Dept. of Teacher Education
Chairperson, Disaster and Risk Reduction
Committee |
| 33. Mrs. Gina A. Ellorimo | - Head, Office of Student Affairs
Chairman, Scholarship Committee (Students)
College Guidance Counselor |
| 34. Mrs. Susanie B. Aquiles | - Gender and Development Coordinator
BSED Section Head, Department of Teacher
Education |
| 35. Mrs. Danilita C. Eli | - Head, Accounting Office
Finance Officer
Head, Finance Section
Chairperson, Finance Committee |

This Memorandum supercedes all previous issuances by this office or by the Dean of VSU-Isabel on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Isabel Campus
OVPI
OVPAF
OVPRE
OVPPRGEA
OUS
Deans
Directors
Registrar
USSO
PRPEO/ODABRD
Accounting
COA
Cash
Records, VSU Isabel
Records, Main
Departments/Offices, VSU Isabel
File