



26 May 2023

**MEMORANDUM CIRCULAR NO. 84**  
Series of 2023

**T O: All Concerned**

**R E: Working Committees for the University Consortium Faculty Forum**

This is to inform you that VSU will host this year's **University Consortium Faculty Forum** on **September 19-21, 2023** at the **RDE Hall**. This will be participated by selected faculty of the different member universities:

1. Indonesia – Bogor Agricultural University, Universitas Gadjah Mada, University of Brawijawa
2. Malaysia – University Putrah Malaysia, Thailand, Tokyo, Taiwan, Canada, Germany and the Philippines
3. Philippines – VSU, CLSU, UPLB, SEARCA
4. Japan – Tokyo University of Agriculture
5. Taiwan – National Taiwan University
6. Canada – University of British Columbia
7. Germany – University of Goettingen

Anent to this, a working committee is created to spearhead the different activities. Please find attached list of committees and their members. In addition, all committee chairmen are requested to attend a meeting on **May 31, 2023, 2:00 p.m at the OP Board Room**. We will discuss the different preparations for the incoming activity.

Please come on time.

  
**EDGARDO E. TULIN**  
President

## Working Committees for the University Consortium Faculty Forum

September 19-21, 2023 @ RDE Hall, VSU, Baybay City, Leyte

Committee	Functions
<b>1. Steering Committee</b> Chair: Dr. Edgardo E. Tulin Members: Dr. Beatriz S. Belonias Dr. Ma. Juliet C. Ceniza Dr. Dilberto O. Ferraren Dr. Daniel Leslie S. Tan Dr. Aleli A. Villocino Dr. Anabella B. Tulin Dr. Ana Marquiza M. Quilicot	<ul style="list-style-type: none"> <li>Plans the smooth implementation of the forum</li> <li>Oversees the implementation of the forum activities</li> </ul>
<b>2. Program and Invitation</b> Chair: Dr. Edgardo E. Tulin Members: Dr. Ana Marquiza M. Quilicot Dr. Allen Glennie P. Lambert Ms. Maria Elsa M. Umpad Ms. Ganessa Rose L. Gongora Mr. Raymond Pastoril Mr. Mark Florence Ygaña	<ul style="list-style-type: none"> <li>Prepares the forum program</li> <li>Makes invitation to speakers and participants</li> <li>Assigns moderators/facilitators for every session</li> <li>Monitors and ensures smooth flow of the program</li> <li>Supervises the design of invitations, tokens, certificates, plaques, etc.</li> </ul>
<b>3. Review of Abstracts / Poster Judges</b> Chair: Dr. Victor B. Asio Members: Dr. Rotacio Gravoso Dr. Suzette B. Lina Dr. Dennis P. Peque Dr. Cristina A. Gabrillo Dr. Moises Neil Serino Dr. Anabella B. Tulin Dr. Dennis P. Peque Dr. Romel B. Armechin	<ul style="list-style-type: none"> <li>Assesses whether the abstract is technically sound, contains new, original research content or scientific concepts, non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions</li> <li>Categorizes papers as to the field of study (basic for scheduling program session)</li> <li>Submits the final list of abstracts accepted for oral and poster presentations</li> </ul>
<b>4. Accommodation</b> Chairman: Dr. Allen Glennie P. Lambert Members: Dr. Nancy Dumaguing Prof. Argina M. Pomida Ms. Corazon A. Padilla Ms. Elizabeth B. Albiso	<ul style="list-style-type: none"> <li>Coordinates with the in-charge of the VSU Hostel, Apartelle, ATI and <i>Balay Alumni</i> for accommodation of guests, resource persons and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> </ul>
<b>5. Food Committee</b> Chairman: Ms. Hannah Mae Quimbo Members: Dr. Lynette C. Cimafranca Ms. Josefina M. Larrosa VSU Pavilion staff Selected HRTM students	<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 of food service</li> </ul>
<b>6. Transportation</b> Chairman: Dr. Julius V. Abela Co-chair: Engr. Marlon G. Burlas	<ul style="list-style-type: none"> <li>Organizes transportation requirements of guests and invited resource persons</li> </ul>



