



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

29 April 2003

MEMORANDUM CIRCULAR NO. 16

Series of 2003

T O: All Concerned

R E: Working Committees during the Seminar-Workshop on Career and Personality Development for Clerks and Other Administrative Staff

In order to ensure the success of the seminar-workshop among the clerks and other administrative staff on May 19-20 and May 21-22, 2003, the following committees are hereby created:

1. Over-all Coordinator

Dr. Jose Alkuino, Jr.	- Chairperson
Dr. Lourdes Cano	- Vice-Chairperson
Ms. Norma Cala	- Member
Ms. Teresita L. Quiñanola	- Member

2. Registration

Ms. Teresita Quiñanola	- Chairperson
Ms. Ma. Fe Limsiaco	- Member

3. Facilitation

Ms. Roberta Lemos	- Chairperson
Ms. Corazon Nuevo	- Member
Ms. Wenifreda Oclitaria	- Member

4. Secretariat and Proceedings Preparation

Ms. Bernardita Bibera	- Chairperson
Mr. Onofre Betonio	- Member

5. Program and Certificates

Ms. Teresita Quiñanola	- Chairperson
Ms. Vivian Balbarino	- Co-Chairperson
Ms. Elvira Gorre	- Member

6. Venue & Training Hall (Preparation of Paraphernalia, Monoblocks Table and Restoration)

Mr. Jaime Pascual	- Chairperson
Mr. Petronilo Nuñez	- Member
Mr. Felix Abanera	- Member
Mr. Roberto Pascual	- Member

7. Transportation (Preparation of Trip Tickets)

Engr. Celso Gumaod	- Chairperson
Mr. Florencio Macariola	- Member
Ms. Perseveranda Patolilic	- Member

8. Snacks/Foods

Dr. Nelen Lambert	- Chairperson
Mr. William Cortijos	- Member
All Guest House Staff	- Member

9. Socials/Cocktail

Ms. Norma Cala	- Chairperson
Ms. Corazon Nuevo	- Member
Ms. Erlinda Esguerra	- Member
Mr. Ernesto Bulay-og	- Member

10. Finance Committee

Dr. Jose Alkuino, Jr.	- Chairperson
Ms. Norma Cala	- Member
Ms. Roberta Lemos	- Member
Ms. Corazon Nuevo	- Member

11. Steering Committee

Dr. Paciencia Milan	- Chairperson
Dr. Jose Alkuino, Jr.	- Member
Prof. Jesusito Lim	- Member

Dr. Jose M. Alkuino, Jr., as the Over-All Coordinator is requested to convene the committee chairpersons and members the soonest possible time in order to ensure attainment of the objectives of this activity.


PACENCIA P. MILAN
 President