



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER

No. 02
Series of 2001

TO : All Concerned

SUBJECT : **CREATION OF COMMITTEES FOR THE
5th NATIONAL HIGHER EDUCATION CONGRESS**

DATE : **January 02, 2001**

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The Commission on Higher Education (CHED), is planning to conduct a convention on higher education to be held in May 2001, three years after the National Centennial Congress.

This activity is intended to provide a venue for getting together concerned policy decision-makers, researchers, managers, and workers in the Higher Education sector to:

- Exchange ideas, experiences, accomplishments and research outputs in the area of higher education
- Discuss recent global and local developments that have implications on the sub-sector
- Discuss issues and problems affecting the higher education system in the Philippines
- Identify strategies for addressing the issues and problems
- Determine, among others, how the Higher Education system can effectively meet challenges and take advantage of opportunities from the new and knowledge-based economy.

To organize the convention, a steering and working committees are hereby organized with the following compositions and Terms of Reference:

STEERING COMMITTEE:

Composition:

- Chair : Chairperson Ester A. Garcia
Co-Chair : Commissioner Mona D. Valisno
- Members : Commissioner Manuel D. Punzal
Commissioner Roberto N Padua
Commissioner Hadja Roqaiya VR. Maglangit
Dr. Feliciano S. Rosete - PASUC President
Dr. Maria Ayuyao - COCOPEA President

Terms of Reference:

1. Take charge of overall planning and preparation;
2. Decide on the theme, objectives and sub-themes; and
3. Coordinate and monitor the activities of the working committees.

PROGRAM COMMITTEE:

Composition:

- Chair : Commissioner Manuel D. Punzal
Co-Chair : Dr. Reynaldo T. Peña - CHED - OPS
- Members : Mr. Romeo A. Isaac - CHED - OPPRI
Dr. Dena Oroceo - CHED - OSS
Ms. Edith Balicanta - CHED - ETEEAP
PASUC representative
Dr. Roberto Borromeo
House Committee on Higher & Technical Education
Senate Committee on Higher Education
PRC
NEDA
COCOPEA
FAAP

Terms of Reference:

1. Prepare the program for the Steering Committee (SC) approval;
2. Identify prospective guest speakers, session organizers, presenters, discussants and moderators;
3. Prepare the invitation letters to guest speakers, presenters, discussants and moderators;
4. Determine the number of papers to be presented and sessions to be organized, including the number of papers per session; and
5. Select and gather the technical papers to be presented as well as the resume' of speakers, presenters and discussants.

INTERNATIONAL PROMOTIONS AND INVITATIONS COMMITTEE**Composition:**

Chair : Commissioner Mona D. Valisno

Co-Chair: Dr. Ethel Valenzuela – CHED - IAS

Members: Dr. Virginia Resurreccion - CHED - OSS
COCOPEA
Dr. Teoticia Taguibao - CHED - OPS
PASUC
FAPE
PAGE
Ms. Teresita Semana – CHED-OPPRI
PIA
INNOTECH

Terms of Reference:

1. Promote interest in the convention in the international higher education community;
2. Prepare a list of prospective foreign participants, and coordinate with the Programs Committee to determine their appropriate part in the program;
3. Send and follow-up invitations to foreign participants;
4. Circulate information bulletins/brochures on the call for papers and exhibits through foreign embassies/consulates and other channels; and
5. Coordinate with the Committee on Arrangements, Registration and General Services to attend to the accommodation needs of foreign participants.

LOCAL PROMOTIONS AND INVITATIONS COMMITTEE

Composition:

Chairman: Commissioner Roberto N. Padua

Co-Chairman: Dr. Jean C. Tayag -- CHED - OPPRI

Members: Dr. Amy Biglete -- CHED - NCR
Dr. Remigia Nathanielz -- CHED -RO III
Dr. Isabel Inlayo - OPS
Mr. Charlie Calimlim -- CHED - OPPRI
COCOPEA
PASUC
FAAP
Dr. Freddie Bernal - CHED - OSS
PIA
FAPE

Terms of Reference:

1. Promote interest in the convention among prospective local participants and the general public;
2. Prepare a list of prospective local participants;
3. Send and follow-up invitations to local participants;
4. Prepare information bulletins/brochures on the call for papers and exhibits for circulation to prospective participants;
5. Encourage private sector participation; and
6. Design and implement promotional activities eg. press releases, posters, TV/radio announcements, Web announcements

COMMITTEE ON WAYS AND MEANS

Composition:

- Chair : Dr. Roger P. Perez – CHED Executive Director
Co-Chair : Dir. Teresita Baterina – CHED - AFS
- Members : Ms. Regina Fortes – CHED - AFS
Ms. Violeta Galo – CHED - AFS
Mr. Buenaventura Macatangay – CHED - LAS
Mr. Ramon Villamin – CHED - AFS
Mr. Nelson Espina - CHED - AFS
Ms. Luz Tirona – CHED – OPPRI
Ms. Luisa Valencia – CHED - HEDF
COCOPEA
PASUC
CHED LAS
COA Resident Auditor

Terms of Reference:

1. Provide overall logistics support to the convention;
2. Estimate expenses, identify means and other avenues for raising funds needed to implement the convention;
3. Solicit funds needed to carry out the various activities of the convention and prepare the necessary proposals and other documents/communications to support funding requests made;
4. Follow-up from prospective donors funding assistance requested;
5. Prepare reports on the status of fund sourcing;
6. Determine rates of fees and other charges to be collected from the participants, exhibitors, advertisers, etc in coordination with concerned committees;
7. Devise a system of disbursement and reporting of funds;
8. Assign cashiers/collection officers who shall be authorized to receive fees; and
9. Prepare all financial and liquidation reports.

