



11 February 2022

**MEMORANDUM CIRCULAR NO. 17**  
Series of 2022

**TO: All Concerned**

**RE: Working Committees for the CHED meeting with all HEIs in the Provinces of Leyte, Southern Leyte and Biliran**

The university will host the upcoming meeting with all Presidents/Administrators/Heads of the different Higher Education Institutions (HEIs) in the Provinces of Leyte, Southern Leyte and Biliran on February 17, 2022 and the CHEDRO VIII Strategic Planning and Target Setting on February 18-19, 2022. To ensure the success of the said activities, you are hereby designated to compose the attached local working committees. The Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.

  
**EDGARDO E. TULIN**  
President

**Local Working Committees**  
**CHED meeting with all HEIs in the Provinces of Leyte, Southern Leyte and Biliran**

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COMMITTEE	FUNCTIONS
<b>1. STEERING COMMITTEE</b> Chair: Dr. Edgardo E. Tulin Co-Chairs: Dr. Allen Glennie P. Lambert Dr. Guiraldo C. Fernandez, Jr. Members: Dr. Ulderico B. Alviola Mr. Jed Asaph D. Cortes Ms. Ganessa Rose L. Gongora	<ul style="list-style-type: none"> <li>Plans for smooth implementation of the activity</li> <li>Oversees the implementation of all the activities</li> <li>Makes funds available</li> </ul>
<b>2. ACCOMMODATION COMMITTEE</b> Chair: Dr. Allen Glennie P. Lambert Co-Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Ms. April Gayle V. Calunangan Ms. Magnolia Lao	<ul style="list-style-type: none"> <li>Coordinates with the In-Charge of VSU Apartelle, Cottages, Seafront Suites, Balay Alumni and ATI Dorm and Director's Cottage, for accommodation of guests, regents and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> </ul>
<b>3. FOOD COMMITTEE</b> Chair: Ms. Josefina M. Larrosa Co-Chairs: Ms. Arrah Mae C. Godoy Members: VSU Pavilion Staff	<ul style="list-style-type: none"> <li>Coordinates with the organizers for food menu and number of persons to be served</li> <li>Monitors and ensures quantity and quality food service</li> </ul>
<b>4. TRANSPORTATION COMMITTEE</b> Chair: Engr. Marlon G. Burlas Co-Chair: Dr. Julius V. Abela Members: GSD Drivers	<ul style="list-style-type: none"> <li>Organizes transportation requirements of guests and invited resource persons</li> <li>Ensures transport service availability on time as scheduled</li> <li>Ensures the reliable condition of the transportation vehicles</li> </ul>
<b>5. VENUE PREPARATION &amp; RESTORATION</b> Chair: Mr. Roden D. Troyo Co-Chair: Dr. Rosario A. Salas Members: Mr. Jerry B. Posas Mr. Nicasio Lingatong Ms. Elmira Y. Bañoc GSD-Landscape staff	<ul style="list-style-type: none"> <li>Prepares the venue for the activity sessions</li> <li>Coordinates with the program committee on the arrangement of tables and chairs</li> <li>Decorates the stage and install backdrop</li> <li>Restores the hall after the completion of the activity</li> <li>Installs decoration set-up at RDE Hall and CCE 1<sup>st</sup> floor.</li> </ul>
<b>6. DOCUMENTATION &amp; LED WALL Control</b> Chair: Dr. Ulderico B. Alviola Co-chair: Mr. Jed Asaph D. Cortes Members: UIMC staff	<ul style="list-style-type: none"> <li>Arrange with the program committee on the schedule of activities</li> <li>Prepares equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event</li> <li>Encodes and transcribe data from recorded information</li> <li>Control and operates the LED Wall in the RDE Hall</li> </ul>



<b>7. MULTIMEDIA COMMITTEE</b> Chair: Engr. Sean O. Villagonzalo Members: ICTMC staff RDE Hall staff	<ul style="list-style-type: none"> <li>Provides quality and uninterrupted multimedia support for the activity</li> </ul>
<b>8. LIGHTS AND SOUNDS</b> Chair: Engr. Marlon G. Burlas Members: Electrical Services staff	<ul style="list-style-type: none"> <li>Provides quality and uninterrupted lights and sound system support for the venue</li> </ul>
<b>9. RECEPTION &amp; USHERING</b> Chair: Dr. Anabella B. Tulin Co-Chair: Dr. Ma. Theresa P. Loreto Members: Ms Ma. Elsa Umpad Ms. Lisa I. Arce Ms. Jojane D. Atok Ms. Chinelo M. Cardaño Ms. Mae Ann A. Bravo Mr. Rommel M. Garrido Jr. Dr. Jett C. Quebec Ms. Miray Bañoc	<ul style="list-style-type: none"> <li>Receives guests, resource persons and participants upon arrival at the venue</li> <li>Prepares leis, ribbons and others for the guests and resource persons</li> <li>Coordinates with the program committee regarding arrival of guests and visitors</li> </ul>
<b>10. SECRETARIAT</b> Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Ms. Mariane B. Ubay Ms. Ganessa Rose L. Gongora Ms. Vivian V. Balbarino Ms. Antonieta D. Israel	<ul style="list-style-type: none"> <li>Prepares the participants' certificate of participation, certificate of appearance, ID's</li> <li>Provides assistance to participants in relation to the activity</li> </ul>
<b>11. HEALTH and SECURITY</b> Chair: Dr. Julius V. Abela Co-Chair: Dr. Elwin Jay V. Yu Members: OUDRRM personnel USHER personnel	<ul style="list-style-type: none"> <li>Provides security.</li> <li>Coordinate with the local PNP of the caravan activity.</li> <li>Provides health assistance during the activity.</li> <li>Provides ambulance during the caravan event.</li> </ul>