



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

10 June 2013

MEMORANDUM NO. 166

Series of 2013

T O: All Concerned

R E: Working Committees for the Orientation Seminar of New Faculty Members

The Office of the Director for Administration & Human Resource Development (ODAHRD) in coordination with the Office of the Vice President for Instruction will conduct an **Orientation Seminar for New Faculty Members** on **June 13-14, 2013, CCE Building** starting at **8:00 o'clock in the morning**.

To ensure the success of this orientation the following committees are hereby created:

1. Over all Coordinator

- | | |
|---------------------------|---------------|
| Dr. Lualhati M. Noriel | - Chairperson |
| Dr. Lourdes B. Cano | - Member |
| Ms. Teresita L. Quiñanola | - Member |

2. Secretariat

- | | |
|------------------------|---------------|
| Ms. Lorna B. Abamo | - Chairperson |
| Ms. Ma. Fe L. Limsiaco | - Member |

3. Registration/Facilitation/Certificate & Program

- | | |
|--------------------------|---------------|
| Ms. Connel D. Antipaso | - Chairperson |
| Ms. Ma. Fe L. Limsiaco | - Member |
| Ms. Felicisima P. Israel | - Member |

4. Venue Preparation/Restoration

- | | |
|-----------------------|---------------|
| Mr. Simeon P. Sedrome | - Chairperson |
| Ms. Lorna B. Abamo | - Member |
| Mr. Peter Belarmino | - Member |
| Mr. Felix C. Abanera | - Member |

5. Snacks Preparation

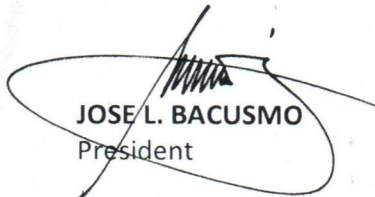
- | | |
|--------------------------|---------------|
| Ms. Honey Sofia V. Colis | - Chairperson |
| All Guesthouse Personnel | - Member |

6. Sounds & Other Facilities

- | | |
|----------------------------|---------------|
| Engr. Apolonio M. Encierto | - Chairperson |
| Mr. Claudio Ababat | - Member |

Dr. Lualhati M. Noriel, OIC Vice President for Instruction is hereby requested to meet the Chairpersons of the above committees on **June 11, 2013 at 1:00 pm, OVPI Conference Room** to discuss preparations for the said seminar.

Please be guided accordingly.


JOSE L. BACUSMO
President