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MEMORANDUM NO. 05 - 2012

TO : ALL EMPLOYEES CONCERNED
This University

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

SUBJECT : **WORKING COMMITTEE FOR COMING OF KGU FACULTY AND STUDENTS**

DATE : January 30, 2012

1. In line with the annual visit of Kobe Gakuin University (KGU) faculty and students on February 21-28, 2012, the following are hereby organized to form the working committee of said event:

- Chairperson: **Engr. Loinaz Dulawan**
- Vice Chairperson: **Mr. Leudane Loñez** -In-Charge of Asipulo activity
- Members: **Dr. Dinah Corazon M. Licyayo** -In-Charge of Students & Activity in IFSU
- Mrs. Lydia De Castro** -In-Charge of Cultural Exchange & Kiangnan activity
- Engr. Jose Binwag** -In-charge of Transportation
- Mr. Jeremy Gawongna** -In-charge of Documentation
- Mrs. Venus Grace Fagyan** -In-Charge of Ferrying & Escorting guests
- Mr. Efren Galera** -In-Charge of Lights and Sounds
- Mrs. Generose S. Ognayon** -In-Charge of Program & IDs
- Mr. Jess Saldaan** -Nurse Staff
- Mr. Lesley Dimog** -Liaison for the activity

2. You are to ensure that all preparations should be in place and conduct of the said activity will be a success. Hence, you may come up with individual members of your committee and submit them to the Chairperson, Engr. Loinaz Dulawan.

3. Furthermore, you are called to attend an emergency meeting on Wednesday (February 1, 2012) at 2:30 PM at the Office of the Vice President for Planning and Resource Generation to discuss matters regarding said activity.

4. For commitment of all concerned.

Cc: VPs, Dean of Education and Dean of Health Sciences, Records, file

VP Acad *[Signature]*

VP Admin *[Signature]*

VP MD&T *[Signature]*

VP Planning *[Signature]* 01.31.12

CSO *[Signature]*

CHS *[Signature]*