



13 November 2017

MEMORANDUM CIRCULAR NO. 81

Series of 2017

**T O: All Concerned**


**R E: Working Committees for the Second Regional Conference on Climate Change  
Research, Development and Extension**

You are hereby designated Chairpersons, Co-Chairpersons and Members of the different Working Committees for the Second Regional Conference on Climate Change Research, Development and Extension on December 18 – 20, 2017 at the VSU Convention Hall.

The Chairpersons are requested to meet with their respective committees to plan and coordinate to ensure a successful conduct of this activity.

Your usual support and cooperation is enjoined.

  
EDGARDO E. TULIN

 President

**Working Committees**  
**Second Regional Conference on Climate Change Research, Development & Extension**  
**December 18 – 20, 2017**  
**VSU Convention Hall**

Committee	Functions
<b>1. Steering Committee</b> Chair: Dr. Othello B. Capuno Co-Chair: Dr. Eduardo O. Mangaoang Members: Ms. Louella C. Ampac Dr. Lourdes B. Cano Engr. Mario Lilio P. Valenzona Prof. Efren B. Saz Dr. Jose L. Bacusmo	<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, Invitation and Promotion Committee</b> Chair: Dr. Eduardo O. Mangaoang Co-Chair: ViCARP Staff Representative Members: Ms. Elia Maury C. Jadina Ms. Rovina M. Perilla Ms. Hanna Via L. Galgo	<ul style="list-style-type: none"> <li>▪ Prepares the conference program.</li> <li>▪ Makes invitations to prospective guests, participants &amp; resource persons.</li> <li>▪ Designs and posts tarpaulins and other promotional materials.</li> </ul>
<b>3. Accommodation Committee</b> Chair: Ms. Merlin Lebante Members: Mr. Reynan M. Rosquites Ms. Lieyel Cris Diane Consigna Ms. Hanna Via L. Galgo Mr. Alfredo A. Florendo	<ul style="list-style-type: none"> <li>▪ Coordinates with In-Charge of VSU Hostel, Apartelle, and ATI for accommodation of guests, resource persons and participants.</li> <li>▪ Arrange for room accommodations of guests, resource persons and participants.</li> </ul>
<b>4. Food Committee</b> Chair: Ms. Josefina M. Larrosa Members: Ms. Lieyel Cris Diane Consigna Mr. Alfredo Florendo Ms. Rovina M. Perilla Ms. Hanna Via L. Galgo	<ul style="list-style-type: none"> <li>▪ Coordinates with winning catering service provider .</li> <li>▪ Monitor and ensure quantity and quality food service.</li> </ul>
<b>5. Transportation Committee</b> Chair: Engr. Mario Lilio P. Valenzona Co-Chair: Engr. Marlon G. Burlas Members: Mr. Alfredo A. Florendo Mr. Rene Jemmar Alkuino Mr. Redeem Sosmeña	<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>6. Venue Preparation and Exhibits Committee</b> Chair: Dr. Dennis P. Peque Co-Chair: Prof. Mario E. Baliad Members: Mr. Reynaldo Gloria Mr. Adriano Napiere Ms. Hanna Via L. Galgo	<ul style="list-style-type: none"> <li>▪ Prepares the venue for the conference sessions and fellowship night.</li> <li>▪ Installs the set-up for poster exhibits.</li> </ul>

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<b>7. Reception &amp; Entertainment Committee</b> Chair: Prof. Jesusito L. Lim Co-Chair: Dr. Aleli A. Villocino Members: Ms. Hanna Via L. Galgo Ms. Lieyel Cris Diane Consigna Ms. Pearl Vistal Forestry Students	<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> </ul>
<b>8. Documentation Committee</b> Chair: Dr. Rotacio S. Gravoso Members: Ms. Elia Maury C. Jadina Mr. Genaro Godoy Ms. Hanna Via Galgo Ms. Isabel Amora	<ul style="list-style-type: none"> <li>▪ Prepares materials and equipment and other gadgets for documentation of conference activities.</li> <li>▪ Effectively document the conference activities.</li> <li>▪ Produces the conference proceedings.</li> </ul>
<b>9. Lights, Sounds and AV Committee</b> Chair: Engr. Apolonio Encierto Members: VSU Convention Hall Utility Worker VSU Sounds and Electrical Team	<ul style="list-style-type: none"> <li>▪ Provides quality and uninterrupted audio-visual support for the conference.</li> </ul>
<b>10. Finance Committee</b> Chair: Ms. Louella C. Ampac Co-Chair: Ms. Corazon U. Nuevo Members: Ms. Rovina M. Perilla Ms. Merlin R. Lebante	<ul style="list-style-type: none"> <li>▪ Facilitates proper and speedy release of funding requirements for the conference.</li> <li>▪ Receives registration payments and issues official receipts.</li> </ul>
<b>11. Plaques/Token and Certificates Committee</b> Chair: Dr. Eduardo O. Mangaoang Members: Ms. Elia Maury C. Jadina Ms. Merlin R. Lebante Ms. Rovina M. Perilla	<ul style="list-style-type: none"> <li>▪ Prepares plaques for invited guests and resource persons.</li> <li>▪ Prepares the participants certificate of participation and certificate of appearance.</li> <li>▪ Package the gifts for guests and resource persons.</li> </ul>