



7 July 2017

MEMORANDUM CIRCULAR NO. 49

Series of 2017

T O: All Concerned

**R E: Working Committees for the Visit of the Deputy Head of Mission
to ACIAR Programs in the Philippines**

This is to inform you that the Deputy Head of Mission to ACIAR Programs in the Philippines will visit VSU on July 20, 2017. To ensure the success of this visit the attached working committees are created.

All Chairpersons are requested to meet their respective committees to plan and discuss their assigned tasks.

Please be guided accordingly.


EDGARDO E. TULIN
President

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

WORKING COMMITTEES

Visit of Deputy Head of Mission to ACIAR Programs in the Philippines July 20, 2017

Aim: Showcase the ACIAR investment at VSU: Projects in vegetable, tropical fruit, postharvest, soil, value chain, and forestry.

Committee	Functions
1. Steering Committee Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Othello B. Capuno Members: Dr. Jose L. Bacusmo Prof. Efren B. Saz Dr. Zenaída C. Gonzaga Dr. Lucia M. Borines Dr. Arturo E. Pasa Dr. Victor B. Asio Dr. Roberta D. Lauzon Dr. Lorina A. Galvez Dr. Marilou M. Benitez	Plan for the following concerns; 1. Venue for the showcase, facilities or laboratories to visit inside the campus. 2. What are the identified innovative research outputs to showcase in each team? Field visit where research trial is ongoing. May it be in a form of Award, Certificate, tarpaulin or leaflet, brochures or journals. 3. Have the project leaders been able to come up with any 'innovative' ideas for the Deputy Head of Mission Mat Kimberley visit? 4. Seek VSU names or contact and confer with PNP for security reason. 5. Venue for lunch of the guests. 6. Others: - Something amazing in VSU to show to the DHOM ex. Tarsiers
2. Program Chairperson: Ms. Maria Lilia P. Vega Members: Ms. Roseli-Fatima J. Sosmeña Mr. Albert N. Banayag	Prepare program and coordinate with John Oakeshott and Mai Alagcan.
3. Ribbon and Lei Preparation Chairperson: Ms. Elmira Y. Bañoc Members: Ms. Maria Verjie Q. Subere Ms. Maria Louella C. Tambis Ms. Pauline S. Caintic	1. Prepare ribbon for cutting during the Opening Program of the ACIAR Showcase at the RDE Hall, OVPRE. 2. Prepare 5 leis for ACIAR visitors.
4. Venue and Sound Preparation and Management Chairperson: Ms. Fe Remedios L. Diaz Members: Mr. Jerry B. Posas Mr. Nicasio Lingatong Ms. Jen B. Posas Mr. Pepito Solano ACIAR Project Research Assistants (Vegetable, Soils, Postharvest, Value Chain,	1. To prepare venue. 2. Assist in installing sound system, putting up of tables and chairs.

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Jackfruit and Forestry)	
5. Tarpaulin Chairperson: Mr. Joshua V. Velarde Members: Ms. Amor P. Bibera Ms. Crislyn B. Cruz	<ol style="list-style-type: none">1. To prepare layout of tarpaulin and have it printed.2. Install the tarpaulin at the main gate entrance with size 5x12, another tarpaulin at the entrance of the OVPRE Building with size 5 x 6.3. Coordinate with Ms. Lilia Vega regarding the information that will be printed in the tarpaulin.
6. Documentation	Office of the President to decide. The ACIAR Deputy will also bring their own documentors and to decide what information to release related to the visit.
7. Publicity	To provide for publicity are the following: Ms. Lalaine Marcos and Mr. Dindo Alaras.
8. Transportation Chairperson: Ms. Lilia Vega Members: Mr. Albert N. Banayag	<ol style="list-style-type: none">1. Prepare trip tickets for the 2 requested vehicles: a) ACIAR Grandia with driver - Mr. Albert Banayag b) Office of the President Grandia with driver.
9. Security	The ACIAR seeks support for the security of the Deputy Head of Mission. The Office of the President to decide the In-Charge of the security while the DHOM and his team are within the VSU campus and nearby farm area particularly at Alberto Rosillo farm in Gabas.