



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

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**MEMORANDUM No. 042 - 2011**

TO : **ALL OFFICIALS CONCERNED**  
This University

FROM : **SERAFIN L. NGOHAYON, Ph.D.**  
University President

SUBJECT : **WORKING COMMITTEE FOR THE RP-Japan Forum on Globally Important Agricultural Heritage Systems (GIAHS) and the Ifugao Rice Terraces of the Philippines : Current Scenario, Challenges and Future Development**

DATE : December 22, 2011

1. IFSU in collaboration with Kanazawa University, University of the Philippines (UPOU), and Food and Agriculture Organization (FAO) of the United Nations will be conducting an RP-Japan Forum on Globally Important Agricultural Heritage Systems (GIAHS) and the Ifugao Rice Terraces of the Philippines : Current Scenario, Challenges and Future Development on January 14, 2012 in our university.
2. In line with this, the personnel in the attached working committees are hereby tasked to work for said activity.
3. You are to ensure that all preparations should be in place and conduct of the forum will be a success.
4. You are to coordinate closely with Dr. Dinah Corazon M. Licayao as the IFSU coordinating representative particularly on the needs of your committees.
5. For commitment of all concerned.

Cc: All Concerned Officials, VPs, Records, file

**RP-Japan Forum on Globally Important Agricultural Heritage Systems (GIAHS) and the Ifugao Rice Terraces of the Philippines : Current Scenario, Challenges and Future Development**

Sponsored by Kanazawa University in collaboration with University of the Philippines (UPOU), Ifugao State University and Food and Agriculture Organization (FAO) of the United Nations

**OVER-ALL COORDINATING COMMITTEE/SECRETARIAT**

DR. INOCENCIO E. BUOT, JR (UPOU)

DR. DINAH CORAZON M. LICAYAO (IFSU)

DR. RIZALINA EDPALINA (KANAZAWA UNIVERSITY)

**ACCOMMODATION COMMITTEE**

Chairman: Mrs. Carmen Baguilat

Members: Mrs. Isabel Madiwo

Guard on Duty

**Responsibility:**

Ensure accommodation/billeting of participants.  
Attend to needs of participants in their billet area.  
Ensure cleanliness of room/bathroom/CR  
Ensure availability of water in the bathroom/CR

**INVITATION/ INFORMATION DISSEMINATION (LOCAL SPEAKERS)**

Chairman: Dinah Corazon M. Licayo

Members: Maritess D. Bumidang

**Responsibility:**

Ensure that invitation will be sent to the respective agencies  
Follow-up invitation and finalize list of participants

**FOOD PREPARATION/SERVING**

Chairman: Mrs. Cornelia Allaga

Members: IFSU Food Service

**Responsibility:**

Ensure that food (meal & snack) is prepared and served on time  
Make sure that special request from speakers (vegetarians) on food preference will be granted  
Guarantee an overflowing coffee/tea in the training area

**STAGE DECORATION/ VENUE ENHANCEMENT**

Chairman: Ms. Christina N. Dinagtuan

Members: BSHT Students

Members: Mrs. Teresita Culhi

**Responsibility:**

Ensure that venue is prepared and stage is decorated on time

SOUNDS

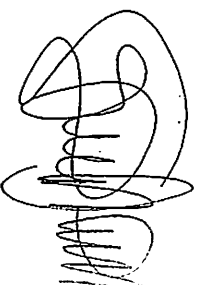
Chairman: Mr. Efren Galera  
Members: Mr. Ricardo Udduna  
Responsibility: Ensure that quality sound system is in place in the training venue

DOCUMENTATION/SECRETARIAT

Chairman: Dr. Dinah M. Licayayo  
Ms. Marites Bumidang  
Ms. Michelle Buligon  
Responsibility: Ensure that proceedings during the training are properly documented  
Produce proceeding of training immediately

CULTURAL ACTIVITIES/PRESENTATION

Chairperson: Mrs. Lydia M. De Castro  
Member: Mrs. Emily Alberto

A handwritten signature in black ink, appearing to be 'Emily Alberto', written in a cursive style.