



3 November 2020

MEMORANDUM NO. 451
Series of 2020

T O: All Concerned VSU-Isabel Faculty and Staff

R E: Reconstitution of Standing Committees and Individual Faculty Designations, VSU-Isabel Campus

By virtue of the authority vested in me by the VSU Board of Regents and upon recommendation of the VSU-Isabel Chancellor, for the effective administration and management of the Visayas State University – Isabel, the following Standing Committees are hereby reconstituted along with the Individual Faculty Designations effective immediately until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

A. Standing Committees

1. Campus Personnel Committee (CPC)

Chairperson: Dr. Luzviminda A. Tajos
Vice Chairperson: Dr. Catherine L. Chan
Members: Mrs. Gina A. Ellorimo
Engr. Roy Roger B. Jaime
Fe Daphney C. Ramos

2. Finance Committee

Chairperson: Mrs. Danilita C. Eli
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Dr. Catherine L. Chan
Mrs. Fe Daphney C. Ramos
Mrs. Emely A. Galler

3. IGP Board of Management

Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Mrs. Gina A. Ellorimo
Members: Mrs. Danilita C. Eli
Dr. Marjonnell B. Abella
Mrs. Emely A. Galler

4. Housing Committee

Chairperson: Prof. Ma. Cecilia L. Tarroza
Vice Chairperson: Mr. Ramon F. Samante, Jr.
Members: Mrs. Gina A. Ellorimo
Mr. Armando A. Ellorimo

Mr. Gerry G. Sumalinog

5. **Performance Evaluation Committee**
Chairperson: Mrs. Gina A. Ellorimo (Admin)
Co-Chairperson: Dr. Catherine L Chan (Faculty)
Members: Dr. Marjonnell B. Abella
Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe
6. **Grievance Committee**
Chairperson: Mrs. Gina A. Ellorimo
Vice Chairperson: Dr. Catherine L. Chan
Members: Mr. Jubelmar T. Buba
Mr. Armando A. Ellorimo
7. **Disposal Committee**
Chairperson: Mrs. Editha J. Ablen
Members: Mrs. Lecel N. Managbanag
Engr. Roy Roger B. Jaime
Mrs. Sharymae R. Gonzaga
Mrs. Verna Joy U. Sajorda
8. **Accreditation Committee**
Chairperson: Dr. Luzviminda A. Tajos
Vice-Chairperson: Dr. Catherine L. Chan
Members: Mrs. Gina A. Ellorimo
Dr. Alberto L. Carillas
9. **Land Use Development and Infrastructure Planning (LUDIP) Committee**
Chairperson: Mr. Jubelmar T. Buba
Vice-Chairperson: Engr. Alberto S. Pasana
Members: Mr. Armando A. Ellorimo
Engr. Paul Julius L. Deso-asido
Engr. Jhon Rey C. Sardido
10. **Honors and Awards Committee (Students)**
Chairperson: Prof. Amelia L. Deso-Asido
Vice-Chairperson: Dr. Catherine L. Chan
Members: Mrs. Susanie B. Aquiles
Mrs. Angelyn F. Hermoso
11. **PASUC Evaluation Committee**
Chairperson: Dr. Alberto L. Carillas
Vice-Chairperson: Dr. Catherine L. Chan
Members: Dr. Esperanza E. Sumalinog
Engr. Richard C. Aballe
Dr. Marjonnell B. Abella
12. **Curriculum Review Committee**
Chairperson: Dr. Luzviminda A. Tajos
Vice-Chairperson: Dr. Catherine L Chan
Members: Dr. Esperanza E. Sumalinog

Dr. Marjonnell B. Abella
Engr. Richard C. Aballe

13. **Socio-Cultural Affairs Committee**

Chairperson: Prof. Maria Cristina P. Buba
Members: Mrs. Gina A. Ellorimo
Mr. Jubelmar T. Buba
Prof. Stephen C. Temporada

14. **Repair and Maintenance (Electricity/Building/Plumbing & Equipment)**

Chairperson: Mr. Armando A. Ellorimo
Technical Consultant: Engr. Richard C. Aballe
Building Maintenance: Mr. Armando A. Ellorimo
Pest Control/Bldg. In-charge: Mr. Jubelmar T. Buba
Plumbing/Electrical Maintenance: Mr. Gerry G. Sumalinog
Computer Equipment: Mr. Niño B. Ele