Members:	Mr. Paul Vincent Asilom PPO Drivers	<ul style="list-style-type: none"> <li>Ensures transport availability as scheduled</li> <li>Ensures the safety and reliability of the vehicles to be used for the event</li> </ul>
<b>7. Exhibit Committee</b>	Chair: Dr. Maria Juliet C. Ceniza Co-chair: Dr. Dilberto O. Ferraen Members: Research Center Directors Dr. Pauline Caintic Ms. Elmera Y. Banoc OVPREI / ViCARP staff	<ul style="list-style-type: none"> <li>Install the set-up for poster exhibits at the RDE Hall</li> <li>Organizes exhibits of technologies, products of VSU and other exhibitors at the RDE Reception area</li> </ul>
<b>8. Venue Preparation &amp; Restoration</b>	Chair: Engr. Mario Lilio P. Valenzona Members: Dr. Rosario A. Salas Prof. Roden D. Troyo RDE Staff PPO-Landscape Staff	<ul style="list-style-type: none"> <li>Prepares the venue for the conference sessions and fellowship night</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>Install set-up for commercial exhibits</li> </ul>
<b>9. Socials Committee</b>	Chair: Dr. Ma. Juliet C. Ceniza Co-chair: Dr. Jude Sales Mr. Freddy Baldos Mr. Jocelle Cayetano Ms. Elmera Y. Bañoc Dr. Charis L. Rivera Dr. Ma. Theresa P. Loreto	<ul style="list-style-type: none"> <li>Plan activities during the socials such as preparation of program, assigning emcee, speakers and cultural presentations</li> </ul>
<b>10. Reception /Ushering</b>	Chair: Dr. Ma. Juliet C. Ceniza Co-chair: Dr. Luz G. Asio Dr. Deejay M. Lumanao Dr. Lynette C. Cimafranca Prof. Ladie Anne P. Conde Ms. Joy Codog Dr. Pauline Caintic Ms. Elmera Bañoc Ms. Sara Jean Sugano Selected CAFS Students	<ul style="list-style-type: none"> <li>Receives guests, resource persons and participants upon arrival at the conference 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> <li>Takes charge in attending the needs of the plenary speakers and keynote speakers and UC guests</li> </ul>
<b>11. Publicity &amp; Live Streaming Committee</b>	Chair: Dr. Ulderico B. Alviola Members: Mr. Jed Asaph D. Cortes Dr. Rotacio Gravoso Ms. Mikaela Gongora Mr. Norman Villas Mr. Genaro Godoy Webteam staff	<ul style="list-style-type: none"> <li>Organizes live streaming coverage during the event</li> <li>Designs and posts publicity materials such as streamers /tarpaulins/posters, etc.</li> <li>Issues articles/newsletters</li> <li>Streamers at airport and other point of entries</li> </ul>

<b>12. Documentation &amp; Proceedings</b> Chair: Dr. Cristina A. Gabrillo Member: Ms. Mikaela Gongora Ms. Mariane U. Dela Peña Ms. Ganessa Rose L. Gongora Mr. Mark Florence Ygaña Mr. Genaro Godoy DYDC Staff Webteam staff	<ul style="list-style-type: none"> <li>• Arrange with the program committee on the schedule of activities</li> <li>• Prepare equipment such as recorder, laptop, video camera, camera and other documentation needs of the entire event</li> <li>• Assign and record activities for the entire proceedings (JO) for drafting of the proceedings</li> <li>• Encode and transcribe data from recorded information</li> <li>• Hire and instruct fulltime personnel</li> <li>• Prepare final draft of proceeding for printing</li> </ul>
<b>13. Multimedia Committee</b>  Chair: Engr. Sean O. Villagonzalo Members: Univ. Connectivity Office Staff RDE Hall staff	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted multimedia support for the conference at different venues</li> </ul>
<b>14. Lights and Sounds</b> Chair: Engr. Marlon G. Burlas Members: Engr. Clint Sarvida Engr. Eric Sajulga Mr. Claudio Ababat RDE Hall staff Electrical Services Staff	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted lights and sound system support for the forum at different venues</li> </ul>
<b>15. Finance Committee</b> Chair: Ms. Louella C. Ampac Members: Ms. Alicia M. Flores Mr. Nick Freddy Bello Dr. Ana Marquiza M. Quilicot	<ul style="list-style-type: none"> <li>• Receives registration payments and issues official receipts</li> <li>• Allocate appropriate VSU funds for the activity being the host of the event</li> </ul>
<b>16. Secretariat</b> Chair: Dr. Ana Marquiza M. Quilicot Members: Ms. Maria Elsa M. Umpad Ms. Ganessa Rose L. Gongora Ms. Les Andre B. Pamaos Ms. Jeunesse Doree P. Tulin Ms. Mark Florence Ygaña Ms. Juvy Calleja	<ul style="list-style-type: none"> <li>• Prepares the participants certificates of participation, certificate of appearance, IDs</li> <li>• Prepares plaques and tokens for invited speakers/resource persons and guests</li> <li>• Provides assistance to participants in arranging flights and other needs</li> </ul>
<b>17. Campus Tour / Leyte Tourist Destinations</b> Chair: Dr. Rommel B. Armecin Members: Prof. Marlon M. Tambis Dr. Rosario A. Salas Dr. Julius V. Abela Mr. Randy Omega Engr. Marlon G. Burlas	<ul style="list-style-type: none"> <li>• Plans and finalizes the destination of the tour</li> <li>• Coordinates with the transportation committee on the vehicles needed for the tour</li> <li>• Assigns/acts as tour guides</li> </ul>
<b>18. Moderators for the Sessions</b> Chairman: Dr. Anabella B. Tulin	

Dr. Deejay M. Lumanao Dr. Suzette B. Lina Dr. Luz G. Asio Dr. Justine Bennette Millado Dr. Manilyn Alde Engr. Eldon P. De Padua Dr. Lorina Galvez Dr. Lynette C. Cimafranca Dr. Lorina Galvez Dr. Dennis P. Peque Dr. Anatolio Polinar Dr. Renezita Come	
---	--