

# Visayas State University

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## Office of the President

22 October 2010

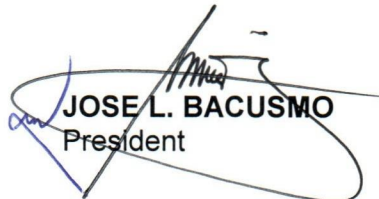
**MEMORANDUM CIRCULAR NO. 57**  
Series of 2010

**T O: All Concerned**

**R E: Working Committees for the 7<sup>th</sup> Annual Conference of the Philippine Society for Lactic Acid Bacteria, Inc.**

On **November 19, 2010**, our university will host the **7<sup>th</sup> Annual Conference of the Philippine Society for Lactic Acid Bacteria (PSLAB), Inc.** For adequate planning and preparation for this activity, the attached working committees are created.

Your wholehearted support is requested.

  
**JOSE L. BACUSMO**  
President

## WORKING COMMITTEES

7<sup>th</sup> Annual Conference of the Philippine Society for Lactic Acid Bacteria, Inc.  
November 19, 2010

### COMMITTEES/IN-CHARGE

### DUTIES AND RESPONSIBILITIES

#### A. PROGRAM AND INVITATION

Chairperson: Dr. R.M. Gapasin  
Members: Dr. L.M. Noriel  
Dr. L.M. Borines  
Ms. Ma.H Seco

- \* Prepare program, invitation letters, certificates of participation and appreciation.
- \* Send out invitation letters to members, prospective members and other institutions.
- \* Prepare master list of names who have already been sent with invitation letters.
- \* Prepare and finalize the general program and submit to SOUVENIR PROGRAM COMMITTEE for lay-outing and reproduction.
- \* Coordinate with ACCOMMODATION AND SECRETARIAT COMMITTEES.

#### B. SECRETARIAT

Chairperson: Dr. A.B. Tulin  
Members: Dr. B.S Belonias  
Dr. S.B. Lina  
Dr. M.T.P. Loreto  
Prof. B. Ratilla  
Ms. E. M. Umpad

- \* Prepare conference kit.
- \* Prepare registration forms, attendance sheets, certificates of appearance and oath of membership.
- \* Prepare ID/name tags for guests and participants.
- \* Assist participants in accomplishing registration forms.
- \* Issue official receipts for participants and incoming members.
- \* Incharge of releasing the conference kit.
- \* Take charge in getting the attendance of participants and summary of participants by agency/company.
- \* Incharge of the reservation/booking of plane or boat tickets.
- \* Incharge of listing names of participants for the TOUR and submit numbers to the food committee.

#### C. RECEPTION

Chairperson: Prof. R.G. Gerona  
Members: Prof. L.B. De Pedro  
Prof. E.L. Oclarit  
Prof. Y.C.Mangaoang  
Ms. L.A. Ternura  
Ms. I.C. Emnace

- \* Prepare leis/corsage for guests.
- \* Usher/receive guests to their respective seats and participants for the registration.
- \* Assist paper presentors during their presentations.

#### D. MEDIA RELATIONS AND PUBLICITY

Chairman: Dr. M.K. Palomar  
Members: Prof. J.L. Lim  
Ms. A.O. Carreno  
Mr. J.F.M. Baldos  
Mr. U. Alviola

- \* Solicit and hang streamers at the venue and other strategic places.
- \* Contact local media practitioners for publicity.

#### E. DOCUMENTATION AND SOUVENIR PROGRAM

Chairperson: Dr. R.S. Gravoso  
Members: Dr. E.G. Cagasan  
Ms. A.D. Gerona

- \* Collate and reproduce all paper and poster abstracts.
- \* Prepare list of company's logo or personalized greetings from donors.
- \* Reproduce copies of souvenir program for inclusion in the conference kit.
- \* Document the proceedings through tape recorder, video camera and digital still/SLR camera.
- \* Prepare all needed materials.
- \* Produce proceedings of the whole activity.
- \* Prepare the Post Activity Evaluation Form which will be distributed and collected by the SECRETARIAT.