15. **Records Management In-charge/s**

Chairperson: – Mrs. Gina A. Ellorimo
Members: HRMDO – Mrs. Gina A. Ellorimo
Registrar’s Office – Mrs. Angelyn F. Hermoso
Accounting Office – Mrs. Danilita C. Eli
Cashier’s Office – Mrs. Fe Daphney C. Ramos
Supply/Property Office – Mrs. Editha J. Ablen
Teacher Educ. Dept. – Prof. Amelia L. Deso-Asido
Engineering Dept. – Engr. Aurea Anne J. Ele
Agribusiness Dept. – Prof. Michelle I. Aballe
Office of Student Services – Mrs. Gina A. Ellorimo
Office of the Chancellor – Dr. Luzviminda A. Tajos
Office of the Academic Affairs – Dr. Catherine L. Chan
Office of the Research
Development and Extension – Dr. Jessica S. Esporlas

16. **Publication Committee**

Chairperson: Mr. Jonathan A. Joyo
Members: Prof. Michelle I. Aballe
Mrs. Susanie B. Aquiles
Engr. Aurea Ann J. Ele

17. **Scholarship Committee (Students)**

Chairperson: Mrs. Gina A. Ellorimo
Co-Chairperson: Dr. Catherine L. Chan
Member: Mrs. Angelyn F. Hermoso

18. **Incentives and Awards Committee**

- 1) Chancellor or designated representative:
Dr. Luzviminda A. Tajos
- 2) Finance Officer:
Mrs. Danilita C. Eli
- 3) Head of the Planning Office:
Engr. Alberto S. Pasana

- 4) Head Research Development & Extension:
Dr. Jessica S. Esporlas
- 5) Two (2) Representatives
(1) Academic – Dr. Catherine L. Chan
(1) Non-Academic – Mrs. Gina A. Ellorimo
- 6) Head, Performance Evaluation Office as Secretary:
Dr. Alberto L. Carillas

19. **Solid Waste Management**

Chairperson: Dr. Alberto L. Carillas
 Vice-Chairperson: Mr. Jubelmar T. Buba
 Member: Mr. Armando A. Ellorimo

20. **Multimedia Development Committee**

Chairman: Dr. Catherine L. Chan
 Co-Chairman: Mr. Niño B. Ele
 Member: Dr. Marjonnell B. Abella
 Dr. Esperanza E. Sumalinog
 Engr. Richard C. Aballe
 Prof. Stephen C. Temporada

21. **Disaster and Risk Reduction Committee**

Chairman: Dr. Catherine L. Chan
 Vice-Chairman: Mr. Jubelmar T. Buba
 Member: Mrs. Susanie B. Aquiles
 Mrs. Anchessa A. Derecho
 Mr. Gary T. Morales

22. **Student Internship Program Committee**

Chairman/Overall Coordinator: Prof. Ma. Cecilia L. Tarroza
 Members/Program Coordinators: BEED – Dr. Catherine L. Chan
 BSED-MAPEH/BPED – Prof. Ma. Cristina P. Buba
 BSED-English – Dr. Esperanza E. Sumalinog
 BSED-Science– Dr. Jessica S. Esporlas
 BSED-Math – Mrs. Susanie B. Aquiles
 BSME – Engr. Jhon Rey C. Sardido
 BSIT – Mr. Niño B. Ele
 BSIE – Engr. Anna Marie R. De Asis
 BSAB – Prof. Michelle I. Aballe

B. Individual Faculty/Staff Designations:

- 1. Dr. Luzviminda A. Tajos - VSU-Isabel Chancellor
 Chairperson, College Administration Council
 Chairperson, College Academic Council
 Chairperson, College Personnel Committee
 Chairperson, Curriculum Review Committee
 Head, Accreditation Center
 Chairperson, Accreditation Committee

2. Dr. Catherine L. Chan - Director, Office of Academic Affairs
Head, Office of the Disaster and Risk Reduction Management
Head, Multi-Media Development Office
Head, Office of the Procurement
Chairperson, Multimedia Development Committee
Member, Bids and Awards Committee
BEED Section Head, Dept. of Teacher Education
3. Mrs. Gina A. Ellorimo - Director, Office of Administration and Finance Services
Head, Administration Section
Chairperson, Performance Evaluation Committee
Head, Human Resource Management Office
Head, Office of Student Affairs
Chairman, Scholarship Committee (Students)
Chairperson, Grievance Committee
4. Dr. Jessica S. Esporlas - Director for Research, Extension, Innovation and Commercialization
Chief, Office of the Health Services
Section Head, BSED-Science
5. Dr. Esperanza E. Sumalinog - Dean, College of Teacher Education, Arts and Sciences and Agribusiness
Head, Department of Teacher Education
Section Head, BSED-English
Head, Office of the Alumni
6. Engr. Richard C. Aballe - Dean, College of Engineering and Technology
Department Head, Department of Engineering
Chairman, Student Research Committee for BSME
7. Dr. Alberto L. Carillas - Chairman, Bids and Awards Committee
Section Head, Bachelor of Physical Education (BPED)
Chairperson, PASUC Evaluation Committee
Chairperson, Solid Waste Management
8. Mrs. Angelyn F. Hermoso - Campus Registrar
Member, Bids and Awards Committee
9. Mr. Jubelmar T. Buba - Head, Office of the Income Generation Project
Project In-Charge, Timber Wood, Coconut, Apartelle and Social Hall
Project In-Charge, Mango and Other Crops Production
Chairperson, IGP Board of Management
Chairperson, Land Use and Mapping Committee

