



11 April 2023

**MEMORANDUM CIRCULAR NO. 65**  
Series of 2023

**T O: All Concerned Faculty and Staff**

**R E: Working Committees for the Seminar on the Global Strategies in Journal, Article, and Author Citation and Publication Incentive Awarding**

Please be informed that OVPREI will spearhead the conduct of a **Seminar on Global Strategies in Journal, Article, and Author Citation** on April 21, 2023 (8:00AM – 3:00PM) at the RDE Hall, VSU, Baybay City, Leyte to be participated in by faculty/researcher representatives from the whole VSU system.

Additionally, a **Publication Incentive Awarding** will be held in the evening (6:00 PM – 9:00 PM) of the same day and venue. This activity aims to encourage faculty members and researchers to contribute to the body of knowledge in their respective disciplines by publishing research articles in prestigious journals and books, and be cited.

In this regard, you are hereby designated to compose the Working Committees (please find attached) on the said activities. May I request all the chairpersons to meet your team and discuss your respective assignments.

Thank you for your usual support and cooperation.

  
**EDGARDO E. TULIN**  
President

**Seminar on the Global Strategies in Journal, Article, and Author Citation  
and  
Publication Incentive Awarding**  
April 21, 2023  
RDE Hall, VSU, Baybay City, Leyte

**WORKING COMMITTEES**

STEERING COMMITTEE	
<p style="text-align: center;"> <b>Maria Juliet C. Ceniza, VP for REI &amp; Chairperson, PEI Committee</b>  <b>Dr. Victor B. Asio, Co-Chairperson, PEI Committee</b>  <b>Dr. Beatriz S. Belonias, Member, PEI Committee</b>  <b>Dr. Rotacio S. Gravoso, Member, PEI Committee</b>  <b>Dr. Dennis P. Peque, Member, PEI Committee</b>  <b>Dr. Santiago T. Pena, Jr., Member, PEI Committee</b>  <b>Dr. Moises Neil V. Serino, Member, PEI Committee</b>  <b>Dr. Anabella B. Tulin, Member, PEI Committee</b>  <b>Dr. Editha G. Cagasan, Member, PEI Committee</b>  <b>Prof. Rosa Ophelia D. Velarde, Director for Research &amp; Member, PEI Committee</b>  <b>Dr. Antonio P. Abamo, Director for Extension</b>  <b>Prof. Alan B. Loreto, Director for Innovation</b> </p>	
Working Committees	Duties and Responsibilities
<b>Invitation and Program</b> Chair : Ms. Pauline Caintic Co-Chair : Ms. Louella Tambis Members : Ms. Tifanny Baguio Ms. Evangeline Tapayan Ms. Kathleen Mae Valencia Ms. Charish Decca Mae Molero Ms. Sophia Nuevo	<ul style="list-style-type: none"> <li>▪ Prepare, print and reproduce general program</li> <li>▪ Send and follow up invitation to all concerned officials, guests and participants</li> <li>▪ Facilitate the general flow of activities</li> </ul>
<b>Registration/Reception</b> Chair : Ms. Elmera Bañoc Members : Ms. Tifanny Baguio Ms. Lyra Katrina Malpas Ms. Gemmarie Asauro Ms. Divina Villaber Ms. Hazel Angela Llemos Ms. Jean Pepito	
<b>Certificates, Tokens &amp; Awards</b> Chair : Ms. Louella Tambis Co-Chair : Ms. Pauline Caintic	



Member :	Ms. Almera Pening Ms. Lyra Katrina Malpas Ms. Marilou Sta. Iglesia Ms. Charish Decca Mae Molero Ms. Sophia Nuevo Ms. Lindsay Marielle D. Nayre Ms. Angel Dione A. Munez Ms. April Montalban	<ul style="list-style-type: none"> <li>• Publication Incentive Awardees (CY 2020)</li> <li>• Publication Incentive Awardees (CY 2021)</li> <li>• Intellectual Property Incentive Awardees (CY 2021)</li> <li>• Intellectual Property Incentive Awardees (CY 2022)</li> <li>• Prepare Certificate of Appreciation &amp; token for Speaker(s) &amp; other guests</li> </ul>
<b>Documentation and Publicity/Multi-Media</b>		<ul style="list-style-type: none"> <li>▪ Document the entire event</li> <li>▪ Prepare equipment and materials needed for documentation of the entire event</li> <li>▪ Take pictures/videos for important highlights of the activities</li> <li>▪ Provide live streaming during the conduct of the event</li> </ul>
Chair :	Dr. Ulderico Alviola	
Co-Chair	Mr. Jed Asaph Cortes	
Member :	Mr. Genaro Godoy Mr. Prely Aguilar VSU Web Team LED Wall operators	
<b>Food Reservation/Coordination</b>		<ul style="list-style-type: none"> <li>▪ Facilitate the procurement of food and coordinate with the food service provider for food preparation</li> </ul>
Chair :	Ms. Caroline Anduyan	
Member :	Ms. Tiffany Baguio Ms. Marilou Sta. Iglesia Ms. Shirley Nayre	
<b>Physical Arrangement, Hall Preparation, Lights &amp; Sounds System</b>		<ul style="list-style-type: none"> <li>▪ See to it that the session hall is properly arranged and decorated (backdrop, flowers &amp; plants)</li> <li>▪ Prepare the lights, sound system, and other equipment and facilities needed for the entire event</li> <li>▪ Take charge in the venue preparation.</li> </ul>
Chair :	Mr. Roden Troyo	
Co-Chair :	Engr. Clint Sarvida	
Member :	Ms. Tiffany Baguio Mr. Jerry B. Posas Mr. Ricardo Bornias Mr. Nicasio Lingatong Mr. James Sabando	
<b>Transportation &amp; Accommodation</b>		<ul style="list-style-type: none"> <li>• See to it that Resource Person/Guests have been assigned to a room and properly billeted</li> <li>• Make arrangements for transportation of speakers/guests before, during, and after the event.</li> <li>• Manage the provision of transportation when and where it is needed.</li> </ul>
Chair : Members	Ms. Tiffany Baguio Mr. Artemio Nayre Mr. Noni Piad Mr. Jerry Posas	