

**VISAYAS STATE COLLEGE OF AGRICULTURE**  
**Baybay, Leyte**  
**Philippines**

September 4, 2000

**MEMORANDUM CIRCULAR NO. 70**  
**Series of 2000**

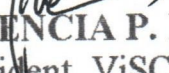
**TO: ALL CHAIRMEN AND MEMBERS CONCERNED**

**SUBJECT: FORMATION OF THE DIFFERENT WORKING  
COMMITTEES FOR THE 12<sup>th</sup> REGIONAL SYMPOSIUM  
ON R&D HIGHLIGHTS**

In view of the forthcoming 12<sup>th</sup> Regional Symposium on R and D Highlights on September 12-14, 2000 at the SSPC, Catbalogan, Samar wherein SSPC as member of the VICARP will be the host agency, the attached working committees are hereby formed.

As such they shall perform all the duties and responsibilities assigned to their committee and all other functions which may be assigned to them by the undersigned.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President, ViSCA and  
VICARP-RRDCC Chairman

**VISAYAS CONSORTIUM FOR AGRICULTURE AND RESOURCES PROGRAM  
(VICARP)  
Visayas State College of Agriculture  
Baybay, Leyte**

**Steering Committee**

Dr. Paciencia P. Milan  
Dr. Jose L. Bacusmo  
Dr. Wolfreda T. Alesna

**Over-all Coordination**

Dr. Jose L. Bacusmo  
Dr. Wolfreda T. Alesna  
Dr. Anilfa L. Abenoja  
Ms. Luzvisminda A. Ternura

**WORKING COMMITTEES**

Committee	Duties and Responsibilities
<b>1. Program and Invitation</b> Chairman: Dr. Wolfreda T. Alesna Members: Dr. Anilfa L. Abenoja Ms. Luzvisminda A. Ternura Mr. Alex Tablate Mr. Dennis N. Catorce	<ol style="list-style-type: none"><li>1. Prepare the program.</li><li>2. Provide agencies concerned with a final draft of the program one week before the symposium.</li><li>3. Invite all guests and participants for the 3-day symposium.</li></ol>
<b>2. Publicity</b> Chairman: Mr. Ludito V. Ramirez Members: SSPC staff	<ol style="list-style-type: none"><li>1. Responsible for disseminating the information at local radio station.</li><li>2. Prepare 2-3 streamers to be placed at the highway Catbalogan crossing, SSPC entrance and near the venue.</li><li>3. Prepare WELCOME streamer for Dr. Patricio S. Faylon as Keynote speaker.</li></ol>

Committee	Duties and Responsibilities
<b>3. Certificates and Plaques</b> Chairman: Dr. Jose L. Bacusmo Members: Dr. Wolfreda T. Alesna Dr. Anilfa L. Abenoja Ms. Luzvisminda A. Ternura Mr. Dennis N. Catorce	<ol style="list-style-type: none"> <li>1. Prepare certificates of appearance, participation and appreciation for the guests and participants.</li> <li>2. Prepare certificates of Recognition for Outstanding R&amp;D Project winners.</li> <li>3. Prepare Certificates of Appreciation for the Working Committee Members</li> <li>4. Prepare plaques of Appreciation for the Awards Committee</li> </ol>
<b>4. Venue and Hall Preparation</b> Chairman: Dr. Anilfa L. Abenoja Members: Ms. Luzvisminda A. Ternura Prof. Rosa Ophelia D. Velarde SSPC Staff	<ol style="list-style-type: none"> <li>1. Coordinate with the SSPC management incharge. <ol style="list-style-type: none"> <li>a. Appropriate stage decoration, letterings.</li> <li>b. Provisions of 8-10 microphones (5 for evaluators/awards committee), one for the audience.</li> <li>c. Provision of good light and sound system.</li> <li>d. In the arrangement of the venue, the following should be considered: <ol style="list-style-type: none"> <li>1) Provide tables and chairs for 5 evaluators including names of evaluators. Tables should be covered with appropriate table cloth.</li> <li>2) Provide table and chairs for 4 documentors/recorders of symposium proceedings.</li> <li>3) Provide table and chairs for the Secretariat (preferably stationed near the entrance of the session hall).</li> </ol> </li> </ol> </li> <li>2. Provision of area with tables for snacks and refreshments.</li> <li>3. Maintenance of the cleanliness of the venue and its surroundings (including CRs).</li> </ol>



