



29 April 2019

**MEMORANDUM CIRCULAR NO. 50**

Series of 2019



**T O: All Concerned**

**R E: Working Committees for the SUC-ACAP Conference and General Assembly**

The Visayas State University will be hosting the SUC-ACAP Conference and General Assembly on May 22 – 24, 2019 at the RDE Hall. We are expecting around 300+ participants from different SUC-ACAP member institutions. To ensure the success of this activity different working committees are created.

Attached is the list of working committees and their respective functions/responsibilities. Also, the Chairpersons and Co-Chairpersons are requested to attend a meeting tomorrow, April 30, 2019, 2:00 PM at the Office of the President.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President



Local Working Committees  
SUC-ACAP Conference and General Assembly  
May 22-24, 2019  
VSU, Baybay City, Leyte

COMMITTEE	FUNCTIONS
<b>1. STEERING COMMITTEE</b> Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Danilo E. Abayon Members: Dr. Beatriz S. Belonias Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Remberto A. Patindol Dr. Victor B. Asio	<ul style="list-style-type: none"> <li>Plans for smooth implementation of the conference</li> <li>Oversees the implementation of all conference activities</li> <li>Makes funds available</li> </ul>
<b>2. PROGRAM AND INVITATION</b> Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Lelisa J. Teodosio (SUC-ACAP) Members: Dr. Victor B. Asio Dr. Anabella B. Tulin Dr. Lolito C. Bestil Ms. Honey Sofia V. Colis Ms. Remenita J. Solis	<ul style="list-style-type: none"> <li>Prepares the conference program</li> <li>Makes invitations to prospective plenary speakers and participants</li> <li>Assigns moderators/facilitators for every session</li> <li>Monitors and ensures smooth flow of the program</li> <li>Supervise in the design of invitations, tokens, certificates, plaques, etc</li> </ul>
<b>3. REVIEW OF ABSTRACTS/POSTER JUDGES</b> Chair: Dr. Victor B. Asio Members: Dr. Rotacio S. Gravoso Dr. Ma. Theresa P. Loreto Dr. Luz O. Moreno Dr. Anabella B. Tulin Dr. Elsa D. Manarpaac	<ul style="list-style-type: none"> <li>Assesses whether the abstract is technically sound, contains new, original research content or scientific concepts, is non-commercial in nature, and includes sufficient technical data and description to explain results and support conclusions.</li> <li>Categorizes papers as to field of study (basic in scheduling for program session)</li> <li>Submits final list of abstracts accepted for oral and poster presentation on or before April 15, 2019.</li> </ul>
<b>4. ACCOMMODATION COMMITTEE</b> Chair: Prof. Francisco G. Gabunada, Jr. Members: Dr. Berta Ratilla Ms. April Gayle Valencia Prof. Argina M. Pomida	<ul style="list-style-type: none"> <li>Coordinates with In-Charge of VSU Hostel, Apartelle, ATI, Balay Alumni for accommodation of guests, resource persons and participants</li> <li>Arranges room accommodations of guests, resource persons and participants</li> </ul>
<b>5. FOOD COMMITTEE</b> Chair: Dr. Ivy C. Emnace Co-Chairs: Ms. Josefina M. Larrosa Members: VSU Pavilion Staff CAFS Dean's staff Selected HRTM students and staff	<ul style="list-style-type: none"> <li>Coordinates with the organizers for food menu and number of persons to be served</li> <li>Monitors and ensures quantity and quality food service</li> <li>Makes provision</li> </ul>
<b>6. TRANSPORTATION COMMITTEE</b> Chair: Dr. Julius Abela Co-Chair: Engr. Marlon Burlas Members: GSD Drivers	<ul style="list-style-type: none"> <li>Organizes transportation requirements of guests and invited resource persons</li> <li>Ensures transport service availability on time as scheduled</li> <li>Ensures transport reliable condition</li> </ul>
<b>7. EXHIBITS COMMITTEE</b> Chair: Dr. Othello B. Capuno Co-Chair: Dr. Dilberto O. Ferraren Members: Research Center Directors Ms. Adelina O. Careno Ms. Elmera Y. Bañoc	<ul style="list-style-type: none"> <li>Installs the set-up for poster exhibits at the RDE Hall</li> <li>Organizes exhibits of products of VSU and other exhibitors at RDE reception area</li> </ul>



