



Visayas State University

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Office of the President

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MEMORANDUM CIRCULAR NO. 39

Series of 2013

T O: All Concerned

R E: Working Committees for the National Conference on Marginal Upland Development

Our university through the Philippine Higher Education Research Network (PHERNet) of the Commission on Higher Education (CHED), will host the **National Conference on Marginal Upland Development** on **October 22-24, 2013** at VSU, Baybay City, Leyte. To ensure a smooth and successful conduct of this activity, the attached working committees are created. The Chairpersons are requested to meet their respective committees to discuss their assigned tasks.

Your usual cooperation is enjoined.

for
JOSE L. BACUSMO
President *enc 8/13/13*

NATIONAL CONFERENCE ON MARGINAL UPLAND DEVELOPMENT

October 22-24, 2013

Visayas State University, Visca, Baybay City, Leyte

PROPOSED WORKING COMMITTEES

Committee	Person In-Charge	Terms of Reference
Steering Committee	Chair: Dr. Jose L. Bacusmo Co-Chairs: Dr. Othello B. Capuno Dr. Victor B. Asio Dr. Editha G. Cagasan Members: Prof. Alan B. Loreto Dr. Milagros C. Bales Dr. Rotacio S. Gravoso	1. Plan for the smooth conduct of the Conference. 2. Make funds available for the Conference.
Program and Invitation and Publicity Committee	Chair: Dr. Editha G. Cagasan Co-Chair: Dr. Rotacio S. Gravoso Members: Prof. Ernesto F. Bulayog Ms. Ma. Victoria Stephane Asio Mr. Ian Kim Gahoy Ms. Venus June J. Taghoy Ms. Elmira Y. Bañoc	1. Prepare the conference program. 2. Set the guidelines for preparation and submission of abstracts and papers/posters for presentation. 3. Monitor the flow of the program. 4. Invite and confirm plenary speakers, presenters, discussants, and moderators. 5. Coordinate with the media for news/information releases. 6. Design tarpaulins to welcome guests and participants.
Secretariat/Registration Committee	Chair: Dr. Milagros C. Bales Co-Chair: Dr. Berta C. Ratilla Members: Dr. Suzette B. Lina Ms. Ma. Victoria Stephane Asio Ms. Elmira Y. Bañoc Ms. Venus June J. Taghoy Ms. Junette Dawn A. Baculfo Ms. Loren Gemali Flandez Mr. Sataki P. Toledo Mr. Ariel Bolledo Mr. Jessie R. Sabijon Ms. Venice Ybañez	1. Prepare IDs, conference kits, plaques, certificates, tokens 2. Reproduce materials/documents. 3. Ensure the smooth registration flow during the conference.
Scientific and Workshop Proceedings Committee	Chair: Dr. Victor B. Asio Co-Chair: Dr. Rotacio S. Gravoso Members: Dr. Editha G. Cagasan Prof. Ma. Aurora Teresita W. Tabada Prof. Ernesto F. Bulayog Dr. Milagros C. Bales Mr. Ian Navarrete Dr. Beatriz S. Belonias Dr. Ma. Juliet C. Ceniza Dr. Julie D. Tan Dr. Daniel Leslie S. Tan Dr. Feliciano G. Sinon	1. Review of abstract and papers for oral and poster presentation. 2. Manage the review papers for publication in the Peer-Reviewed Proceedings or any peer-reviewed journal. 3. Spearhead development and production of the peer-reviewed conference proceedings or any peer-reviewed publication.

