



# Visayas State University

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## Office of the President

13 October 2010

### MEMORANDUM CIRCULAR NO. 54

Series of 2010

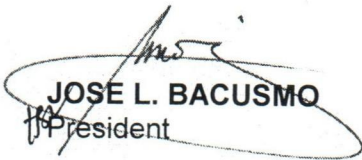
**T O: All Concerned**

**R E: Working Committees for the 4<sup>th</sup> Quarter ACAP Executive Committee**

Our university is chosen as venue of the **4<sup>th</sup> Quarter ACAP Executive Committee Meeting** on **November 6 – 7, 2010** at the **2/F CCE Building**. Presidents and other delegates from the different ACAP-member institutions will be attending this meeting. As such, the attached working committees are created to ensure the orderly and smooth conduct of this activity.

Furthermore, **all Steering Committee Members** and **Committee Chairpersons** are requested to attend a **meeting** on **October 19, 2010, 4:00 p.m.** at the **Office of the President** to discuss plans and preparations for this activity.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President

**4<sup>th</sup> Quarter ACAP Executive Committee Meeting**  
2/F CCE Building, Visayas State University  
Visca, Baybay, Leyte  
8-9 November 2010

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**STEERING COMMITTEE**

Chairman:	Dr. Jose L. Bacusmo, President
Co-Chairman:	Dr. Oscar B. Posas, VP for Academic Affairs
Members:	Dr. Roberto C. Guarte, VP for Administration & Finance
	Dr. Edgardo E. Tulin, VP for Planning & Resource Generation
	Dr. Othello B. Capuno, VP for Research and Extension
	Dr. Victor B. Asio, Dean, College of Agriculture

**SUPPORT COMMITTEES**

**Committee**

**Duties and Responsibilities**

**DOCUMENTATION & SECRETARIAT**

Chairman: ACAP Secretary  
Co-Chairmen: Dr. Suzette B. Lina  
Dr. Rotacio S. Gravoso  
Members: Dr. Lolito C. Bestil  
Ms. Connel D. Antipaso  
Ms. Lorna B. Abamo  
Ms. Reminita J. Solis  
Mr. Jesus Freddy M. Baldos  
Mr. Ulderico B. Alviola  
Mr. Genaro G. Godoy  
Ms. Redempta L. Soria

1. Coordinate and follow-up preparations/activities of the different working committees.
2. Coordinate and facilitate all other arrangement (billeting of participants, booking of plane and boat tickets, trip arrangement, etc.).
3. Facilitate and prepare communications related to the meeting.
4. Serve as guide during the campus tour on November 6, 2010.
5. Document the proceedings of the meeting & work conference.
6. Come up with proceedings of the meeting.
7. Take photo & video for the whole duration of the activity.

**ACCCOMODATION**

Chairman: Prof. Alan B. Loreto  
Co-Chairman: Mrs. Rebecca B. Napiere  
Members: Ms. Vilma C. Olleras

1. In-charge of the accommodation of all guests and participants.

**FOOD AND SNACKS**

Chairman: Ms Rebecca B. Napiere  
Members: All Guest House Staff

1. In-charge of the following:
  - a. Food: Breakfast - 6:30 a.m.  
Lunch - 12:00 noon  
Dinner - 6:30 p.m.
  - b. Snacks: Morning - 10:00 a.m.  
Afternoon - 3:00 p.m.
  - c. Coffee, tea, etc.
  - d. Dinner & Cocktail on Nov. 6, 2010

**TRANSPORTATION**

Chairman: Prof. Alan B. Loreto  
Co-Chairman: Ms. Honey Sofia V. Colis  
Members: Ms. Fe L. Diaz  
Mr. Jovenal B. Belarmino  
Ms. Erlinda S. Valenzona  
Mr. Remigio M. Sanico

1. Facilitate transport needs of guests & delegates.
2. Facilitate transport support to other committees as needed.

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**VENUE & HALL PREPARATION**

Chairman: Prof. Mario E. Baliad  
Co-Chairmen: Dr. Milagros C. Bales  
Engr. Sean O. Villagonzalo  
Members: Prof. Elizabeth D. Briones  
Engr. Apolonio M. Encierto  
Mr. Domingo P. Flandez  
Mr. Arnel P. Gucela  
Mr. Clementino A. Borela  
Landscape Personnel

1. Prepare the venue for the dialogue and provide the following:
  - a. Chairs for 50 participants
  - b. Stage decorations/interior design, backdrop and
  - b. Stage decorations/interior design, backdrop and sound system with 4 microphones.
  - c. AV equipment including laptop

**REGISTRATION**

Chairman: ACAP Treasurer  
Co-Chairman: Dr. Lolito C. Bestil  
Members: Prof. Jesusito L. Lim  
Ms. Connel D. Antipaso  
Ms. Erlinda S. Valenzona

1. Facilitate registration of guests and delegates and issuance of the following:
  - a. Registration Form
  - b. Attendance sheets
  - c. ID cards
  - d. Programs
  - e. Certificate of Appearance (after the convention)
2. Prepare a master list of delegates (including facilitators and drivers) arranged alphabetically and by agency.
3. Collect registration fees from delegates and facilitate issuance of official receipts.

**RECEPTION & SOCIALS**

Chairman: Prof. Thelma C. Zafra  
Co-Chairman: Dr. Lourdes B. Cano  
Members: Ms. Ma. Cristina U. Ramirez  
Ms. Rufina F. Capuno  
Ms. Evelyn T. Bestil  
Ms. Genevie-An O. Suico  
Mr. Vicente A. Cordero

1. Prepare corsages for guests and visitors.
2. Assist the guests and delegates in finding their place in the session hall.
3. In-Charge of putting corsages to guests.
4. In-Charge of the socials in the evening of Nov. 6, 2010 in honor of the guests and delegates of the meeting.