



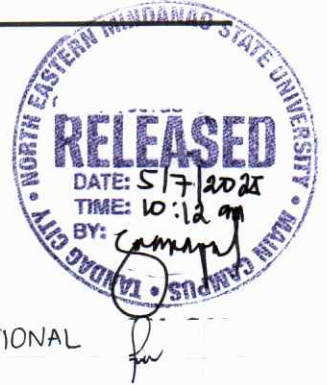
Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 6210, s. 2025

TO: ALL CONCERNED COMMITTEES

DATE: May 7, 2025

**SUBJECT: WORKING COMMITTEE FOR THE UPCOMING INTERNATIONAL
EDUCATORS CONGRESS**



Greetings of peace and solidarity.

In line with our ongoing initiatives for academic growth and internationalization, Northeastern Mindanao State University (NEMSU) will be hosting a Two-Day International Educators Congress with the theme: **“Synergy Beyond Borders: Harnessing International Research Leadership in Shaping Glocally Competent Educators”**.

This will be held on May 21–22, 2025^f, at the Prospero B. Pichay Gymnasium, NEMSU – Tandag City.

This congress aims to empower both current and future educators and citizens with the competencies, values, and global outlook essential in today’s dynamic educational landscape. It will serve as a platform for academic collaboration, the promotion of innovative teaching practices aligned with the Sustainable Development Goals (SDGs) and Gender and Development (GAD) principles, and the advancement of cross-cultural learning and international internship opportunities.

In line with this, and to ensure the smooth and successful implementation of the event, this memorandum serves to inform all concerned that the following NEMSU personnel are hereby designated as members of the working committees for the said activity. Kindly refer to the attached document for the complete list of working committees and their corresponding areas of assignment.

All designated personnel are enjoined to carry out their tasks with commitment, coordination, and excellence as representatives of our institution in this international academic endeavor.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON, PhD
SUC President III

Cc: OVP's File c/o Records Unit (Original Copy)

COMMITTEE FOR INTERNATIONAL EDUCATORS CONGRESS
21-22 May 2025 | NEMSU-Tandag Campus

MAJOR TASK	COMMITTEE	FUNCTION	RESPONSIBLE PERSON
EXECUTIVE LEADERSHIP	Steering Committee	- Assign members to working committees listed. - Set clear deliverables for each committee. - Ensure regular check-ins with all task leads for updates. - Manages registration, documentation, and certificates. - Coordinates internal communications - Handles communications with attendees - Make high-level decisions (e.g., theme, attire, stage setup). - Supervise all committees. - Approve program flow, budget revisions, and communications.	Chair: Dr. Nemesio G. Loayon, University President Co-Chair: Dr. Maria Lady Sol A. Suazo, VPAA Dr. Rolly G. Salvaleon, VPRE Dr. Abundio C. Miralles, VPAF Members: Campus Directors, Dean, Department Chairs, IZN Head (Tandag Campus), and Research Director
BUDGET AND FINANCE	Confirmation of Budget	Secure and confirm total available budget from funding source (school, partner org, or agency) before beginning any procurement or invitation process.	Ms. Sandra Jessa S. Trajano and Mr. Floyd M. Mendez

	Finance Committee	• Prepare and manage the overall budget plan. • Process disbursements for honorariums, venue, food, printing, and logistics. • Handle liquidation reports and ensure transparency in all financial transactions.	Student Treasurer for Student's registration Chair: Mrs. Ma Shiela Millan Co-chair: CTE Department Chairs Members: Program Coordinators
COMMUNICATION AND INVITATIONS	Initial Speaker Communication	• Send formal emails to international and local speakers introducing the event, gauging interest, and requesting participation.	Ms. Jenni Montero C/O Tandag Campus Chair: Dr. Ermie Lux L. Matildo Co-Chair: Dr. Karla Roz Members: Mr. Mark Jade Burlat Mr. Joseph Cabadonga Ms. Clarisse Loayon Ms. Kairos Dela Cerna
	Letter of Invitation	• Create and send detailed invitations (hard and soft copy) to confirmed partners, outlining event dates, time, platform/venue, attire, and roles.	
PROGRAM PLANNING	Program Committee	• Draft a minute-by-minute program schedule. • Designs the program structure (plenaries, parallel sessions, workshops) • Design and develop participant's toolkits • Provide script and stage cues for hosts. • Coordinates keynote/invited speakers • Schedules session (onsite and online)	Chair: Dr. Shyla O. Moreno Co-Chair: Dr. Ma Cristina S. Dela Cerna Members: Mr. Steven Carl M. Silagan

VIRTUAL AND ON-SITE LOGISTICS		• Coordinate with hosts and performers. • Collect bios, presentations, and other speaker requirements. • Confirm speaker times and sessions. • Finalize agenda and ensure smooth transitions.	Mr. Castor V. Balacuit Jr. Mr. Revelyn G. Enderes Mr. Renewel M. Glo
	Program and Kits	• Follow up the program committee for the drafted program. • Produce copies of program enough for the participants. • Purchase and prepare kits for students. • Guide the students' volunteer for the distribution of programs and kits.	Chair: Dr. Ermelyn Bustillo Members: Lianga Campus
	Token and Lei	• Purchase and prepare tokens of appreciation and lei for guests, speakers, and honorable. • Ensure tokens are labeled and ready for distribution per recipient.	Chair: Dr. Marvie Gonzaga Members: IZN Head Dr. Daniel Tacbas San Miguel Campus
	IT Personnel for Virtual Platform	• Create a secure Zoom link (with backup) for the event. • Set up co-hosts and waiting rooms. • Send links to all virtual participants and guests. • Operate Zoom, handle screen sharing and recording. • Manage breakout rooms or live streaming, if applicable. • Troubleshoot tech issues in real-time.	Chair: Mr. Anthony B. Yanto Co-Chair: Mr. Jay-em G. Ajoc Members: IT Personnel

