



6 May 2021

MEMORANDUM CIRCULAR NO. 49
Series of 2021

T O: All Concerned

R E: Working Committees for the 1st National Higher Education Day for Region 8

The university will host the upcoming 1st National Higher Education Day for Region 8 on May 19, 2021. To ensure the success of the said activity, you are hereby designated to compose the local working committees. 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

Local Working Committees
National Higher Education Day – Region 8

COMMITTEE	FUNCTIONS
1. STEERING COMMITTEE Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Mr. Jed Asaph D. Cortes Mr. Ulderico B. Alviola Mr. Allen Glennie P. Lambert	<ul style="list-style-type: none"> Plans for smooth implementation of the activity Oversees the implementation of all the activities Makes funds available
2. PROGRAM AND INVITATION Chair: Dr. Guiraldo C. Fernandez, Jr. Co-Chair: Mr. Allen Glennie P. Lambert Members: Ms. Maria Elsa M. Umpad Ms. Mariane B. Ubay Mr. Jed Asaph D. Cortes Mr. Ulderico B. Alviola Ms. Antonieta D. Israel	<ul style="list-style-type: none"> Prepares the conference program Makes invitations to prospective plenary speakers and participants Assigns moderators/facilitators for every session Monitors and ensures smooth flow of the program Supervises in the design of invitations, tokens, certificates, plaques, etc
3. ACCOMMODATION COMMITTEE Chair: Mr. Allen Glennie P. Lambert Members: Dr. Guiraldo C. Fernandez, Jr. Ms. April Gayle V. Calunangan	<ul style="list-style-type: none"> Coordinates with the In-Charge of VSU Hostel, Apartelle and Seafront Suites, for accommodation of guests, resource persons and participants Arranges room accommodations of guests, resource persons and participants
4. FOOD COMMITTEE Chair: Ms. Josefina M. Larrosa Co-Chairs: Ms. Arrah Mae C. Godoy Members: VSU Pavilion Staff	<ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality food service
5. TRANSPORTATION COMMITTEE Chair: Engr. Marlon G. Burlas Co-Chair: Dr. Julius V. Abela Members: GSD Drivers	<ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures the reliable condition of the transportation vehicles
6. VENUE PREPARATION & RESTORATION Chair: Mr. Roden D. Troyo Co-Chair: Dr. Rosario A. Salas Members: Mr. Jerry B. Posas Mr. Nicasio Lingatong Ms. Elmira Y. Bañoc GSD-Landscape staff	<ul style="list-style-type: none"> Prepares the venue for the activity sessions Coordinates with the program committee on the arrangement of tables and chairs Decorates the stage and install backdrop Restores the hall after the completion of the activity Installs decoration set-up at the RDE Hall lobby

7. SOCIALS COMMITTEE Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia D. Velarde Member: Prof. Alan B. Loreto	<ul style="list-style-type: none"> Plans for activities during the socials such as assigning emcee, speakers and presentations
8. RECEPTION & USHERING Chair: Dr. Anabella B. Tulin Co-Chair: Dr. Ma. Theresa P. Loreto Members: Ms. Lisa I. Arce Ms. Jojane D. Atok Ms. Chinelo M. Cardaño Ms. Mae Ann A. Bravo Ms. Aura Shaznay Tumulak Mr. Rommel M. Garrido Jr. Dr. Jett C. Quebec	<ul style="list-style-type: none"> Receives guests, resource persons and participants upon arrival at the venue Prepares leis, ribbons and others for the guests and resource persons Coordinates with the program committee regarding arrival of guests and visitors
9. PUBLICITY & LIVE STREAMING COMMITTEE Chair: Mr. Ulderico B. Alviola Members: Mr. Jed Asaph D. Cortes Mr. Genaro G. Godoy Mr. Norman O. Villas Webteam Staff Information Staff	<ul style="list-style-type: none"> Organizes live streaming coverage during the event Designs and posts publicity materials such as streamers/tarpaulin, posters, etc. Issues articles/newsletters Prepares streamers at the VSU Main gate
10. DOCUMENTATION & PROCEEDINGS Chair: Mr. Jed Asaph D. Cortes Co-chair: Ms. Mariane B. Ubay Members: Mr. Genaro G. Godoy DYDC Staff	<ul style="list-style-type: none"> Arrange with the program committee on the schedule of activities Prepares equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event Assigns and record activities for the entire proceedings Encodes and transcribe data from recorded information Hire and instruct fulltime personnel (JO) for drafting of the proceedings Prepare final draft of proceedings for printing
11. MULTIMEDIA COMMITTEE Chair: Engr. Sean O. Villagonzalo Members: ICTMC staff RDE Hall staff	<ul style="list-style-type: none"> Provides quality and uninterrupted multimedia support for the activity
12. LIGHTS AND SOUNDS Chair: Engr. Marlon G. Burlas Members: RDE Hall Staff Electrical Services staff	<ul style="list-style-type: none"> Provides quality and uninterrupted lights and sound system support for the venue

13. FINANCE COMMITTEE Chair: Dr. Guiraldo C. Fernandez, Jr. Member: Ms. Antonieta D. Israel	<ul style="list-style-type: none"> • Receives registration payments and issues official receipts • Allocate appropriate funds for the activity being the host of the event
14. SECRETARIAT Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Ms. Mariane B. Ubay Ms. Vivian V. Balbarino Ms. Antonieta D. Israel	<ul style="list-style-type: none"> • Prepares the participants' certificate of participation, certificate of appearance, ID's • Prepares plaques for invited speakers and tokens • Provides assistance to participants in relation to the activity • Prepares stage backdrop
15. SOUVENIRS and TOKENS Chair: Ms. Elmira Y. Bañoc Co-Chair: Ms. Tiffany P. Baguio	<ul style="list-style-type: none"> • Packages the souvenirs / tokens for guests and resource persons