Committee	Duties and Responsibilities
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**5. Audiovisual Equipment/Facilitator**

**Chairman:** Engr. Sean O. Villagonzalo

**Members:** Mr. Jerome B. Labra  
Mr. Dennis N. Catorce  
Ms. Sheryl Nayre  
SSPC Staff

1. Coordinate with the hotel management for the provision of the following at the session hall
  - a. 2 overhead projectors
  - b. 4 slide projectors
  - c. 2 slide projector screen
  - d. 1 digital light projector
  - e. 2 notebook computers
  - f. 10-12 microphones
2. Assist presentors in the use of AV materials, slides during presentations.
3. Assist participants and presentors in the use and access of microphones.
4. See to it that sound system is functioning.
5. Assist presenter needing help in preparing audio visual materials, (slides, etc.) before his/her scheduled presentation.

**6. Transportation (ViSCA)**

**Chairman:** Ms. Fe L. Diaz

**Members:** Ms. Arsenia M. Poszs  
Mr. Tamar L. Mejia  
Mr. Edmedio Pastoril  
Mr. Arcadio Rola Jr.  
Mr. Leo Cailing

**Transportation (SSPC)**

**Chairman:** Tess Limse

1. Incharge of providing vehicles for the following:
  - a. fetch and conduct guests and evaluators from the airport/bus terminals to the symposium venue and vice versa.
  - b. Provide support services to other who might be needing vehicle accomplishing their respective assignments.
  - c. Provide at least two standby vehicles for the Secretariat's use during the three-day symposium.

Committee	Duties and Responsibilities
<p><b>5. Audiovisual Equipment/Facilitator</b>  <b>Chairman:</b> Mr. Jerome B. Labra  <b>Members:</b> Mr. Dennis N. Catorce  Ms. Sheryl Nayre  SSPC Staff</p>	<ol style="list-style-type: none"> <li>1. Coordinate with the hotel management for the provision of the following at the session hall <ol style="list-style-type: none"> <li>a. 2 overhead projectors</li> <li>b. 4 slide projectors</li> <li>c. 2 slide projector screen</li> <li>d. 1 digital light projector</li> <li>e. 2 notebook computers</li> <li>f. 10-12 microphones</li> </ol> </li> <li>2. Assist presentors in the use of AV materials, slides during presentations.</li> <li>3. Assist participants and presentors in the use and access of microphones.</li> <li>4. See to it that sound system is functioning.</li> <li>5. Assist presenter needing help in preparing audio visual materials, (slides, etc.) before his/her scheduled presentation.</li> </ol>
<p><b>6. Transportation (ViSCA)</b>  <b>Chairman:</b> Ms. Fe L. Diaz  <b>Members:</b> Ms. Arsenia M. Poszs  Mr. Tamar L. Mejia  Mr. Edmedio Pastoril  Mr. Arcadio Rola Jr.  Mr. Leo Cailing</p> <p><b>Transportation (SSPC)</b>  <b>Chairman:</b> Tess Limse</p>	<ol style="list-style-type: none"> <li>1. Incharge of providing vehicles for the following: <ol style="list-style-type: none"> <li>a. fetch and conduct guests and evaluators from the airport/bus terminals to the symposium venue and vice versa.</li> <li>b. Provide support services to other who might be needing vehicle accomplishing their respective assignments.</li> <li>c. Provide at least two standby vehicles for the Secretariat's use during the three-day symposium.</li> </ol> </li> </ol>

