



17 March 2022

MEMORANDUM CIRCULAR NO. 35
Series of 2022

T O: All Concerned

**R E: Working Committees for the Project Visit of DOST Secretary,
Undersecretaries and Council Directors to VSU**

In view of the Project Visit of DOST Secretary, Undersecretaries and Council Directors to Visayas State University on March 24, 2022, you are hereby designated to compose the working committees. To ensure the success of the said activity, the Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.

EDGARDO E. TULIN
President

Working Committees
DOST 8 Project Visit in VSU

COMMITTEE	RESPONSIBILITIES
Over-all Coordination Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Maria Juliet C. Ceniza Members: Prof. Alan B. Loreto Dr. Antonio P Abamo Prof. Rosa Ophelia D. Velarde	<ul style="list-style-type: none"> Plans for the smooth conduct of the visit Coordinates with organizers (DOST 8) of the project visit to ensure smooth implementation
Food Committee Chair: Ms. Josefina M. Larrosa Co-Chair: Ms. Arrah Mae C. Godoy Members: VSU Pavilion Staff Ms. Tifanny P. Baguio	<ul style="list-style-type: none"> Coordinates with the organizers for food menu, and the number of persons to be served Monitors and ensures quality and food service
Program, Reception and Token Committee Chair: Ms. Elmira Y. Bañoc Co-Chair: Ms. Mariane B. Ubay (Emcee) Members: Ms. Jojane Atok Ms. Chinelo Cardaño Ms. Hazel Llemos Ms. April Montalban Mr. Rommel M. Garrido Jr. Mr. Romnic Cabelin	<ul style="list-style-type: none"> Prepares the program for the event in coordination with DOST 8. Welcome guests and other participants of the event Prepare leis, and tokens for the guests
Physical Arrangement of Exhibits and Display Area Chair: Dr. Daniel Leslie S. Tan Co-Chair: Engr. Eldon P. De Padua Members: Mr. Jedan Cavero Mr. Romnic Cabelin Dr. Catherine C. Arradaza Ms. Marife Suaybaguio Mr. Mario E. Baliad Dr. Santiago T. Peña Jr. Mr. Marlon M. Tambis Dr. Marlito Jose M. Bande Ms. Jojane Atok Ms. Chinelo Cardaño All DOST-PCAARRD Project Leaders	<ul style="list-style-type: none"> Prepares and plans the exhibit venue at the RDE Hall Designs and manages lay out of the exhibit, as well as mounting of posters, live specimen, RDE products, other products for exhibit and IEC materials Study leaders should prepare their own project poster for the exhibit/display and their specimens or products
Project Tour and Guide Committee Chair: Prof. Alan B. Loreto Co-Chair: Prof. Rosa Ophelia D. Velarde Members: Dr. Marisel A. Leorna Dr. Robelyn T. Piamonte Dr. Catherine C. Arradaza Dr. Maria Theresa P. Loreto Ms. Lisa I. Arce Mr. Dindo Valeroso	<ul style="list-style-type: none"> Acts as tour guides during the project visit in the campus
Safety and Health Protocol Committee Chair: Dr. Elwin Jay V. Yu Co-Chair: Dr. Merry Christ'l S. Guinocor Members: VSU Hospital Staff	<ul style="list-style-type: none"> Ensures that safety and health protocols are followed by the visitors while in campus Acts on any health related concerns/issues, if any during the event

Multi-media Equipment, Lights & Sounds System in the RDE Hall Chair: Mr. Jed Asaph D. Cortes Co-Chair: Mr. Norman O. Villas Members: Ms. Jeannie Rose S. Deluza Ms. Kathleen Mae B. Valencia VSU Web Team PESMU Staff	<ul style="list-style-type: none"> • Prepares all necessary equipment and facilities needed for the event in the RDE Hall • Provides quality audio-visual support for the venue. • Restores properly all equipment after the event.
Video Preparation and Presentation Chair: Ms. Adelina O. Carreno Co-Chair: Ms. Jeannie Rose S. Deluza Members: Ms. Inna Mae Sto. Tomas Ms. Lourence May Alkuino Ms. Mary Jean Serida	<ul style="list-style-type: none"> • Assists the project leaders in the video documentation of their respective project • Ensures smooth presentation of the video clips/audiovisual presentation during the event
Physical Arrangement of RDE Hall Chair: Mr. Roden D. Troyo Co-Chair: Ms. Nelita Bornias Members: VSU Landscape Unit Mr. Jerry B. Posas Mr. Ricardo Bornias Mr. Nicanor Lingatong	<ul style="list-style-type: none"> • Sees to it that the session hall is properly arranged and decorated (backdrop, flowers & plants) • Restores the Hall after the completion of the activity
Publicity and Documentation Chair: Dr. Ulderico B. Alviola Co-Chair: Mr. Jed Asaph D. Cortes Members: VSU Web Team	<ul style="list-style-type: none"> • Prepares publicity materials such as streamers/tarpaulin, etc. • Prepares equipment and other needs for documentation of the entire event. • Documents the entire event.
Security and Traffic Force Chair: Dr. Julius V. Abela Co-Chair: Mr. Virgilio Escasinas Members: VSU Security Force	<ul style="list-style-type: none"> • Prepares a security plan for the event. • Ensures the security of guests and participants. • Provide VIPs parking
Transportation Committee Chair: Engr. Marlon G. Burlas Co-Chair: Mr. Artemio T. Nayre Members: Mr. Nonito Piad VSU Drivers	<ul style="list-style-type: none"> • Manages the provision of transportation when and where it is needed.