

February 9, 1987

Memorandum No. 13
Series of 1987

TO: ALL CONCERNED

RE: Task Forces for Review of ViSCA's Programs, Structure and Operation

As a major attempt to make assessment of our programs and operations, including policies, procedures and guidelines pertaining thereto, the following task forces are hereby created with the following functions:

1. To review existing programs/activities, including their current policies and operating procedures.
2. To recommend improvements/changes necessary in all areas of concern to make them more relevant under the present and expected future trends.

A. Review of the High School Program

1. Dr. Paciencia P. Milan, Director of Instruction, Organizing Chairperson
2. Dr. Federico R. Flores, ERHS Principal, member
3. Ms. Vita S. Polo, ERHS Asst. Principal, member
4. Dr. Jose R. Juego, ADE, member
5. Dr. Justiniano L. Seroy, DAL, member
6. Ms. Lolita A. Zapatos, Home Science, member
7. Unit Head of ERHS, members

B. "Buhay-Buhay" Program

1. Dr. V.A. Quiton, Organizing Chairman
2. Prof. C.D. Villanueva, member
3. Ms. Norma V. Cala, member
4. Engr. Manuel C. Capacio, member
5. Ms. Rebecca B. Napiere, member
6. Mr. Prudencio Marquez, member
7. Ms. Luvisminda L. Cagande, member

C. Ten-Year Development Program

1. Dr. E.R. Ponce, Organizing Chairman
2. Dr. Nerelito P. Pascual, member
3. Heads of Academic Departments, members
4. Directors of Offices/Centers, members

D. Student Discipline Board

1. Prof. P.B. Villanueva, OSA Director, Organizing Chairperson
2. Mr. Wilfredo C. Valenzona, Adm. Officer, member
3. Dr. Paciencia P. Milan, ODI, member
4. Mr. Dominador S. Ugsang, Security Officer, member
5. CSSC President, member
6. Ms. Josefina Q. Subere, member
7. Ms. Remedios R. Russel, member
8. Guidance Counselors, members

E. Staff Discipline Board

1. Dr. Rodolfo G. Escalada, Organizing Chairman
2. Dr. Federico R. Flores, member
3. Directors of Offices/Centers, members
4. Mr. Wilfredo C. Valenzona, member
5. Pres. of VPA, member
6. CSSC President, member
7. High School Student Representative, members

F. Telephone System

1. Dr. Manuel K. Palomar, Organizing Chairman
2. Engr. Manuel C. Capacio, member
3. Dr. Rebecca M. Santiago, member
4. Dr. Federico R. Flores, member
5. Dr. Margarito C. Escalante, member
6. Dr. Monina M. Escalada, member
7. Ms. Norma V. Cala, member

G. Security

1. Prof. Andres F. Duatin, Organizing Chairman
2. Mr. Dominador S. Ugsang, member
3. Dr. Vicente A. Quiton, member
4. Mr. Venerando Jose, member
5. Dr. Nerelito P. Pascual, member
6. Dr. Jose S. Tan, member
7. Mr. Jose R. Pardales, member
8. Prof. Sergio E. Abit, member

H. Tenure

1. Dr. Guindolino R. Gerona, Organizing Chairman
2. Ms. Teresita A. Lao, member
3. Mr. Pedro Armenia, member
4. Mr. Perfecto Bartolini, member
5. Mr. Pedro I. Bandala, Jr., member
6. Mr. Rolando Arpilleda, member
7. Prof. Richard T. Agbisit, member
8. Ms. Luvisainda L. Gagande, member

1. Dr. Carmiano Miranda, Organizing Chairman
2. Dr. Isabel I. Bertulfo, member
3. Dr. Jose R. Juego, member
4. Prof. Ruben B. Mercado, member
5. Engr. Nestor Israel, member
6. Mr. Juan Labra, member
7. Mr. Ildefonso Taganas, member
8. Mr. Dominador S. Ugsang, member
9. Mr. Luvimin Evangelio, member
10. Dr. Lucylen B. Ponce, member

J. Review of Existing Committees

The ~~review~~ of existing, standing committees is left to the incumbent ~~chairmen~~. Their findings and recommendations shall be forwarded to the President, through the Executive Committee.

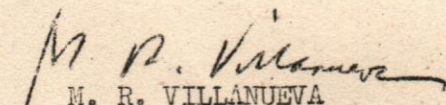
K. Supportive Services

1. Dr. Nerelito P. Pascual, Organizing Chairman
2. Prof. C. D. Villanueva, member
3. Dr. Guindolino R. Gerona, member
4. Dr. Vicente A. Quizon, member
5. Mr. Wilfredo C. Valenzona, member
6. Mr. Sixto Sandoval, member
7. Ms. Norma V. Cala, member
8. Mr. Pedro Bandala, member
9. Mr. Alberto M. Abiera, member
10. Dr. Paciencia P. Milan, member
11. Prof. Felixberto Canoy, member

The above named **organizing** chairmen shall convene their respective members to elect their **permanent** chairmen, and proceed with their assignments.

All these task forces are enjoined to submit their output within the first week of March, 1987, except for the Task Force on the Ten-Year Development Program which may submit its report before the end of this school year.

The cooperation of all concerned is earnestly solicited.


M. R. VILLANUEVA
President