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	Dr. Eugene B. Lañada Ms. Ma. Victoria Stephane Asio Ms. Junette Dawn Baculfo Ms. Loren Gemali Flandez Ms. Janice Marie S. Monderondo Mr. Michael Rey Rosolada	
Venue and Physical Arrangement Committee	Chair: Prof. Arsenio D. Ramos Co-Chair: Prof. Ed Allan Alcober Members: Dr. Warren Come Dr. Julius Abela Prof. Mario Baliad Dr. Marcelo A. Quevedo Engr. Apolonio Encierto Engr. Nestor Israel Mr. Mizael Cerna Mr. Ricardo Bornias Ms. Ness Marie Sta. Iglesia Ms. Melanie C. Ratilla	1. Make arrangements for the venue for function and meals. 2. Arrange the venue for the conference, break-up session rooms, and exhibit area. 3. Prepare directional signs, streamers/tarpaulins, backdrop, place cards, and name plates. 4. Ensure that the sound system is efficiently maintained throughout the conference.
Audio/Visual Committee	Chair: Ms. Jedess Miladel Nuñez-Salomon Co-Chair: Ms. Janice Monderondo Members: Mr. Genaro Godoy Mr. Louis Prado Ms. Carmela Yamada Ms. Marissa Cano Mr. Michael Rey Rosolada	1. Provide audio-visual support for the main venue and in the concurrent sessions. 2. Record proceedings of the session.
Light and Sounds System	Chair: Dr. Julius Abela Co-Chairs: Dr. Lolito Bestil Engr. Apolonio Encierto Members: Mr. Angelo Francis Atole Mr. Clemence Borela Mr. Jessie Sabijon Mr. Bryan Rebuyas Mr. Hubert Dimabuyu Mr. Jandells Rama	Provide light and sound systems for the session venues.
Poster Committee	Chair: Prof. Ernesto F. Bulayog Co-Chairs: Dr. Daniel Leslie S. Tan Dr. Eugene B. Lañada Members: Ms. Deejay S. Maranguit Ms. Melanie Ratilla Dr. Reneza S. Come Ms. Loren Gemali Flandez Mr. Mark Anthony Atanacio Mr. Benjamin Cinto Mr. Dave Amihan	1. Prepare guidelines for poster presentation and give these to the Scientific Committee. 2. Manage the poster presentations.
Food and Accommodation Committee	Chair: Prof. Alan B. Loreto Co-Chairs: Ms. Honey Sofia V. Colis Dr. Lorina Galvez	1. Prepare menu for lunch and snacks. 2. Ensure timely and quality

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	<p>Members: Dr. Zenaida Gonzaga Dr. Dinah Espina Ms. Nicole Florentino Prof. Ernesto F. Bulayog Ms. Philippine Dianne Zamora Dr. Nancy Dumaguing Dr. Julie D. Tan Dr. Milagros C. Bales Ms. Chelyn Estillore</p>	<p>serving of lunch and snacks. 3. Arrange with accommodation facilities. 4. Make arrangements for the security of participants.</p>
Ushering & Field Trip Committee	<p>Chair: Dr. Beatriz S. Belonias Co-Chairs: Dr. Anabella B. Tulin Dr. Marlito Jose Bande Members: Dr. Ma. Juliet C. Ceniza Prof. Ernesto F. Bulayog Dr. Dinah Espina Ms. Philippine Dianne Zamora Ms. DeeJay Maranguit Ms. Venus June J. Taghoy Ms. Czarina Platino Ms. Elmira Y. Bañoc Mr. Adrian C. Alumbro Ms. Ana Assumpta Perez</p>	<p>1. Guide guests and participants to their respective seats. 2. Prepare leis for guests 3. Make arrangements for the field trip (Lake Danao & nearby projects or Canigao Island & nearby project sites, etc.)</p>
Socio-Cultural Committee	<p>Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Prof. Ernesto F. Bulayog Dr. Marlito Jose Bande Members: Ms. Venus June J. Taghoy Dr. Anabella B. Tulin Ms. Elmira Y. Bañoc Ms. Jennifer Ando Ms. Ma. Verjie Q. Subere Ms. Kristal Neis Ms. Rizza Doguiles Ms. May Joy Alip Ms. Rosalyn Binongo-Borines</p>	<p>1. Organize cultural and social programs during the conference.</p>
Documentation Committee	<p>Chair: Prof. Ma. Aurora Teresita Q. Tabada Co-Chairs: Dr. Marlito Jose Bande Ms. Jedess Miladel Nuñez-Salomon Members: Ms. Marissa Cano Mr. Ian Kim Gahoy Ms. Junette Dawn A. Baculfo Ms. Ma. Victoria Stephane Asio Ms. Loren Gemali Flandez Ms. Janice Marie Monderondo Mr. Mark Joshua Quevedo</p>	<p>1. Document the conference (photo/video/audio). 2. Assist in the preparation of conference proceedings.</p>
Transportation Committee	<p>Chair: Dr. Feliciano G. Sinon Co-Chair: Prof. Alan B. Loreto Members: Ms. Venus June Taghoy</p>	<p>1. Prepare trip tickets for the vehicles to fetch & conduct the invited speakers</p>

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	Ms. Elmira Y. Bañoc Mr. Benjamin Cinto Engr. Nestor M. Israel Ms. Fe Diaz Dr. Marcelo Quevedo	2. Coordinate with registration committee on transportation needs of participants (within campus transportation; transportation for the field trip and campus tour).
Medical Services Committee	Chair: Dr. Elwin Jay V. Yu Co-Chair: Ms. Ana Assumpta Perez Members: All VSU Hospital Staff	1. Provide medical services to the conference participants.