COMMITTEE ON ARRANGEMENTS, REGISTRATION AND GENERAL SERVICES

Composition:

Chair : Commissioner Hadja Roqaiya Maglangit

Co-Chair : Mr. Ramon Villamin – CHED - AFS

Members : Dr. Virginia Resurrecion - CHED-OSS
Engr Johnny Puriran – CHED - AFS
Ms. Thelma del Castillo – CHED - OPPRI
Mr. Gregorio Atienza – CHED - OPPRI
Ms. Nena Asingjo - CHED - OSS (Detailed)
Dr. Francisco - CHED - OPS
Ms. Debbie Ambat - CHED - IAS
Atty. Septon Dela Cruz - CHED - LAS
Ms. Noemi Isidro - CHED - OPPRI
Mr. Teofilo Pelaez – CHED-AFS

Terms of Reference:

1. Design physical arrangements for the convention which include among others the preparation of the venue, i.e. meeting rooms, secretariat room, exhibit hall, registration areas including placement of posters and streamers, backdrop, place cards, name plates, directional signs and other notices needed based on the design/inputs provided by the other committees; design the layout and coordinate the arrangement/provision of space and facilities needed;
2. Select menu for the meals to be served during the conference;
3. Provide services required for the delivery of documents, materials, communications, etc.;
4. Prepare plans for the registration of participants, i.e. preparation of IDs of participants; prepare and distribute certificates of attendance; and
5. Take charge of ingress and egress and brief the other committees concerned on the schedules and procedures.

COMMITTEE ON CONFERENCE KIT

Composition:

Chair: Dr. Theima de Guzman

Members: Mr. Prudencio Abat - CHED - AFS
Ms. Lily Garcia - CHED-OPPRI
Ms. Lita Laparan - CHED - OPPRI
Ms. Juliet Gallero - CHED- OPPRI
Ms Coleen Moog - CHED - OPPRI
Ms. Gloria Obcena - CHED - OPS
Ms. Gloria Salayo - CHED - OSS
Ms. Gilda Quanico - CHED - IAS
Ms. Lynette Astete - CHED - OPPRI

Terms of Reference:

1. Coordinate with the Committees on Programs, International Promotions and Invitations, Local Promotions and Invitations, and Exhibits to determine the contents of the Conference Kit;
2. Reproduce the materials for the Conference Kit;
3. Design the Conference Kit; and
4. Coordinate with the Committee on Ways and Means and the Committee on Arrangements, Registration and General Services for the procurement and distribution of the Conference Kit.

COMMITTEE ON EXHIBITS :

Composition:

Chair : Atty. Julito Vitriolo - CHED Deputy Executive Director
Co-Chair : House Committee on Higher and Technical Education

Members : Mr. Roberto Bautista - CHED - OPPRI
Mr. Loupel Gueta - CHED-OPPRI
Mr. Jonathan Reyes - CHED-OPPRI
Mr. Rannie Liveta - CHED - OPS
Mr. Christian Alberto - CHED - OSS
Ms. Cora Nubla - CHED - IAS
New Atty. -CHED - LAS
COCOPEA

PASUC
Senate Committee on Higher Education
PIA
Mr. William Malitao - CHED - OPS

Terms of Reference:

1. Conceptualize and coordinate the holding of exhibits
2. Identify prospective exhibitors
3. Send and confirm invitations to prospective exhibitors
4. Coordinate with Committee on Arrangements, Registration and General Services for the selection and preparation of appropriate venue for the exhibits

COMMITTEE ON DOCUMENTATION

Composition:

Chair : Dr. Olivia D. Caoili
Co-Chair : FAPE

Members : Ms. Joy Bacwaden - CHED - OPPRI
Ms. Anunciacion Tatel - CHED - OPPRI
Ms. Michelle Laviste - CHED - ETEAAP
Ms. Lutgarda Ramos - CHED - OPPRI
Ms. Benita Baldrice - CHED - OPS
Dr. Perlita Cabilangan - CHED - OSS
Ms. Virgie Cariaga - CHED - OPPRI
COCOPEA
PASUC
Mr. Eliseo Maglansakay - CHED - AFS

Terms of Reference:

1. Design and undertake a systematic procedure of documentation and finalization of the convention proceedings;
2. Take care of the editing, publication and circulation of the proceedings; and
3. Prepare a report on the convention upon completion.

SECRETARIAT

Terms of Reference

1. To provide technical support to the various Committees

Composition:

Chair: Mr. Marlon Fabricante

<u>Members</u>	<u>Committee</u>
Dr. Hernando Gomez	- programs
Ms. Eleanor Impang	- international promotions
Ms. Teresita Puriran	- local promotion arrangements
Ms. Rose Buscar	- ways & means
Mr. Romy de Guzman	- registration & general services
Ms. Anita Jovellanos	- conference kit
Ms. Rowena Buenconcejo	- exhibits
Ms. Marilyn Agudelo	- documentation

For your information and guidance.


ESTER A. GARCIA
Chairman