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; email: op@vsu.edu.ph

Office of the President

5 September 2012

MEMORANDUM NO. **244**
Series of 2012

T   O: All Concerned

R   E: Working Committees for the Fire Prevention Seminar

As one of the lined-up activities during the 112th Philippine Civil Service Anniversary this month of September, a Fire Prevention Seminar among Dormitory Advisers and other Frontliners will be conducted on September 14, 2012.

To ensure the success of this training, the following working committees are hereby created:

1. **Over-all Coordination:**
   Dr. Roberto C. Guarte   -   Chairperson
   Dr. Lourdes B. Cano   -   Member
   Engr. Celso F. Gumaod   -   Member

2. **Invitation of Resource Speakers & Participants:**
   Engr. Celso F. Gumaod   -   Chairperson
   Prof. Manolo B. Loreto, Jr.   -   Co-Chairperson
   Mr. Antonio Asilom   -   Member
   Ms. Honey Sofia V. Colis   -   Member

3. **Registration and Facilitation:**
   Ms. Jeanete B. Israel   -   Chairperson
   Ms. Asuncion C. Arradaza   -   Member

4. **Proceedings:**
   Ms. Epifania G. Tudtud   -   Chairperson
   Ms. Miriam M. De la Torre   -   Member

5.   **Program & Certificates:**
        Ms. Connel D. Antipaso   -   Chairperson
        Ms. Ma. Fe L. Limsiaco   -   Member

6.   **Facilitation/Venue Preparation & Multimedia:**
        Engr. Celso F. Gumaod   -   Chairperson
        SO Antonio P. Bandalan   -   Member
        Mr. Antonio Asilom   -   Member

7.   **Supplies such as Fire Extinguishers/Gasul:**
        Engr. Alex P. Tulin   -   Chairperson
        SPMO Staff   -   Members

8.   **Snacks for Participants and Meals for Guests:**
        Ms. Vilma C. Olleras   -   Chairperson
        Guest House Personnel   -   Members

9.   **Finance:**
        Ms. Roberta C. Lemos   -   Chairperson
        Ms. Anita G. Godoy   -   Member
        Ms. Corazon U. Nuevo   -   Member

Dr. Roberto C. Guarte is requested to convene the Chairpersons of the above-listed committees to discuss the necessary preparations for this activity.

Please be guided accordingly.

JOSE L. BACUSMO
President