



April 25, 2024

SPECIAL ORDER  
No. 00952 – IIT  
Series of 2024

**SUBJECT: Creation of Working Committees for the 2024 International Conference of the Philippine Political Science Association (PPSA) with MSU-IIT as Co-Organizer and Co-Host on May 2-4, 2024**

In order to ensure the smooth and successful implementation of the 2024 International Conference of the Philippine Political Science Association with MSU-IIT being the co-organizer and co-host on May 2-4, 2024, the following Working Committees are created:

**Convenor:** Prof. Alizedney Ditucalan  
**Co-convenors:** Prof. Ephrime Metillo  
Prof. Joey Genevieve Martinez  
Prof. Marie Joy Banawa  
Prof. Elaine Baulete

**Program Committee**

**Chair:** Asst. Prof. Yasmira Moner  
**Co-Chair:** Prof. Elaine Baulete  
Asst. Prof. Fatimah Joy Almarez  
Asst. Prof. Amado Guinto, Jr.

- Facilitates the smooth flow of the conference, coordinates with the PPSA for the program;
- Prepares the lei and token for the keynote speaker.

**Venue, Physical Arrangement and Decorations Committee**

**Chair:** Assoc. Prof. Hazel Jovita-Olvez  
**Co-chair:** Engr. Rodelito Dela Cruz  
**Members:** Mr. Ramel Calo  
Mr. Winston Oblenda  
Ms. Vilma Montila  
Ms. Kim Edwin Cabo

- Ensures the availability of the conference venue for the plenary and parallel sessions;
- Takes care of the preparing and decorating the stage and the gymnasium for the conference;
- Installs the decoration, streamers, and tarps at the Institute entrance, in front of the gymnasium, and at the display frame adjacent to the library;





- Prepares required tables, chairs, etc.; Coordinates with the Creatives, Documentation and Promotion Committee for the texts of streamers and stage backdrop.

#### **Reception and Vehicles Committee**

Chair: Assoc. Prof. Eucil Hussien  
Co-chair: Asst. Prof. Phyllis Marie Teanco  
Prof. Cecilia B. Tangian  
Asst. Prof. Jay Rome De Los Santos  
Asst. Prof. Artchil Daug  
Ms. Salamona Bangkero

- Meet the PPSA Board and the Keynote Speaker to take them to and from the University;
- Provide at least (3) University vehicles with their official drivers.

#### **Creatives, Documentation, and Promotions Committee**

Chair: Asst. Prof. Mitchelle Jeanne Caracut  
Co-Chair: Jan Christian Pagarigan  
Vanessa Joy Ilago  
Raii Le Bohn K. Canoy  
Jeremiah Mc Cleo D. Bala  
Jorgen Gil Fosgate  
Kassandra Buenafe

- Creates official banner and stage backdrop of the event;
- Provides MSU-IIT video as part of the program flow;
- Posts the event on the website and social media page of the University

#### **Audi-Visual and Logistics Committee**

Chair: Assoc. Prof. Rabby Lavilles  
Co-Chair: Asst. Prof. Primitivo III Ragandang  
Asst. Prof. John Gieveson Iglupas  
Mr. Carlo C. Jacinto  
Mr. Antonio Dalogdog Jr.  
Mr. John Ralp Cababat  
Mr. Jonaim Dipatuan  
Mr. Romel G. Sencio

- Ensures availability of tables, chairs, LED walls, LCD/DLP projectors, sound systems, microphones, and other video equipment with the assurance that these are in good condition.





**Food Committee:**

Chair: Prof. Elaine Baulete  
Co-Chair: Prof. Hilton Aguja  
Member: Ms. Settie Sahara Mutia

- Coordinates with the appropriate committee and the PPSA regarding the preparation of conference snacks and meals.

**Registration and Secretariat Committee**

Chair: Prof. Perla Palomares  
Co-Chair: Atty. Janodin Marohombsar  
Members: Ms. Junesa Jamal  
Mr. Alcher Migrño

- Coordinates with PPSA for the preparation and distribution of conference kits;
- Coordinates with PPSA for the attendance during the plenary and parallel sessions

**Coordination with External Institutional Partners**

Chair: Prof. Jack Isolana (for Iligan City LGU and the Iligan City Congressional Office)  
Co-Chair: Ms. Sittie Akima Ali (for power supply)  
Member: Prof. Enrique Batara (for security)

- Coordinates with PPSA and with external partners like the Philippine National Police Iligan City, Iligan Light and Power Incorporated (ILPI), Iligan City Tourism Office, Iligan City Mayor's Office, and Congressional Office of Iligan City for linkages, support and sponsorships.

It is mandatory for Prof. Elaine M. Baulete, Chairperson of the Department of Political Science, to submit a report of such undertaking to the CASS, and to the Office of Research Management of the OVCRE.

This Order is effective for the period stipulated above, unless revoked by competent authority.

  
**ALIZEDNEY M. DITUCALAN**  
Chancellor