



13 October 2023

**MEMORANDUM CIRCULAR NO. 155**  
Series of 2023

**T O: VPs, Chancellors, College Deans, Department Heads, Center and Institute  
Directors, Office/Units Heads**

**R E: Billeting Quarters and Beddings for State Universities and Colleges**

In connection with VSU's hosting of the Regional PASUC Culture and Arts Festival and Regional SCUAA Games on October 18-27, 2023, each office/unit is hereby identified as billeting quarters with assigned cluster coordinators.

Each cluster is assigned to prepare two (2) sets of bedding. 1 set of bedding consists of pillow, pillowcase, blanket and mat.

We request everyone to submit the beddings to their respective office focal person on or before October 17, 2023, at 1:00 pm.

Enclosed is a table of billeting quarters with cluster coordinators and person-in-charge for your guidance.

Let us support and do our best to make this event successful.

Thank you for your cooperation.

  
**EDGARDO E. TULIN**  
President

		Beddings to provide for officials		VSU Host Units	
Venues for Billeting	Delegation Assigned	SCUAA	PASUC	Center, College, Department or Office	Person-in-charge
<b>Cluster 1 - Zea Mays, Coconut, Sunflower, and Waling Dormitories, Petunia, Gumammela, Narra, Guarte Cottage</b>	EVSU	97	49	PhilRootcrops	Janet Pasa / Precila C. Belmonte
				Institute of Human Kinetics	Louie Gula
				Records and Archives Office	Jonna Grace Degenion
				Accounting Office	Ricky Dann M. Fernandez
				Eco-FARMI	Vanessa Milan
				ViCARP	<b>Tiffany Baguio - Coordinator</b>
<b>Cluster 2</b>	SLSU	105	29		
<b>Cattleya, Everlasting, Calachuchi and Banahaw Dormitories + VSU-IHS (partly at the Comm. Arts Bldg)</b>				Director for Research Office	Marjorie Merano
				Director for Extension Office	Marianne Joyce De Caiman
				Director for Innovation Office	Ma. Louella Tambis /Albin Ubay
				National Abaca Research Center	Jen Posas
				National Coconut Research Center	Antonio Abayabay
				OVP for Research, Extension and Innovation	<b>Caroline Anduyan - Coordinator</b>
				Department of Tourism and Hospitality Management	Marjore B. Escuadra
Supply and Property Office	Marife Gucela				

				Procurement Office	Andy Timkang
				Gender Resource Center	Letty Jean Lor
				Distance Education Program Office	Me-an Villas
				Alumni and Community Relations Office	Maria Fatima E. Chavez
				Internal Audit Office	Leonardo Toraja, Jr.
				International Affairs Office	Juvy Calleja
				Board/University Secretary	Anette Israel
				OVP for Student Affairs and Services	Sheila Lemos
				ICTMC/MIS	Marco Cabras
				Finance Office	Mynche Darleen Dumaguing
<b>Cluster 3</b>				VSU Isabel	Maria Cristina P. Buba and Kimkim S. Zabate
				Department of Budget and Management	<b>Maria Aries Poliquit - Coordinator</b>
				Department of Economics	Michelle Aubrey D. Cabase
				Visca Foundation Elementary School	Precila Baltazar
<b>Cluster 4</b>					
	PIT	93	32	VSU Tolosa	Gayleiza Delos Santos

<b>Mahogany, Mabolo, Molave, and Mulberry Dormitories</b>				Budget Office	<b>Angelica P. Pole - Coordinator</b>
				Cash Office	JM Baslan
				Human Resource Management Office	Rhea Ballebas
				Office of the President	Elizabeth Albiso
				OVP for Administration and Finance	Almera Circulado
				OVP for Academic Affairs/IEO/IMDO	Rafael Vergara
				OVP for Planning, Resource Generation and Auxiliary Services	Remelito Sabejon/ Charles Kevin Almeña/ Adriel Efraim Cunanan
				General Services Office	Anacel Veruen
				Data Protection Office	Aiza Besavilla
				Administrative Services Office	Elizabeth A. Italo
				Legal Office	Grecilda Pabroquez
<b>Cluster 5</b>	<b>LNU</b>	59	41	VSU AlangAlang	Elwina Montolo
<b>Ilang-Ilang and Mariposa Dormitories</b>				Security Office	<b>Jemuel Ocanada - Coordinator</b> / Jude D. Joson
<b>Cluster 6 - Dept of Agronomy, Dept. of Soil Science, DoH, DBS and partly at the</b>	UEP	128	14	Department of Biological Sciences	Patrick John Piamonte/Alma Gofredo/Ruth Lene Valenzona

