



9 August 2018


MEMORANDUM CIRCULAR NO. 53
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TO: All Concerned

RE: Working Committees for the Asian Association of Agricultural Colleges and University 22nd Biennial Conference and General Assembly

The university will host the upcoming Asian Association of Agricultural Colleges and University (AAACU) 22nd Biennial Conference and General Assembly on October 15-19, 2018. To ensure the success of the said activity, you are hereby designated to compose the attached local working committees. The Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President

Local Working Committees
AAACU 22nd Biennial Conference and General Assembly

COMMITTEE	FUNCTIONS
1. STEERING COMMITTEE Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Jose L. Bacusmo Members: Dr. Beatriz S. Belonias Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Remberto A. Patindol Mr. Daniel M. Tudtud, Jr. Prof. Francisco G. Gabunada, Jr.	<ul style="list-style-type: none"> Plans for smooth implementation of the conference Oversees the implementation of all conference activities Makes funds available
2. PROGRAM AND INVITATION Chair: Dr. Edgardo E. Tulin Co-Chair: AAACU Secretariat – Dr. Filma Calalo Members: Dr. Victor B. Asio Dr. Anabella B. Tulin Ms. Honey Sofia V. Colis	<ul style="list-style-type: none"> Prepares the conference program Makes invitations to prospective plenary speakers and participants Assigns moderators/facilitators for every session Monitors and ensures smooth flow of the program Supervise in the design of invitations, tokens, certificates, plaques, etc
3. REVIEW OF ABSTRACTS Chair: Dr. Victor B. Asio Members: Dr. Rotacio S. Gravoso Dr. Ma. Theresa P. Loreto Dr. Luz Moreno	<ul style="list-style-type: none"> 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. Categorizes papers as to field of study (basic in scheduling for program session) Submits final list of abstracts accepted for oral and poster presentation on or before Aug. 17, 2018
4. ACCOMMODATION COMMITTEE Chair: Prof. Francisco G. Gabunada, Jr. Members: Dr. Berta Ratilla Dr. Nancy V. Dumaguing Prof. Argina M. Pomida	<ul style="list-style-type: none"> Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants Arranges room accommodations of guests, resource persons and participants
5. FOOD COMMITTEE Chair: Mr. Daniel M. Tudtud, Jr. Co-Chairs: Dr. Ivy C. Emnace Ms. Josefina M. Larrosa Members: VSU Pavilion Staff CAFS Dean's staff	<ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality food service Makes provision
6. TRANSPORTATION COMMITTEE Chair: Dr. Julius Abela Co-Chair: Engr. Marlon Burlas Members: GSD Drivers	<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures transport reliable condition

<p>7. EXHIBITS COMMITTEE Chair: Dr. Othello B. Capuno Co-Chair: Dr. Dilberto O. Ferraren Members: Research Center Directors OVPRE staff IGP staff</p>	<ul style="list-style-type: none"> • Installs the set-up for poster exhibits at the RDE Hall • Organizes exhibits of products of VSU and other exhibitors at RDE reception area
<p>8. VENUE PREPARATION & RESTORATION Chair: Engr. Mario P. Valenzona Co-Chair: Dr. Rosario Salas Members: Prof. Mario Baliad Convention Hall staff RDE Staff GSD-Landscape staff URC staff</p>	<ul style="list-style-type: none"> • Prepares the venue for the conference sessions and fellowship night • Coordinates with the program committee on the arrangement of tables and chairs • Decorates the stage and install backdrop • Restores the Hall after the completion of the activity • Installs the set-up for commercial exhibits
<p>9. SOCIALS COMMITTEE Chair: Prof. Jesusito L. Lim Co-Chair: Dr. Milagros Bales Members: Dr. Ma. Juliet C. Ceniza CAC members CAFS student leaders</p>	<ul style="list-style-type: none"> • Plans for activities during the socials such as assigning emcee, speakers and presentations
<p>10. RECEPTION Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Dr. Antonia Sandoval Members: CAFS student leaders Dr. Lynette C. Cimafranca Dr. DeeJay M. Lumanaw Ms. Angie Poiquit</p>	<ul style="list-style-type: none"> • Receives guests, resource persons and participants upon arrival at the conference venue • Prepares leis, ribbons and others for the guests and resource persons • Coordinates with the program committee regarding arrival of guests and visitors • Takes charge in attending the needs of the plenary speakers and AAACU Board members
<p>11. PUBLICITY & LIVE STREAMING COMMITTEE Chair: Mr. Ulderico Alviola Members: Mr. Jed Asaph Cortez Mr. Genaro Godoy Mr. Norman Villas Webteam staff Information Staff</p>	<ul style="list-style-type: none"> • Organizes live streaming coverage during the event • Designs and posts publicity materials such as streamers/tarpaulin, posters, etc. • Issues articles/newsletters
<p>12. DOCUMENTATION & PROCEEDINGS Chair: Dr. Christina A. Gabrillo Co-Chair: Dr. Luz O. Moreno Members: Ms. Marianne Ubay Ms. Claudine Gica Ms. Ma. Virgie Subere Mr. Rey Martin Reoma Ms. Isabel Amora Ms. Sheila Marie Lemos Mr. Genaro Godoy</p>	<ul style="list-style-type: none"> • Arrange with the program committee on the schedule of activities • Prepare equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event • Assign and record activities for the entire proceedings • Encode and transcribe data from recorded information • Hire and instruct fulltime personnel (JO) for drafting of the proceedings • Prepare final draft of proceedings for printing
<p>13. MULTIMEDIA COMMITTEE Chair: Engr. Sean Villagonzalo Members: Univ. Connectivity Office staff RDE Hall staff URC staff</p>	<ul style="list-style-type: none"> • Provides quality and uninterrupted multimedia support for the conference at different venues

<p>14. LIGHTS AND SOUNDS Chair: Engr. Apolonio Encierto Members: Convention Hall Utility RDE Hall Staff URC Staff Electrical Services staff</p>	<ul style="list-style-type: none"> Provides quality and uninterrupted lights and sound system support for the conference at different venues
<p>15. FINANCE COMMITTEE Chair: Dr. Filma Calalo Members: Ms. Louella Ampac Ms. Myrna Pancito</p>	<ul style="list-style-type: none"> Receives registration payments and issues official receipts Allocate appropriate VSU funds for the activity being the host of the event
<p>16. SECRETARIAT Chair: Dr. Suzette B. Lina Members: CAFS staff Ms. Elmira Bañoc Mr. Edrian Paolo B. Tulin Ms. Les Ann Pamaos</p>	<ul style="list-style-type: none"> Prepares the participants' certificate of participation, certificate of appearance, ID's Prepares plaques for invited speakers and tokens Packages the gifts for guests and resource persons Provides assistance to participants in arranging flights and other needs
<p>17. FIELD TRIP Chair: Dr. Othello B. Capuno Co-Chair: Dr. Jose L. Bacusmo Members: Dr. Rommel Armecin Dr. Lito Bestil Dr. Marlito A. Bande Mr. Felix L. Ocon</p>	<ul style="list-style-type: none"> Plans and finalizes the destinations for the tour Coordinates with the transportation committee on the vehicles needed for the tour Assigns/acts as tour guides