



Visayas State University

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Office of the President

7 September 2011

MEMORANDUM NO. 197

Series of 2011

T O: All Concerned

**R E: Working Committees for the Five (5) Seminars as Part of the University's
Celebration of the 111th Anniversary of the Philippine Civil Service**

The following seminars are lined-up to be conducted during the month of September as part of the university's celebration of the 111th Anniversary of the Philippine Civil Service:

1. Seminar on Computation of Grades Among New Instructors
2. Seminar on Performance Rating Report Preparation
3. Seminar on Public Accountability & Customer Service Among VSU Drivers
4. Seminar on Personality Development for Administrative Personnel
5. Seminar on Lean Management in the Public Sector

To ensure the success of these activities, the following committees are hereby created:

1. Overall Coordination

- | | | |
|---------------------------|---|------------------|
| Dr. Roberto C. Guarte | - | Chairperson |
| Dr. Lourdes B. Cano | - | Vice-Chairperson |
| Ms. Teresita L. Quiñanola | - | Member |

2. Secretariat/Proceedings Preparation

- | | | |
|--------------------------|---|-------------|
| Ms. Epifania G. Tudit | - | Chairperson |
| Ms. Asteria A. Sevilla | - | Member |
| Ms. Bernardita P. Bibera | - | Member |
| Ms. Cecil Joy Y. Duatin | - | Member |

Mr. Abdon G. Malnegro	- Member
Ms. Lourdes C. Managbanag	- Member
Ms. Asuncion C. Arradaza	- Member

3. Facilitation/Registration/Confirmation

Ms. Ma. Cristina U. Ramirez	- Chairperson
Ms. Felicisima P. Israel	- Member
Ms. Ma. Fe L. Limsiaco	- Member

4. Venue Preparation and Restoration

Mr. Simeon P. Sedrome	- Chairperson
Mr. Felix C. Abanera	- Member
Mr. Jovenal B. Belarmino	- Member

5. Sounds and Other Facilities

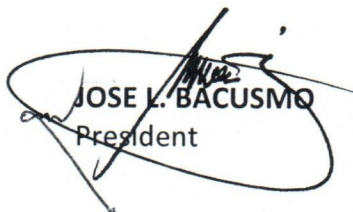
Engr. Apolonio M. Encierto	- Chairperson
Mr. Clementino A. Borela	- Member

6. Snacks

Ms. Rebecca B. Napiere	- Chairperson
All Guest House Personnel	- Members

Dr. Guarte is requested to meet with committee Chairpersons for proper planning and coordination.

Please be guided accordingly.


JOSE L. BACUSMO
President