CoEd (other available rooms) Bldgs., PSB				Department of Biotechnology	Lourd Franz Gabunada
				CAFS Dean's Office	Jenefer L. Borneo
				Department of Agronomy	Lovely Paderes
				Department of Soil Science	<b>Emelita S. Pausanos - Coordinator</b>
				Department of Horticulture	Mikko Zillah Rosello
				Department of Plant Breeding and Genetics	Gilbert D. Modina
				Department of Pest Management	Anthony Valenzona
				Department of Agricultural Education and Extension	Denmark Godmaling
				Department of Food Science and Technology	Leilani M. Valdevieso
				Department of Development Communication	Tristan M. Miasco & Alfredo O. Escasinas Jr.
				Department of Animal Science	Michael Dominic Garrido
				Dean of Students Office	Meriam M. Luna
Cluster 7	UP Tacloban	78	*	Department of Teacher Education	<b>Jose Celso S. Perez, Jr. - Coordinator</b>
DYDC Radio Station				Eddie Israel	
Multimedia Development Center				Windy Tuyan	
VSU Printing Press					
CoEd and CME Bldg (4 rooms)				University Services for Health, Emergency and Rescue	Ederlyn Pastoril

				Institute for Strategic Research and Development Studies	Rhea Angelie F. Dayondon
<b>Cluster 8 - DALL, DPSS, DoPAC and CoEng Bldgs,</b>	BiPSU	110	23	Department of Arts, Language and Literature	J-Annie Gonzales-Ebit
				Department of Philosophy and Social Sciences	<b>Errol C. Fernandez - Coordinator</b>
				Department of Pure and Applied Chemistry	Mark Ryan R. Tripole
				CET Dean Office	Christopher A. Urate
				Department of Agriculture and Biosystems Engineering	Argie R. Bucal
				Department of Civil Engineering	John Allan A. Gules
				Department of Geodetic Engineering	Rianel April A. Palo
				Department of Computer Science and Technology	Michael Dag-uman
				Department of Mechanical Engineering	Antonette Cruz
				Department of Meteorology	Lorna Abamo
<b>Cluster 9 - VSU Integrated High School</b>	ESSU	110		VSU Villaba	Adonis Sinambong
				VSU Integrated High School	<b>Reymar C. Oria - Coordinator</b>
				VSU Guesthouse	Josefina Larossa

				VSU Accomodation	Malyn Manatad
				National Service Training Program Office	Marlon V. Dampios
				Quality Assurance Center	Christian Albert Jayme
<b>Cluster 10</b>				College of Forestry and Environmental Science	Jesibel Muertigue
				Regional Climate Change Research and Development Center	Merlin Lebante
				College of Veterinary Medicine	John Philip Lumain
				Graduate School	<b>Maricar Posas - Coordinator</b>
				College of Nursing	Christian Vie Baldonado
				University Registrar Office	Homer Lois Napoles
				RSPPRO	Carren Vilbar
				Institute of Tropical Ecology and Environmental Management	Shaira B. Manapsal
				University Integrated Media Center	Windy O. Tuyan
				Department of Forest Science	Jan Pauline Ababat
				Center for Continuing Education/University Review Services	Roldan Omalay
				University Learning Commons (Library)	Irish V. Flores/ Jansel Joi C. Villas
<b>CFES, Old Library Bldg (DepStat, Physics, DMath)</b>	<b>SSU</b>	118	24		

				Admissions Office	Rubelyn P. Fernandez
				Department of Mathematics	Genalyn M. Apas
				Department of Physics	Perlie Gucela
				Department of Statistics	Sweet Charish Godinez