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| 10. | Mr. Armando A. Ellorimo | - | Head, Office of the General Services
Campus Physical Plant Officer
Chairperson, Repairs and Maintenance
(Electricity/Building/Plumbing and Equipment) |
| 11. | Ms. Fevie M. Arique | - | Campus Librarian |
| 12. | Dr. Marjonnell B. Abella | - | Head, Department of Business Management
Head, College Extension Program
Extension Coordinator, Department of Business
Management |
| 13. | Prof. Stephen C. Temporada | - | Head, Department of Arts and Sciences |
| 14. | Engr. Anna Marie R. De Asis | - | Head, Department of Industrial Engineering
Research Coordinator, College of Engineering
and Technology |
| 15. | Mr. Niño B. Ele | - | Head, Department of Information Technology
Head, Student Research Committee for BSIT
Head, Office of the Media and Information
Systems and Technology |
| 16. | Engr. Aurea Ann J. Ele | - | Secretary, College of Engineering and Technology |
| 17. | Engr. Roy Roger B. Jaime | - | Extension Coordinator, College of Engineering
and Technology |
| 18. | Mr. Ramon F. Samante Jr. | - | Head, College Research Program
Campus Statistician |
| 19. | Mr. Jonathan A. Joyo | - | Adviser, Artisans (Student Publication)
NSTP Coordinator
Secretary, College of Teacher Education, Arts
and Sciences and Agribusiness
Chairperson, Publication Committee |
| 20. | Mrs. Anchessa A. Derecho | - | Campus Secretary
Member, Bids and Awards Committee
Member, DRRM |
| 21. | Prof. Maria Cristina P. Buba | - | Head, Office of the Sports, Culture and
the Arts Affairs
Chairperson, Socio-Cultural Committee
Coordinator, VSU-Isabel Acoustic Band Coordinator
Coordinator, VSU-Isabel Dance Troupe |
| 22. | Prof. Amelia L. Deso-asido | - | Extension Coordinator, College of Teacher
Education, Arts and Sciences and Agribusiness
Chairperson, Honors and Awards Committee |
| 23. | Prof. Ma. Cecilia L. Tarroza | - | Coordinator, Student Internship Program |

- Head, Housing Committee
College-Based Guidance Facilitator (College of
Teacher Education, Arts and Sciences and
Agribusiness)
24. Dr. Michelle I. Aballe - Secretary, Department of Business Management
Research Coordinator, Department of Business
Management
25. Mrs. Susanie B. Aquiles - Coordinator, Gender and Development Program
Coordinator, Student Internship Program for
BSED-Math
Member, DRRM
26. Engr. Maria Reynaflor A. Licardo - College-Based Guidance Facilitator (College of
Engineering & Technology)
27. Mrs. Editha J. Ablen - Head, Office of the Supply and Property
Management
Head, Disposal Committee
Member, Bids and Awards Committee Secretariat
28. Engr. Alberto S. Pasana - Office of the Planning and Infrastructure
Management
Vice Chairman, Bids and Awards Committee
Vice Chairman, LUDIP Committee
29. Mrs. Fe Daphney C. Ramos - Head, Office of the Cashier
Member, College Personnel Committee
30. Mrs. Emely A. Galler - College Budget Officer
31. Mrs. Sharymae R. Gonzaga - Campus Internal Control Officer
32. Mrs. Danilita C. Eli - Head, Office of the Finance
Campus Accountant
Head, Finance Section
Chairperson, Finance Committee
33. Mr. Gerry G. Sumalinog - In-Charge, Electricity and Repair Maintenance
In-Charge, Plumbing Maintenance
34. Mr. William C. Surigao - Chief, Security Officer

This Memorandum supersedes all previous issuances by this office or by the Chancellor of VSU-Isabel on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Isabel Campus
OVPAA
OVPAF
OPVPRE
OVPPRG
OUS
Deans
Directors
Registrars
USSO
HRMDO
Accounting
COA
Cash
Records, VSU-IC
Records, VSU-Main
Departments/Offices-VSU-IC
File