**WORKING COMMITTEES**

7<sup>th</sup> Annual Conference of the Philippine Society for Lactic Acid Bacteria, Inc.  
November 19, 2010

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**F. PAPER PRESENTATION AND EXHIBIT DISPLAY**

- |              |                  |   |
|--------------|------------------|---|
| Chairperson: | Dr. E.E. Tulin   | * Takes charge of equipment needed for paper presentation.                        |
| Members:     | Dr. C.E. Calibo  | * Take charge of the arrangement of posters for exhibited at the conference hall. |
|              | Dr. F.B. Elegado |   |
|              | Dr. J.D. Tan     | * See to it that time allotted for the presentation is strictly followed.         |
|              | Dr. A.D. Acabal  |   |
|              | Dr. L.M. Borines |   |

**G. PHYSICAL DETAILS AND TRANSPORTATION**

- |              |                     |   |
|--------------|---------------------|---|
| Chairperson: | Dr. D.O. Ferraren   | * Facilitate the provision of vehicles for the transport of guests, speakers and participants.                            |
| Members:     | Mr. R. Sanico       | * Coordinate with the SECRETARIAT as to the visitors to be fetched, taking note of their arrival and departure schedules. |
|              | Prof. G.J. Jansalin | * Take charge of the arrangement of posters for exhibit at the conference hall.   |
|              | Ms. LA Ternura      | * Take charge of the backdrop and other physical arrangement at the conference hall.                                      |
|              |                     | * Coordinate with the FOOD AND SOCIALS COMMITTEE.   |

**H. SOLICITATION AND SOUVENIR**

- |              |                     |   |
|--------------|---------------------|---|
| Chairperson: | Dr. M.K. Palomar    | * Send out and follow up solicitation letters.    |
| Members:     | Prof. J.L. Lim      | * In-charge of the souvenir items for guests.     |
|              | Dr. J.D. Tan        | * Take charge of the finances of the association. |
|              | Dr. R.D. Lauzon     |   |
|              | Dr. B.S. Belonias   |   |
|              | Prof. F.M.Y. Duatin |   |

**I. AWARD**

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|--------------|------------------|--|
| Chairperson: | Dr. V.B. Asio    | * Formulate criteria for judging paper and poster presentations. |
| Members:     | Dr. M.K. Palomar | * Prepare certificates/cash prizes (if available) to winners.    |
|              | Dr. F.M. Salas   |  |

**J. FOOD AND ACCOMMODATION**

- |              |                       |   |
|--------------|-----------------------|---|
| Chairperson: | Dr. R.D. Lauzon       | * Coordinate with Guest House for the menu for each meal and snacks.  |
| Members:     | Dr. S.L. Sanchez      | * Coordinate with the SECRETARIAT as to the number of participants for lodging and food reservation.                                  |
|              | Ms. G.A. Villagonzalo | * See to it that there should be standby coffee, milo and the like.   |
|              | Ms. I.C. Emnace       | * Coordinate with the hotel for the reservation of guests and participants.   |
|              | Ms. L.S. Estoy        | * Coordinate with TRANSPORTATION COMMITTEE for the vehicle that will ferry the participants to and from the venue including the tour. |
|              | Food Tech Students    |   |

**K. SOCIALS AND TOURS**

- |              |                   |  |
|--------------|-------------------|--|
| Chairperson: | Dr. L.M. Borines  | * Organize and facilitate conduct of the opening, closing, and dinner cocktails.                                     |
| Members:     | Dr. A.B. Tulin    | * Arrange the places to be visited for the TOUR.   |
|              | Dr. L.S. Palomar  | * Coordinate with the SECRETARIAT AND FOOD COMMITTEES as to the number of participants who will be joining the tour. |
|              | Dr. M.J.C. Ceniza | * Coordinate with the TRANSPORTATION COMMITTEE for the vehicle to be used for the tour.                              |
|              | Dr. A.M. Acabal   | * Coordinate with the DOCUMENTATION COMMITTEE  |
|              | Mr. D. Varron     |  |
|              | Ms. L.A. Ternura  |  |
|              | Ms. J.S. Santiago |  |