

2ND WESTERN VISAYAS HEALTH RESEARCH CONFERENCE

October 20-21, 2016

Committee Memberships and Functions

Committees	RESPONSIBILITIES
<p>Steering Committee Chairperson: Dr. Marlyn W. Convocar, DOH RO6 Engr. Rowen R. Gelonga, DOST VI</p> <p>Co-Chairperson: Dr. Alice Joan Ferrer, UPV</p> <p>Members: All committee chairs</p>	<ol style="list-style-type: none"> 1. Take charge of the over-all planning coordination and implementation of the activity
<p>Program Committee Chairperson: Lerma L. Paris, DOST VI</p> <p>Members: Jose G. Perez, Jr., USA Vincent Sumergido, DOH RO6</p> <p>Administrative Staff: Allen Grace Niego, DOST VI Hazel Lynn Maganto, DOST VI</p>	<ol style="list-style-type: none"> 1. Prepare program of the entire conference 2. Provide emcee and moderator 3. Identify guests and VIPs 4. Facilitate the awarding of certificates 5. Coordinate with promotion committee on press conference
<p>Invitation, Promotion, Program and Exhibition Committee Chairperson: Ma. Alicia Soledad Salazar, DOST VI</p> <p>Members: Gariel Legislador, DOST VI Liezel marie Lamasan, DOST VI Adrian Gemora, DOST VI</p>	<ol style="list-style-type: none"> 1. Prepare and send communication (speakers, guests and participants) 2. Information dissemination through media partners 3. Lay-out and print program and tarpaulin 4. Distribution of posters and tarpaulin 5. Arrange press conference 6. Identify and Invite exhibitors 7. Request poster of member institutions of consortium on R&D activities 8. Facilitate poster and booth arrangements
<p>Registration and Reception Committee Chairperson: Dr. Renilyn Reyes, DOH RO6</p>	<ol style="list-style-type: none"> 1. Handle the registration of participants and attendance of resource persons and facilitators 2. Prepare and distribute conference kit

<p>Administrative Staff: Hershey Geraldoy Hazel Lynn Maganto</p>	<ol style="list-style-type: none"> 3. Prepare and distribute certificates (appearance, attendance, recognition, appreciation) 4. Ushering of guests, VIPs and participants
<p>Transportation and Accommodation Committee Chairperson: Member: Cornelio Mabera, DOST VI Paula Huelar, DOST VI Administrative Staff Allen Grace Niego</p>	<ol style="list-style-type: none"> 1. Arrange transportation and accommodation of guests and VIP 2. Arrange airport to hotel transfer of guests and VIPs 3. Provide map of venue (location of auditorium and plenary sessions)
<p>Tokens and Kits Committee Chairperson: Christine A. Villanueva, USA Members: Socorro P. Leong-on, USA Louie P. Hijalda, USA Administrative Staff: Hershey Geraldoy</p>	<ol style="list-style-type: none"> 1. Prepare tokens for resource persons 2. Facilitate canvass, purchase and placement of tokens and kit bags
<p>Documentation Committee Chairperson: Carolyn Yoro, CPU Members: Pastor Yngayo Jonathan Dioteles, PopCom Administrative Staff: Liez'I marie Lamasan, DOST VI</p>	<ol style="list-style-type: none"> 1. Document the entire program (opening to closing programs and synthesize each session) 2. Prepare the report of fair proceedings 3. Collection of slide presentations 4. Reporting of student competition results 5. Taking of photos
<p>Research Forum Committee Chairperson: Dr. Fred Guillergan, WVSU Members: Paolo Hilado, CSAB Jose G. Perez, Jr. USA</p>	<ol style="list-style-type: none"> 1. Prepare guidelines of submission and presentations 2. Arrange technical/plenary sessions 3. Identify resource person and moderators 4. Communicate with presenters

<p>Administrative Staff: Hazel Lynn Maganto, DOST VI</p>	
<p>Undergraduate research Competition Committee (Poster and Oral) Chairperson: Ma. Severa Fe Katalbas, UPV</p> <p>Members: Delsa Gange, USA Leah Araneta</p> <p>Administrative Staff: Hazel Lynn Maganto, DOST VI</p>	<ol style="list-style-type: none"> 1. Prepare guidelines of submission and presentation of entries 2. Coordinate with exhibit committee on porter panels 3. Prepare criteria for judging 4. Identify judges 5. Prepare and print score sheets 6. Assign tabulators
<p>Graduate Research Competition Committee (Poster and Oral) Chairperson: Dr. Doralyn Dalisay, USA</p> <p>Members: Dr. Aretha Ann Liwag Dr. Teila Posecion</p> <p>Administrative Staff: Allen Grace Niego</p>	<ol style="list-style-type: none"> 1. Prepare guidelines of submission and presentation of entries 2. Coordinate with exhibit committee on poster panels 3. Prepare criteria for judging 4. Identify judges 5. Prepare and print score sheets 6. Assign tabulators
<p>Finance Committee Chairperson: Lea Tabligan, DOST VI</p> <p>Members: Remy C. Sunio, DOST VI Sharon Rose Portillo, DOST VI Kadina Claire Tubatanga, DOST VI</p>	<ol style="list-style-type: none"> 1. Ensure that all financial needs of all committees are accommodated to ensure the success of the activity (process cash advance/petty cash funds if necessary) 2. Prepare Financial Report and accounting records for the funds in accordance with the accounting rules and regulations 3. Liquidate amount released by submitting to DOH RO6,DOST VI and DOST PCHRD the Audited Financial Report not later than three (3) months after the completion of the project.