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Office of the President

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MEMORANDUM CIRCULAR NO. 55

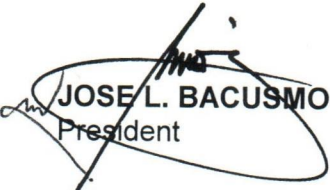
Series of 2010

T O: All Concerned

R E: Working Committees for the Sustainable Watershed Management and Forest Biodiversity Conservation Summit

The Save Ormoc Bay Aggrupation, Inc. in cooperation with VSU will hold the Sustainable Watershed Management and Forest Biodiversity Conservation Summit on November 4 – 5, 2010 at the Convention Center (Nov. 4) and Center for Continuing Education (Nov. 5). To ensure the successful conduct of this Summit, the attached working committees are created. The Chairpersons are requested to convene their respective committees to plan out their respective assignments.

Your usual cooperation is requested.


JOSE L. BACUSMO
President

**SUSTAINABLE WATERSHED MANAGEMENT AND FOREST
BIODIVERSITY CONSERVATION SUMMIT**
Convention Center (Day 1) and Center for Continuing Education (Day 2)
November 4-5, 2010

WORKING COMMITTEES

COMMITTEE	MEMBERS	TASK
Steering Committee	Atty. Gloriosa C. Guinocor – Chairperson Mr. Edward Vargas Dr. Eduardo Mangaoang Dr. Paciencia P. Milan Dr. Jose L. Bacusmo Dr. Roberto C. Guarte Dr. Oscar B. Posas	Over-all Coordination, Resource Mobilization and Program and Invitation preparation
Program and Invitation Committee	Dr. Ma. Juliet C. Ceniza – Chairperson Prof. Efren B. Saz Ms. Lilian Nuñez Ms. Elvira Gorre Ms. Elmira Bañoc Ms. Josefa Pizon Ms. Erlinda Boleche Mr. Nilo Comaling Ms. Marissa Cano	Printing of the program and distribution of the invitation letters, facilitates the invitation of the speakers, facilitates the conduct of the plenary sessions.
Venue and Accommodation Arrangement	Dr. Eduardo O. Mangaoang – Chairperson Mr. Marlito Bande For. Dennis Peque Mr. Rey Roche Mr. Nilo Comaling Mr. Jorge Omolon	Arrange for the venue (Day1): Convention Center and Day 2: Center for Continuing Education) and the accommodation of the participants, prepare the backdrop (tarp)
Secretariat	Dr. Renz Come – Chairperson Ms. Pia Fleur Khristine N. Labastilla Ms. Edna Gonzales Ms. Heremerose Escobido Mr. Arturo Bastasa Mr. Hernando Mondal Mr. Noel Alkuino Ms. Ruby Espina Ms. Elvira Gorre	Registration (pre and during the summit), prepare meal tickets, certificates of participation and appearance, token for the speakers, responsible for the booking of the participants' flights and the like, conference materials (compact disk/hard copy of the handouts)
Publicity, Documentation & Proceedings	Dr. Rotacio S. Gravoso – Chairperson Photo-documentation only – Mr. Eduardo Escoto and Mr. Nilo Comaling, Ms. Marissa Cano, Ms. Maria Anabelle Gerona, 3 Student Assistants (to transcribe the proceedings of the activity)	Publish/Broadcast information regarding the water summit, before and after the activity (DYAC, Radyo Natin and Leyteño Peryodiko); document and produce the proceedings of the summit
Transportation Committee	Mr. Marlito Bande – Chairperson Mr. Hernando Mondal Mr. Jorge Omolon Engr. Jimmy Pogosa Mr. Calixtro Aure For. Dennis Peque Mr. Jovenal Belarmino	Fetch guests and speakers and site visitation – includes arrangement for the site visit

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WORKING COMMITTEES

Reception Committee	Ms. Marissa Cano – Chairperson Ms. Marilyn S. Dalen Ms. Alma Rosillo Ms. Ma. Virgie Subere Ms. April Con-ui Ms. Luzvisminda Ternura Ms. Eunice Labonite Ms. Genevieve-An Suico Ms. Cherry N. Rola Mr. Art Flandez Mr. Randy Omega Ms. Erlinda Boleche Ms. Josefa Pizon Ms. Elmira Bañoc	Attend to the guests/participants during the summit
Sounds and Audio Visual Committee	Dr. Arturo Pasa – Chairperson Mr. Artemio Nayre Mr. Ulderico Alviola Mr. Genaro Godoy	Ensure that the necessary sounds and AV materials are available
Fellowship Night Committee (Cocktails and Dinner)	Dr. Ma. Juliet C. Ceniza – Chairperson Dr. Lourdes B. Cano Atty. Gloriosa Guinocor Dr. Renz Come Mr. Jayson Godoy Mr. Artemio Nayre Rev. Fr. Edwin Perito PASAR Philphos	Prepare a memorable fellowship night for all the participants
Food and Snacks Committee	Atty. Gloriosa C. Guinocor – Chairperson Ms. Rebecca Napiere Ms. Eliza Espinosa HRTM students	Make the menu and arrange with the Guest House for the snacks and meals during the activity (including the fellowship night)
Security	Prof. Manolo B. Loreto, Jr. – Chairperson Engr. Celso Gumaod VSU Security Guards Baybay Police ROTC Students	Ensure the security of the summit venues and its related activities