



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

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## Office of the President

17 December 2012

### MEMORANDUM NO. 305

Series of 2012

**T O: All Concerned**

**R E: Working Committees for the VSU Hospital Annual Planning for 2013**

To ensure a successful conduct of the VSU Hospital Annual Planning for 2013 which will be held at the Seafront Suites on December 19, 2012, 8:00 a.m. – 5:00 p.m., the following working committees are hereby created:

**1. Overall Coordination:**

Dr. Roberto C. Guarte	- Chairperson
Dr. Lourdes B. Cano	- Member
Dr. Elwin Jay V. Yu	- Member
Dr. Josephine O. Zafico	- Member

**2. Secretariat/Proceedings Preparation:**

Ms. Asteria A. Sevilla	- Chairperson
Ms. Ma. Fe L. Limsiaco	- Member

**3. Registration/Facilitation/Confirmation:**

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

**4. Venue Preparation**

- Mr. Felix Abanera

**5. Snacks and Lunch for Participants:**


Ms. Vilma C. Olleras	- Chairperson
All Guest House Personnel	- Member

**6. Program and Certificates**

- Ms. Connel D. Antipaso

Your usual support and cooperation is enjoined.

Please be guided accordingly.

  
JOSE L. BACUSMO  
President *enc 12/17/12*

## **ACTIVITY PLAN**

**Title: VSU Hospital Annual Planning for 2013**

**Date: December 19, 2012**

**Time: 8:00 a.m. – 5:00 p.m.**

**Venue: Seafront Suites, VSU Campus, Visca, Baybay City**

**Participants: VSU Hospital Staff**

**Objectives:**

1. To produce a comprehensive work plan for VSU Hospital for the year 2013.
2. To schedule all major activities of the health education program of VSU Hospital for the year 2013.
3. To lay-out plans to improve the services of VSU Hospital particularly during enrolment and medical examination of both new and old students.

SCHEDULE OF ACTIVITIES

Time	Activity	Person In-Charge
7:30 am	Registration	
8:00 am	Invocation	Ms. Glenda Racho
	National Anthem	Ms. Ma. Fedelina B. Reyes
	Opening Remarks	Dr. Roberto C. Guarte
8:30 am – 9:00 am	Overview of VSU Hospital Plan for 2013	Dr. Elwin Jay V. Yu
9:00 am – 12:00 nn	Presentation of Action Plans for the Health Education and Wellness Program of VSU Hospital	
	• Healthy Lifestyle	Ms. Cindy Rufin
	• Reproductive Health	Ms. Jan Ana Masendo
	• Environment and Sanitation	Ms. Dona Marie Torrecampo
	• Maternal and Child Health	Ms. Teodora Doris Braganza
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 3:30 pm	Planning for Medical Examination of Students at VSU Hospital for Year 2013	
	• Presentation of present workflow	Dr. Josephine O. Zafico
	• SWOT Analysis and Identification of Problems by group (Medical, Nursing, Administrative, X-ray & Laboratory and Dental	Dr. Lourdes B. Cano
	• Crafting of possible solutions	
3:30 pm – 4:30 pm	Summary of Health Education & Wellness Program Action Plan for 2013 of VSU Hospital	Dr. Josephine O. Zafico
	Presentation of revised & improved workflow for efficient medical examination services for VSU Hospital	Dr. Elwin Jay V. Yu
	Closing Remarks	Dr. Lourdes B. Cano