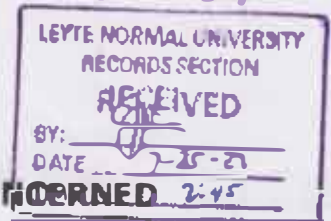




OFFICE OF THE UNIVERSITY PRESIDENT

**SPECIAL ORDER NO. 004**  
Series of 2022



**TO :** FACULTY AND ADMINSTRATIVE STAFF CONCERNED

**FROM :** [REDACTED]

**SUBJECT :** DESIGNATION AS COMMITTEE CHAIRS AND MEMBERS FOR THE TRAINING WORKSHOP ON PUBLIC RELATIONS AND MEDIA PRODUCTION

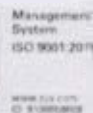
**DATE :** JANUARY 3, 2022

In the exigency of service, you are hereby designated as Committee Chairs and Members for the Training Workshop on Public Relations and Media Production to be conducted on January 5-7, 2022 at the LNU HRDC Gymnasium. As such, you are to take charge, supervise, facilitate and coordinate with other committees in the preparations and conduct of the said event with the specific committee members hereto attached.

**FOR YOUR GUIDANCE AND COMPLIANCE.**

[REDACTED SIGNATURE]

Cc: VPAS CAO-Admin HRMO File  
VPAF CAO-Finance Records  
VPRJ Accounting COA  
VPNDAS



## OFFICE OF THE UNIVERSITY PRESIDENT

COMMITTEES FOR THE MULTIMEDIA TRAINING	Committee Chairs & Members
<b>STEERING COMMITTEE</b> Tasks: <ul style="list-style-type: none"><li>Supervise the entire flow of the program</li><li>Coordinate with other committees</li><li>Secure Office Order for the persons involved</li></ul>	<b>Committee Chair:</b> Gillian Mae G. Villaflo <b>Committee Members:</b> Dr. Marcel Gomez Prof. Romyr Gabon
<b>COMMITTEE ON REGISTRATION AND ATTENDANCE, DOCUMENTATION, AND EVALUATION</b> Tasks: <ul style="list-style-type: none"><li>Register participants and persons involved</li><li>Record attendance of participants</li><li>Document 3-day training for posting on official LNU social media accounts</li><li>Prepare evaluation forms daily for participants</li><li>Prepare overall report of 3-day training</li></ul>	<b>Committee Chair:</b> Arvin Jay Cordeta <b>Committee Members:</b> Jose Enrile Claudette Caroline Lacandazo Anne Dominique Duque Raul John delos Reyes Eva Marie Joaquin Sheela de la Cruz Christina Gallaza- Luego Gracelle Cinco Alanis Lindsay Figueroa An Lantawan Staff
<b>COMMITTEE ON PROGRAMS , PLAQUES, TOKENS, AND CERTIFICATES</b> Tasks: <ul style="list-style-type: none"><li>Choose the emcee and moderator who will help facilitate the program</li><li>Finalize the program proceedings together with steering committee and resource speakers</li><li>Design the layout and production of the program, event poster and cover slide, and certificates<ul style="list-style-type: none"><li>Certificate of Participation for all participants</li><li>Certificate of Appreciation for speakers<ul style="list-style-type: none"><li>Program for the workshop</li><li>Event poster</li></ul></li></ul></li></ul>	<b>Committee Chair:</b> Ron Ron Aruta <b>Committee Members:</b> Dr. Perlita M. Vivero Dr. Nilda V. Jamora Tyrone Gil Ma. Crisshelle B. Ferreras Michelle Shane Acala Mary Anne Sedanza Charmaine Bramida Anjelyn Fiel Parado Floramae Nalng Lailani Margallo Mary Christine de Luna Eva L. Rosal
<b>COMMITTEE ON FOOD AND DISTRIBUTION</b> Tasks: <ul style="list-style-type: none"><li>Coordinate with Steering Committee and Accounting</li><li>Office for food budget and supplier</li><li>Distribute food to participants</li><li>Prepare necessary attachments for food audit</li></ul>	<b>Committee Chair:</b> Jo Danielle Bajarias <b>Committee Members:</b> Engr. Jayson Pascua Engr. Aljon Amora Christine Acosta Engr. Clinton Brigola

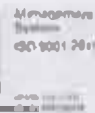
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VPAS  
VPAF  
VPR  
VPSDAS

CAO-Admin  
CAO-Finance  
Accounting

HRMO  
Records  
COA

File



## OFFICE OF THE UNIVERSITY PRESIDENT

<b>COMMITTEE ON TECHNICAL REQUIREMENTS</b> Tasks: <ul style="list-style-type: none"><li>• Fulfill the technical requirements such as internet connectivity for the face to face training venue</li><li>• Take charge of the technical aspects of the Zoom Platform throughout the duration of the activity</li></ul>	<b>Committee Chair:</b> Raphy A. Dalan <b>Committee Members:</b> Orlando Vinculado, Jr. Felicto Jr. Badion Marvin Velarde Marvin Quayzon Jeruel Rubas Richelle R. Esporas Leo Omamalin Chrisafe Cyril Daga Armando Sedanza Cristobal Rabuya, Jr.
<b>COMMITTEE ON VENUE AND RESTORATION</b> Tasks: <ul style="list-style-type: none"><li>• Reserve and prepare the venue for the training</li><li>• Set up the chairs and tables and all needed equipment for the training</li><li>• Ensure that all equipment and setup will be returned and kept after the training</li></ul>	<b>Committee Chair:</b> Dr. Edwin Murillo <b>Committee Members:</b> Joshua Valentino Flores Ariel Matillano Michael Dell A Tuazon Ariel Salarda Joyce Kaye Lopez Kristel Joyce Cabacang Sheela dela Cruz Queenie Ureña
<b>COMMITTEE ON ACCOMMODATION AND TRANSPORTATION</b> Tasks: <ul style="list-style-type: none"><li>• Reserve the hotel accommodation of the speakers</li><li>• Arrange trip ticket for speakers' pick up from and return to VSU</li><li>• Assist in the check in and check out of guests at the hotel</li><li>• Welcome and assist the resource speakers during their stay in LNU</li></ul>	<b>Committee Chair:</b> Willan Keith Badilles <b>Committee Members:</b> Argie Anthony Inciso Georgette Kempis Jake Anthony Quintero Andrew Siguan Nick John Macapaz Roxanne Embog Leonard Niño Mateo

*Designation As Committee Chairs And Members For The  
Training Workshop On Public Relations And  
Media Production*

Cc:	VPAS	CAO-Admin	HRMO	File
	VPAT	CAO-Finance	Records	
	VPRE	Accounting	COA	
	VPNDAS			