



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

16 January 2004

MEMORANDUM CIRCULAR NO. 04

Series of 2004

T O: All Concerned

R E: Working Committees for the 2nd Phase of Strategic Planning

The following working committees are created to facilitate the conduct of the **2nd Phase of Strategic Planning on January 24, 2004 at 8:00 a.m. at the CCE Building:**

1. Steering Committee

Chairperson: Dr. Paciencia P. Milan
Vice Chairpersons: Dr. Manuel K. Palomar
Dr. Nerelito P. Pascual
Members: Dr. Jose M. Alkuino, Jr.
Dr. Jose L. Bacusmo
Dr. Misael T. Diputado, Jr.
Dr. Edgardo E. Tulin
Prof. Daniel M. Tuditud, Jr.

2. Registration

Chairperson: Ms. Bebiana V. Balbarino
Member: Mr. Onofre M. Betonio, Jr.

3. Secretariat/Documentation

Chairperson: Ms. Bernardita P. Bibera
Members: Mr. Ronillo V. Cano
Ms. Esther G. Talisaysay

4. Program/Certificates

Chairperson: Ms. Antonieta D. Israel
Members: Mr. Albino M. Oceña
Mr. Jose Saulan

5. Food and Snacks

Chairperson: Dr. Nelen P. Lambert
Vice Chairperson: Ms. Isabelita Sedrome
Members: Guest House & Pavilion Staff

6. Hall/Venue Preparation

Chairperson:

Ms. Evelyn Bestil

Members:

Mr. Filadelfo S. Llano

Mr. Petronilo Nuñez

7. Finance

Chairperson:

Dr. Jose M. Alkuino, Jr.

Vice Chairperson:

Ms. Norma V. Cala

Member:

Ms. Erlinda S. Esguerra

8. Lights & Sound

Chairperson:

Engr. Apolonio M. Encierto

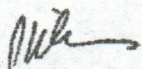
Member:

Mr. Dominador Poliquit

Mr. Clementino Borela

Your utmost cooperation and support is enjoined for the success of the activity.

Please be guided accordingly.



PACIENCIA P. MILAN

President