



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

Office of the President

27 November 2014

MEMORANDUM CIRCULAR NO. 58

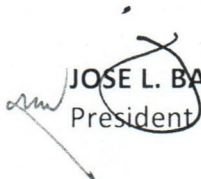
Series of 2014

T O: All Concerned

R E: Working Committees for the Seminar-Workshop on "Capacity Development for Mainstreaming Climate Change Adaptation, Mitigation and Disaster Risk Reduction for SUCs and Stakeholders"

VSU will host the **Seminar-Workshop on "Capacity Development for Mainstreaming Climate Change Adaptation, Mitigation and Disaster Risk Reduction for SUCs and Stakeholders"** on December 1 – 5, 2014 at VSU, Baybay City, Leyte. To ensure a smooth and successful conduct of this activity, the attached working committees are created.

Your usual cooperation is requested.


JOSE L. BACUSMO
President

WORKING COMMITTEES

**Training-Workshop on Capacity Development for Mainstreaming Climate
Change Adaptation, Mitigation and Disaster Risk Reduction for SUCs and Stakeholders**
December 1-5, 2014, Visayas State University, Baybay City, Leyte

Committee	Person In-Charge	Terms of Reference
Steering Committee	Chair: Dr. Jose L. Bacusmo Members: Dr. Othello B. Capuno Dr. Eduardo O. Mangaoang Dr. Dr. Julieta R. Roa Prof. Alan B. Loreto Ms. Louella C. Ampac	1. Plan for the smooth conduct of the Conference. 2. Make funds available for the Conference.
Program and Invitation and Publicity Committee	Chair: Dr. Eduardo O. Mangaoang Co-Chairs: Dr. Rotacio S. Gravoso Dr. Julieta R. Roa Members: Prof. Alan B. Loreto Ms. Pauline Caintic Ms. Ma. Louella C. Tambis Ms. Diores Arayan	1. Prepare the conference program. 2. Set the guidelines for preparation and submission of posters and powerpoint presentation. 3. Monitor the flow of the program. 4. Invite and confirm plenary speakers, presenters, discussants, and moderators. 5. Design tarpaulins to welcome guests and participants.
Secretariat/Registration Committee	Chair: Prof. Rosa Ophelia D. Velarde Members: Dr. Suzette B. Lina Ms. Virjie Subere Ms. Jeremie Gloria	1. Prepare IDs, conference kits, plaques, certificates, tokens 2. Reproduce materials/ documents. 3. Ensure the smooth registration flow during the conference.
Workshop Proceedings & Documentation Committee	Chair: Dr. Victor B. Asio Co-Chair: Dr. Rotacio S. Gravoso Members: Prof. Ma. Aurora Teresita W. Tabada Prof. Efren B. Saz Ms. Ella Lois Bestil Mr. Marc Quevedo	1. Secure e-copy of the presentations from the speakers 2. Document the conference (photo/video/audio). 3. Spearhead in the preparation of conference proceedings.
Venue and Physical Arrangement Committee	Chair: Dr. Arturo Pasa Members: Dr. Pastor Garcia Mr. Mario Baliad LSWMU personnel Ms. Ella Lois Bestil Ms. Diores Arayan	1. Make arrangements for the venue for function and meals. 2. Arrange the venue for the conference, break-up session rooms, and exhibit area. 3. Prepare directional signs, streamers/tarpaulins, backdrop, place cards, and name plates. 4. Ensure that the sound system is efficiently maintained throughout the conference.
Audio/Visual, Light and Sounds Committee	Chair: Dr. Rotacio Gravoso Co-chair: Engr. Apolonio Encierto Members: Mr. Genaro Godoy Engr. Sean O. Villagonzalo Mr. Arnel Gucela Mr. Claudio Ababat GSD Electrical staff	1. Provide audio-visual support for the venues. 2. Record proceedings of the session. 3. Provide light and sound systems for the session venues

WORKING COMMITTEES

**Training-Workshop on Capacity Development for Mainstreaming Climate
Change Adaptation, Mitigation and Disaster Risk Reduction for SUCs and Stakeholders**
December 1-5, 2014, Visayas State University, Baybay City, Leyte

Poster Committee	Chair: Dr. Julieta R. Roa Member: Dr. Rotacio S. Gravoso Prof. ROD Velarde Mr. Mark Quevedo Ms. Ella Lois Bestil Ms. Diore Arayan OVPRE Staff	1. Send invitation letters to poster presentors. 2. Manage the poster walk session.
Food and Accommodation Committee	Chair: Prof. Alan B. Loreto Co-chairs: Ms. Honey Sofia V. Colis Ms. Alice Flores Ms. Vilma Olleras Ms. Arriane Napiere Ms. Rhodora Suco Ms. Pauline Caintic Ms. Ma. Louella C. Tambis	1. Prepare menu for lunch and snacks. 2. Ensure timely and quality serving of lunch and snacks. 3. Arrange with accommodation facilities. 4. Assign rooms for the guests and participants.
Field Trip Committee	Chair: Dr. Arturo Pasa Co-chairs: Dr. Pastor Garcia Members: Dr. Julius Abela Dr. Ed Mangaoang	1. Make arrangements for the field trip (Javier Multiplier Farm, Ormoc City LGU). 2. Assign guides for each field visit.
Socio-Cultural Committee	Chair: Dr. Ma. Juliet C. Ceniza Members: Prof. Rosa Ophelia D. Velarde	1. Organize cultural and social programs during the conference.
Transportation Committee	Chair: Ms. Fe Remedios L. Diaz Members: Ms. Arsenia Posas Prof. Alan B. Loreto Drivers	1. Prepare trip tickets for the vehicles to fetch & conduct the invited speakers 2. Coordinate with registration committee on transportation needs of participants (within campus transportation; transportation for the field trip and campus tour).