



3 May 2023

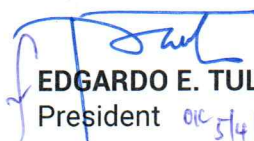
**MEMORANDUM CIRCULAR NO. 73**  
Series of 2023

**T O: All Concerned**

**R E: Local Working Committees for 30<sup>th</sup> PhilFruits National Symposium  
on October 16-21, 2023**

The 30<sup>th</sup> PhilFruits National Symposium will be held at the RDE Hall on October 16-21, 2023. For a successful conduct of this event, you are hereby designated as Chairpersons, Co-Chairpersons and Members of the different working committees. The Chairpersons are requested to convene their respective committees to discuss plans and preparations on their assigned tasks.

Your usual cooperation is hereby anticipated.

  
**EDGARDO E. TULIN**  
President *oic 5/4/23*

**Local Working Committees**  
**30<sup>th</sup> Philfruits National Symposium**  
**Oct. 16-21,2023**  
**RDE Hall, VSU, Baybay City, Leyte**

COMMITTEE	FUNCTIONS
<b>1. STEERING COMMITTEE</b> Chair: Dr. Emma Ruth Bayogan Co-Chair: Dr. Edgardo E. Tulin Members: Dr. Allen Glennie P. Lambert Dr. Guiraldo C. Fernandez Jr. Dr. Lynette C. Cimafranca	<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: PhilFruits Rep. Co-Chair: ViCARP DOH rep. Ms. Pearl Vistal	<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, tokens, certificates, plaques, etc</li> </ul>
<b>3. REVIEW OF ABSTRACTS/POSTER JUDGES</b> Chair: PhilFruits Rep. Co-Chair: Dr. Victor B. Asio Members: Dr. Rotacio S. Gravoso Prof. Jude Nonie Sales	<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>Categorizes papers as to field of study (basic in scheduling for program session)</li> <li>Submits final list of abstracts accepted for oral and poster presentation on or before April 15, 2019.</li> </ul>
<b>4. ACCOMMODATION COMMITTEE</b> Chair: Dr. Lorina A. Galvez Co-Chair: Dr. Nancy Dumaguing Member: Ms. Inish Chris P. Mesias	<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: Dr. Ivy C. Emnace Co-Chairs: Ms. Josefina M. Larrosa Members: VSU Pavilion Staff Selected HRTM students and Staff PhilFruits Rep	<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: Engr. Marlon G. Burlas Co-Chair: Mr. Vincent Asilom Members: GSD Drivers Dr. Dario B. Lina	<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. EXHIBITS COMMITTEE</b> Chair: Dr. Maria Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia D. Velarde Members: Research Center Directors Ms. Elmera Y. Bañoc OVPREI staff	<ul style="list-style-type: none"> <li>• Installs the set-up for poster exhibits at the RDE Hall</li> <li>• Organizes exhibits of products of VSU and other exhibitors at RDE reception area</li> </ul>
<b>8. VENUE PREPARATION &amp; RESTORATION</b> Chair: Engr. Mario P. Valenzona Co-Chair: Dr. Rosario A. Salas Members: Mr. Roden Troyo RDE Staff GSD-Landscape staff Mr. Jubymar Mabuto	<ul style="list-style-type: none"> <li>• Prepares the venue for the conference sessions and fellowship night</li> <li>• Coordinates with the program committee on the arrangement of tables and chairs</li> <li>• Decorates the stage and install backdrop</li> <li>• Restores the Hall after the completion of the activity</li> <li>• Installs the set-up for commercial exhibits</li> </ul>
<b>9. SOCIALS COMMITTEE</b> Chair: Prof. Jude Nonie Sales Co-Chair: Dr. Ma. Juliet C. Ceniza Members: CAC Members	<ul style="list-style-type: none"> <li>• Plans for activities during the socials such as assigning emcee, speakers and presentations</li> </ul>
<b>10. RECEPTION</b> Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Dr. Ivy C. Emnace Members: CAFS Student Leaders Dr. Luz Asio	<ul style="list-style-type: none"> <li>• Receives guests, resource persons and participants upon arrival at the conference venue</li> <li>• Prepares leis, ribbons and others for the guests and resource persons</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 and keynotes as well as the PFA, Inc. board members.</li> </ul>
<b>11. PUBLICITY &amp; LIVE STREAMING COMMITTEE</b> Chair: Dr. Ulderico B. Alviola Members: Mr. Jed Asaph D. Cortes Mr. Genaro Godoy Mr. Norman Villas Mr. Kim Kenneth Roca Webteam Staff Information Staff	<ul style="list-style-type: none"> <li>• Organizes live streaming coverage during the event</li> <li>• Designs and posts publicity materials such as streamers/tarpaulin, posters, etc.</li> <li>• Issues articles/newsletters</li> <li>• Streamers at airport and other point of entries</li> </ul>
<b>12. DOCUMENTATION</b> Chair: Dr. Christina A. Gabrillo Co-Chair: Dr. Luz O. Moreno Members: Ms. Marianne U. Dela Peña Ms. Isabel Amora Ms. Sheila Marie Lemos Mr. Genaro Godoy DYDC Staff	<ul style="list-style-type: none"> <li>• Arrange with the program committee on the schedule of activities</li> <li>• Prepare equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event</li> <li>• Assign and record activities for the entire proceedings</li> </ul>

<b>13. MULTIMEDIA COMMITTEE</b> Chair: Engr. Sean O. Villagonzalo Members: Univ. Connectivity Office staff RDE Hall staff URC staff	<ul style="list-style-type: none"> <li>Provides quality and uninterrupted multimedia support for the conference at different venues</li> </ul>
<b>14. LIGHTS AND SOUNDS</b> Chair: Engr. Marlon G. Burlas Members: RDE Hall Staff Electrical Services staff	<ul style="list-style-type: none"> <li>Provides quality and uninterrupted lights and sound system support for the conference at different venues</li> </ul>
<b>15. FINANCE COMMITTEE</b> Chair: Dr. Felipe S. Dela Cruz, Jr. Members: PFA, Inc.	<ul style="list-style-type: none"> <li>Receives registration payments and issues official receipts</li> <li>Allocate appropriate VSU funds for the activity being the host of the event</li> </ul>
<b>16. SECRETARIAT</b> Chair: PhilFruits Rep. Co-Chair: PFA, Inc. Members: PFA Ms. Elmera Y. Bañoc/ViCARP Dr. Malou Benitez Dr. Pauline Caintic	<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 and tokens</li> <li>Packages the gifts for guests and resource persons</li> <li>Provides assistance to participants in arranging flights and other needs</li> </ul>
<b>17. FIELD IMMERSION /Field Tour</b> Chair: Dr. Rosario A. Salas Co-Chair: PhilFruits Rep Members: Tourism Management faculty/students Dr. Ma. Juliet Ceniza/ViCARP Mr. Randy Omega	<ul style="list-style-type: none"> <li>Plans and finalizes the destinations for the tour</li> <li>Coordinates with the transportation committee on the vehicles needed for the tour</li> <li>Assigns/acts as tour guides</li> </ul>