	Logistics and Venue Committee	• Prepare stage, tables, chairs, banners, and printed materials. • Handle registration booth, kits, and signage at the venue.	Chair: Dr. Merlyn E. Arevalo Co-Chair: Mr. Castor V. Balacuit Jr. Members: Dr. Jennifer Montero Engr. Luzminda Bacquial DGGT Faculty
	Admin Staff for Venue Coordination and Ventilation Committee	• Liaise with venue management. • Ensure all physical materials are in place before the event. • Monitor comfort room access, air-conditioning, and crowd flow.	Chair: Mr. Robert E. Wariza Jr. Co-Chair: Engr. Mc Donald Amparo Members: GSU Personnel
	Audio-Visual Technician	• Set up and operate sound system, microphones, lights, and projectors. • Assist with playing background music or presentations, and audio-visual necessities. • Ensure electrical backup for possible power interruption	Chair: Engr. Jinky D. Vales Co-chair: Mr. Rogil Jone II Cañete Mr. Mark Anthony H. Erizo Mr. John Michael Dairo Mr. Jhon Mark C. Palen Member: IT Personnel
HUMAN RESOURCES AND SUPPORT	Student Volunteers	• Assist with registration, documentation, distribution of kits, and ushering. • Act as runners for committee needs during the event. • Coordinate with the program committee • Take high-resolution photos and videos throughout the event. • Gathers and archives materials for reports and publicity	Chair: Ms. Jeneffer E. Fraga Co-chair: Mr. Randy Avila LTES Officer Team Leaders per campus Documentation: Vanguard

	Student Ambassadors	• Accompany VIP guests and speakers throughout the day. • Ensure they are comfortable and informed.	
	Usherettes	• Greet guests at the entrance. • Guide them to their designated seats and provide event kits.	Chair: Ms. Angel Ann Alejandro Co-chairs: Ms. Kate Tanglibin, Ms. Ma. Raniella M. Ardiente and Ms. Laarnie Juego Members: Selected 3 rd Year Students
EVENT SECURITY AND SAFETY	Security/Safety and Peace and Order Committee	• Coordinate with barangay tanods or local security. • Handle emergency response, evacuation plan, and first aid setup. • Control crowd and enforce house rules.	Security Chair: Mr. Robert E. Wariza Jr. Members: ROTC Safety Chair: Mrs. Eldezinña C. Ondona Members: Medical team
RESEARCH AND ACADEMIC CONTENT	Research Presentation Committee	• Coordinate with the participating schools. • Collect and arrange the flow of the presentation • Provide guidelines of the presentation	Chair: Dr. Erwin B. Berry Members: Research and Development Personnel

PUBLICITY AND PROMOTION	Publicity and Promotion Committee	• Create posters, teaser videos, and social media countdowns. • Schedule announcements on partner websites or media outlets. • Handle traditional print ads if applicable.	C/O Dr. Erwin B. Berry Chair: Ms. Kairos Christin Dela Cerna Co-Chair: Ms. Clarisse Loayon Members: Vanguard
RECOGNITION AND CERTIFICATES	Certificate and Plaque Committee	• Design, print, and sign e-certificates and physical certificates. • Prepare plaques of appreciation with names and affiliations.	Chair: Dr. Lyoid Hunahunan Co-Chair: Dr. Lorly Caperida Members: Tagbina Campus and Bislig Campus
TRAVEL AND ACCOMODATION	Travel and Accommodation	• Book hotel rooms and transport for guests. • Assign welcome teams at airport, port, or hotel. • Handle arrival and departure coordination. • Should connect to the transportation committee	Chair: Dr. Ermie Lux L. Matildo Co-Chair: Ira Mae Espinola Members: Ruffa Mae D. Bagnol
FOOD	Food	• Purchase caterer enough for the number of participants • Connect to the finance committee for the collection of meal and snacks budget. • Manage the distribution of foods.	Chair: Ms. Maristelle Badayos Co-chair: Mrs. Ma. Sheila Millan Members: Ms. Lordes Bauya (Bislig), Ms. Rosal (Tagbina), Mr. Bartilla (Lianga), Ms. Sarsonas (Tandag), Mr. Ramon Bou (Cantilan)

	Student's Accommodation	• Assign billeting rooms for participants • Manage the overall cleanliness of facilities	Chair: Mr. Randy Avila Co-chair: Mr. Ryan Lagura Members: Mr. Joem Abao Mr. Crisjohn Mejos PATHFIT Instructors
Transportation	Transportation Committee	• Create and submit proposal for the use of university vehicle for the speakers and guests. • Manage the transportation of the speakers and guests from airport to Tandag and vice versa including the transportation around the venue. • Connect to the ushers/usherettes	Chair: Engr. Mc Donald Amparo Members: GSU Personnel University Drivers
MONITORING AND EVALUATION	Monitoring and Evaluation Committee	• Create registration forms and attendance • Design feedback forms (Google Form or printed). • Collect responses, analyze data, and generate post-event report	Chair: Dr. Teresa A. Alas Members: Cantilan campus