OVPRE staff IGP staff	
<b>8. VENUE PREPARATION &amp; RESTORATION</b> Chair: Engr. Mario P. Valenzona Co-Chair: Dr. Rosario Salas Dr. Milagros Bales Members: Prof. Mario Baliad Convention Hall staff RDE Staff GSD-Landscape staff URC Staff	<ul style="list-style-type: none"> <li>• Prepares the venue for the conference sessions and fellowship night</li> <li>• Coordinates with the program committee on the arrangement of tables and chairs</li> <li>• Decorates the stage and install backdrop</li> <li>• Restores the Hall after the completion of the activity</li> <li>• Installs the set-up for commercial exhibits</li> </ul>
<b>9. SOCIALS COMMITTEE</b> Chair: Prof. Jesusito L. Lim Co-Chair: Dr. Milagros Bales Members: Dr. Ma. Juliet C. Ceniza CAC Members CAFS Student Leaders	<ul style="list-style-type: none"> <li>• Plans for activities during the socials such as assigning emcee, speakers and presentations</li> </ul>
<b>10. RECEPTION</b> Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Dr. Luz G. Asio Members: CAFS Student Leaders Dr. Lynette C. Cimafranca Dr. Deejay M. Lumanao	<ul style="list-style-type: none"> <li>• Receives guests, resource persons and participants upon arrival at the conference venue</li> <li>• Prepares leis, ribbons and others for the guests and resource persons</li> <li>• Coordinates with the program committee regarding arrival of guests and visitors</li> <li>• Takes charge in attending the needs of the plenary speakers and keynotes as well as the SUC-ACAP board members.</li> </ul>
<b>11. PUBLICITY &amp; LIVE STREAMING COMMITTEE</b> Chair: Mr. Ulderico Alviola Members: Mr. Jed Asaph Cortez Mr. Genaro Godoy Mr. Norman Villas Webteam staff Information Staff	<ul style="list-style-type: none"> <li>• Organizes live streaming coverage during the event</li> <li>• Designs and posts publicity materials such as streamers/tarpaulin, posters, etc.</li> <li>• Issues articles/newsletters</li> <li>• Streamers at airport and other point of entries</li> </ul>
<b>12. DOCUMENTATION &amp; PROCEEDINGS</b> Chair: Dr. Christina A. Gabrillo Co-Chair: Dr. Luz O. Moreno Members: Ms. Marianne B. Ubay Ms. Claudine Gica Mr. Rey Martin Reoma Ms. Isabel Amora Ms. Sheila Marie Lemos Mr. Genaro Godoy DYDC Staff	<ul style="list-style-type: none"> <li>• Arrange with the program committee on the schedule of activities</li> <li>• Prepare equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event</li> <li>• Assign and record activities for the entire proceedings</li> <li>• Encode and transcribe data from recorded information</li> <li>• Hire and instruct fulltime personnel (JO) for drafting of the proceedings</li> <li>• Prepare final draft of proceeding for printing</li> </ul>
<b>13. MULTIMEDIA COMMITTEE</b> Chair: Engr. Sean O. Villagonzalo Members: Univ. Connectivity Office staff RDE Hall staff URC staff	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted multimedia support for the conference at different venues</li> </ul>
<b>14. LIGHTS AND SOUNDS</b> Chair: Engr. Apolonio M. Encierto Members: Convention Hall Utility RDE Hall Staff URC Staff Electrical Services staff	<ul style="list-style-type: none"> <li>• Provides quality and uninterrupted lights and sound system support for the conference at different venues</li> </ul>

<b>15. FINANCE COMMITTEE</b> Chair: Ms. Louella C. Ampac Members: Dr. Lelisa J. Teodosio (SUC-ACAP) Ms. Myrna Pancito	<ul style="list-style-type: none"> <li>• Receives registration payments and issues official receipts</li> <li>• Allocate appropriate VSU funds for the activity being the host of the event</li> </ul>
<b>16. SECRETARIAT</b> Chair: Dr. Suzette B. Lina Co-Chair: Dr. Angie R. Poliquit Members: Ms. Arlet de Joseph (SUC-ACAP) Ms. Elmera Y. Bañoc Ms. Les Ann B. Pamaos Ms. Sweety Jane Ocoy Ms. Jenefer L. Borneo	<ul style="list-style-type: none"> <li>• Prepares the participants' certificate of participation, certificate of appearance, ID's</li> <li>• Prepares plaques for invited speakers and tokens</li> <li>• Packages the gifts for guests and resource persons</li> <li>• Provides assistance to participants in arranging flights and other needs</li> </ul>
<b>17. FIELD IMMERSION</b> Chair: Dr. Lolito C. Bestil Co-Chair: Mr. Medardo C. Magdadaro, Jr. Members: Dr. Rommel B. Armecin Dr. Rose A. Salas Dr. Julius V. Abela Mr. Randy Omega	<ul style="list-style-type: none"> <li>• Plans and finalizes the destinations for the tour</li> <li>• Coordinates with the transportation committee on the vehicles needed for the tour</li> <li>• Assigns/acts as tour guides</li> </ul>
<b>18. FACILITATORS OF SUC-ACAP COMMITTEE WORKS</b> Dr. Deejay M. Lumanao - Curriculum Ms. Jedi Joy B. Mahilum - Membership Ms. Lisa I. Arce – Capability Building Mr. Roger Roque E. Bustamante – Awards and Incentives	<ul style="list-style-type: none"> <li>• Assists committee meetings for SUC-ACAP</li> <li>• Provide logistical support and necessary supplies</li> </ul>