



Visayas State College of Agriculture
Baybay, Leyte
OFFICE OF THE PRESIDENT

22 March 1999

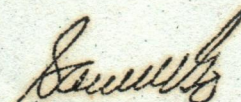
Memorandum No. 26
Series of 1999

T O : ALL STAFF MEMBERS CONCERNED

SUBJECT : Committee for the National Seminar-Workshop on Curriculum
Revision for the Integration of Sustainable Agriculture Concepts

You are hereby designated Chairmen, Co-chairmen and members of the different support committees for the NATIONAL SEMINAR-WORKSHOP ON CURRICULUM REVISION FOR THE INTEGRATION OF SUSTAINABLE AGRICULTURE CONCEPTS on May 26-30, 1999.

In this connection please prepare plans for your respective committees.


SAMUEL S. GO
President

cc: Prof. FA Evangelio - Director, PRCRTC
Prof. LO Moreno - Director, NARC
Prof. AB Masendo - Manager, VISCA Hostel
Dr. SC Dagoy - Director, ODEX-NFE
Dr. LR Gonzal - Director, ODRD
Dr. RM Santiago - Director, RCRC
Dr. ZM de la Rosa - Director, FARMI
Dr. LP Lambert - Manager, Guest House
Ms. CU Nuevo - OIC-Cash Division
Prof. DS Hgsang - Principal, UHS

**NATIONAL SEMINAR-WORKSHOP ON CURRICULUM REVISION
FOR THE INTEGRATION OF SUSTAINABLE AGRICULTURE CONCEPTS
26-30 May 1999 • VISCA Convention Center
Baybay, Leyte**

STEERING COMMITTEE

Chairman : Dr. Samuel S. Go, President
Co-Chairman : Dr. Sixto P. Sandoval, Secretary, ACAP
Members : Vicente A. Quiton, VP for Academic Affairs & PRO, ACAP
Dr. Nérelito P. Pascual, VP for Administration
Dr. Roberto C. Guarte, College Secretary
Dr. Justiniano L. Seroy, Director of Instruction
Dr. Misael T. Diputado Jr., DOH-Head
Ms. Delia L. Silao, Assist. Secretary, ACAP

SUPPORT COMMITTEES

Committee

Duties and Responsibilities

SECRETARIAT

Chairman : Ms. BP Bibera
Co-Chairman: Ms. LQ Escabal
Members : Ms. BV Balbarino
Ms. CM Sarzona
Ms. JT Peña
Ms. ES Valenzona
Ms. RJ Solis
Ms. G Bancala
Mr. EM Escabal
Mr. OM Betonio
Mr. RV Cano
Mr. RP Bertulfo

1. Coordinate and follow-up preparations/activities of the different working committees.
2. Coordinate and facilitate all other arrangement (billeting of participants, booking of plane and boat tickets, trip arrangement, etc.)
3. Facilitate and prepare communications related to the seminar-workshop.

REGISTRATION

Chairman : Ms. ES Valenzona
Co-Chairman: Ms. LQ Escabal
Members : Ms. LD Ancheta
Ms. RJ Solis
Ms. ST Nayre
Ms. FMY Duatin
Ms. M. Panchito
Ms. AB Flandez

1. Facilitate registration of guests and participants and in the issuing of the following:
 - a. Registration form
 - b. Attendance sheets
 - c. ID cards
 - d. Programs
 - e. Certificate of Appearance (after the seminar-workshop)
2. Prepare a master list of participants (including facilitators and drivers) arranged alphabetically and by school/institution.
3. Collect registration fees from the participants and facilitate issuance of official receipts.
4. Assign staff to assist the Secretariat in the following:
 - a. Booking and rebooking of plane tickets for guests and visitors and participants.
 - b. Attend to the needs of guests and participants.
5. Issue certificates of appearance to delegates after the convention.

ACCOMMODATION

Chairman : Prof. AB Masendo
Co-Chairman: Dr. NP Lambert
Members : Ms. VA Olleras
Ms. LB Paloma
Ms. LD Ancheta

1. In-charge of the accommodation of all guests and participants.

FOODS AND SNACKS

Chairman : Dr. NP Lambert ✓
Co-Chairman: Ms. VA Oileras ✓
Members : Ms. LD Ancheta
Ms. AD Troyo
Ms. ST Nayre
Mr. FS Llano
Mr. D Rosel

1. In-charge of the following:
 - a. Food: Breakfast - 6:30 a.m.
Lunch - 12:00 NN
Supper - 6:30 p.m.
 - b. Snacks: Morning - 9:45 a.m.
Afternoon- 3:00 p.m.
 - c. Coffee, tea, etc.
 - d. Dinner & cocktail on May 25, 1999.

VENUE AND HALL

PREPARATION

Chairman : Engr. CD Espina ✓
Co-Chairman: Ms. MC Bales ✓
Members : Prof. ED Briones
Mr. D Flandez
Mr. VQ Pomida
Mr. JNA Seles
Mr. D Rosel
Mr. G. Cerna
Mr. F Cerna
Mr. FN Montajes
Mr. F Morales

1. Prepare the venue for the session(s) and provide the following:
 - a. Chairs for 120 participants and session facilitators.
 - b. Stage decorations/interior design and backdrop

TRANSPORTATION

Chairman : Engr. CF Gumad ✓
Co-Chairman: Dr. SP Sandoval ✓
Members : Mr. JM Ancheta
Mr. JB Belarmino
Mr. F Macariola
Ms. P. Patolilic

1. Fetch and conduct guests and participants from the airport/ wharf to VISCA campus and vice-versa.
2. Provide support services to other committees who might be needing vehicles such as hauling of AV equipment, snacks, etc.
3. Provide at least two stand-by vehicles for the Secretariat's use.

DOCUMENTATION

Chairman : Dr. Dr. WT Alesna ✓
Co-Chairman: Ms. ZD Gerona ✓
Members : Ms. LB Paloma
Ms. CR Arceña
Ms. NG Canada
Mr. EG Cagasan
Ms. FT Baliña
Mr. LV Ramirez
Mr. VA Cordero

1. Documentation of the proceedings of the seminar-workshop activities.
2. Come-up with a proceedings of the seminar-workshop.

PROGRAMS AND CERTIFICATES

Chairman : Dr. RC Guarle ✓
Co-Chairman: Dr. SP Sandoval
Members : Ms. LQ Escabal
Ms. BV Balbarino

1. In-charge in the preparation/printing and mass production of program and certificates.

FACILITATORS

Chairman : Mr. RB Armecin ✓
Co-Chairman: Ms. FMY Duatin ✓
Members : Ms. EM Umpad
Ms. CJY Duatin
Ms. LG Asio
Ms. EM Malasaga
Mr. AC Martinez
Mr. D. Molato
Mr. F Ocon
Mr. F Salapa

1. Coordinate/facilitate in the preparation of the AV equipment ready for use by the different speakers/lecturers.
2. Extend help to speakers/lecturers when they need assistance especially in the presentation of their papers.
3. Assist the participants and speakers in the use and access of mircophones.