Committee	Duties and Responsibilities
<b>7. Food and Snacks</b> Chairman: SSPC staff Members: SSPC/VICARP staff	<ol style="list-style-type: none"> <li>1. Making arrangements for the food and snacks of participants.</li> <li>2. In addition to the usual snacks, provide standby coffee, tea, milk, sugar, hot water, cups and saucers, teaspoons throughout the duration of the symposium.</li> <li>3. Morning snacks should be ready for serving at 9:45 a.m. and afternoon snacks should be ready at 2:45 p.m.</li> <li>4. Breakfast, lunch and dinner should be ready at 6:30 a.m. 12:00 noon and 6:30 p.m.</li> <li>5. Meals should be served to participants from Sept. 11 until 14 lunch and PM snacks.</li> </ol>
<b>8. Accommodation:</b> Chairman: SSPC staff Members: VICARP staff	<ol style="list-style-type: none"> <li>1. Incharge of the accommodation of all guest and participants</li> </ol>
<b>9. Registration</b> Chairman: Prof. Rosa Ophelia D. Velarde Members: Dr. Anilfa L. Abenoja Ms. Luzvisminda A. Ternura Mr. Ludito V. Ramires Ms. Arsenia M. Posas	<ol style="list-style-type: none"> <li>1. Prepare all the materials needed by the registration committee: <ol style="list-style-type: none"> <li>a. registration forms</li> <li>b. attendance sheets</li> <li>c. symposium kit</li> <li>d. other supplies and materials such as ID cards, pentel pens, etc.</li> </ol> </li> <li>2. Prepare a master list of participants (including facilitators and drivers) arranged alphabetically and by agency.</li> <li>3. Provide the Food and Snacks, Committee, Accommodation Committee, regular update of participants' arrival and departure.</li> <li>4. Collect registration fees of participants facilitate issuance of official receipts.</li> <li>5. Assign staff to assist the Secretariat in the following: <ol style="list-style-type: none"> <li>a. Booking and rebooking of plane tickets for guests and visitors.</li> <li>b. Attend to the needs of guests and participants</li> </ol> </li> </ol>



Committee	Duties and Responsibilities
<b>10. Reception of Guests and Participants</b> Chairman: Dr. Anilfa L. Abenoja Members: Prof. Rosa Ophelia D. Velarde Ms. Luzvisminda A. Ternura Ms. Arsenia M. Posas Ms. Ma. Helen P. Seco	<ol style="list-style-type: none"> <li>1. Prepare corsages and leis for guests and visitors.</li> <li>2. Assist the sitting arrangement of guests and participants in the session hall.</li> <li>3. Incharge in putting leis and corsages to guests and visitors.</li> </ol>
<b>11. Facilitators for the Selection of Outstanding R&amp;D Projects</b> Chairman: Dr. Anilfa L. Abenoja Members: Mr. Dennis N. Catorce Prof. Rosa Ophelia D. Velarde Ms. Luzvisminda A. Ternura Mr. Ludito V. Ramirez	<ol style="list-style-type: none"> <li>1. Get from the evaluators the accomplished score sheets after each paper presentation.</li> <li>2. Incharge of consolidating the individual evaluators' scores for each entry to the Outstanding R&amp;D Project</li> <li>3. Attend to the meetings of the Awards Committee.</li> <li>4. Facilitate the needs of the Award Committee related to evaluation of the different papers.</li> </ol>
<b>12. Documentation</b> Chairman: Mr. Alex Tablate Members: Ms. Hazel Grace Taganas Ms. Ma. Helen P. Seco Mr. Jerome Labra Mr. Dennis N. Catorce Ms. Hazel Bellezas Mr. Ludito V. Ramirez	<ol style="list-style-type: none"> <li>1. Incharge of the documentation (video and picture and recording) of the proceedings of the symposium.</li> <li>2. Assist in preparing the symposium proceedings.</li> <li>3. Make sure that they have a copy for each paper presented, including those presented during the opening and closing ceremonies.</li> <li>4. Prepare synthesis of the 2000 R&amp;D symposium for presentation during the closing program.</li> <li>5. Incharge of the photocopying of documents during the 3-day symposium.</li> </ol>
<b>13. Exhibits</b> Chairman: Ms. Ammie Parac Members: SSPC staff	<ol style="list-style-type: none"> <li>1. To put-up exhibit.</li> <li>2. Maintain the cleanliness of the area.</li> </ol>

Committee	Duties and Responsibilities
<b>14. Time Keepers</b> Chairman: SSPC staff Members: SSPC staff	1. Incharge of keeping time and seeing to it that each paper presentor is presenting his/her paper within the prescribed number of minutes and scheduled time.
<b>15. Poster:</b> Chairman: Mr. Alwin Nayre Members: Prof. Rosa Ophelia D. Velarde Ms. Luzvisminda A. Ternura Mr. Dennis N. Catorce	1. Coordinate with the SSPC management regarding the arrangement of the designated display area. 2. Prepare and make arrangement and putting up of poster.
<b>16. Socials: SSPC Staff</b>	1. Plan for the socials in honor of the guests and participants of the symposium.