



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

29 November 1999

MEMORANDUM NO. 123

Series of 1999

T O: All Concerned

R E: Working Committees for Holding of a College Wide Christmas Party

In order to truly feel the spirit of Christmas among ViSCA employees, the College holding of a College wide Christmas Party is scheduled on December 16, 1999 at the ViSCA Gymnatorium. Each department/center/unit is enjoined to bring their own food preparation (Pot Luck).

Thus, in order to facilitate the success of this activity, the following committees are hereby created:

1. Invitation and Program Committee

Prof. Daniel M. Tudtud, Jr.	- Chairman
Dr. Rolinda T. Sanico	- Vice Chairman
Prof. Lucy B. Paloma	- Member
Ms. Bibiana V. Balbarino	- Member
Mr. El-Troubador M. Escabal	- Member
Prof. Norberto F. Canada	- Member

2. Coordination per department/center/office presentation

Prof. Eliseo P. Pastrano	- Chairman
Prof. Thelma C. Zafra	- Vice Chairman
Mr. Fermin P. Inoferio	- Member
Ms. Florife A. Gatchalian	- Member
Ms. Mary Jane M. Sapan	- Member
Ms. Aleli A. Villocino	- Member

3. Committee on Games

Prof: Martha Y. Villalino	- Chairman
Ms. Florida L. Alvarado	- Vice Chairman
Dr. Edwin Pilapil	- Member
Ms. Milagros Bales	- Member
Ms. Josefina Subere	- Member
Prof. Ma. Aurora Tabada	- Member
Ms. Liza Dadule	- Member
Ms. Rhodora Bande	- Member

4. Prizes Solicitation Committee

Prof. Remedios R. Russel	- Chairman
Mr. Edgardo L. Dequito	- Vice Chairman
Ms. Rosa Ophelia D. Velarde	- Member
Prof. Vicente B. Antipaso	- Member
All SPMD & VCO Staff	- Members

5. Food Preparation for Invited Guests & Main Dish for Everybody

- | | | |
|---------------------------|---|---------------|
| Dr. Nelen P. Lambert | - | Chairman |
| Ms. Rebecca B. Napiere | - | Vice Chairman |
| All Guest House Personnel | - | Members |

6. Food Preparation Per Office

- | | | |
|---------------------------------------|---|----------|
| Office/Dept./Heads & Center Directors | - | Chairman |
| Office/Dept./Center Staff & Employees | - | Members |

7. Solicitation of Products from IGPs for Institutional Use

- | | | |
|--------------------------|---|---------------|
| Dr. Nerelito P. Pascual | - | Chairman |
| Prof. Climaco D. Espina | - | Vice Chairman |
| All IGP Project Managers | - | Members |

8. Lights and Sounds

- | | | |
|----------------------------|---|----------|
| Engr. Apolonio M. Encierto | - | Chairman |
| Mr. Dominador G. Poliquit | - | Member |
| Mr. Rolando F. Bacalso | - | Member |
| Mr. Desiderio A. Lomongo | - | Member |
| Mr. Macario F. Lopez | - | Member |
| Mr. Alfredo Braga | - | Member |
| Mr. Leonel M. Avellana | - | Member |
| Mr. Juan C. de Asis | - | Member |

9. Gymnatorium/Venue Preparation (including tables & chairs)

- | | | |
|-------------------------|---|---------------|
| Engr. Nestor M. Israel | - | Chairman |
| Prof. Climaco D. Espina | - | Vice Chairman |
| All PPO and LUAPO Staff | - | Members |

10. Transportation

- | | | |
|--------------------------|---|---------------|
| Engr. Celso F. Gumaod | - | Chairman |
| Ms. Elisita R. Ponce | - | Vice Chairman |
| Mr. Jovenal B. Belarmino | - | Member |
| Ms. Redempta L. Soria | - | Member |
| Ms. Fe L. Diaz | - | Member |

11. Reception of Invited Guests

- | | | |
|---------------------------|---|----------|
| Dr. Isabel P. Bertulfo | - | Chairman |
| Dr. Lualhati M. Noriel | - | Member |
| Prof. Lorenza B. de Pedro | - | Member |
| Ms. Lourdes B. Cano | - | Member |

12. Administrative Staff Participation

- | | | |
|-----------------------------|---|---------------|
| Dr. Nerelito P. Pascual | - | Chairman |
| Ms. Lourdes B. Cano | - | Vice Chairman |
| Ms. Ma. Cristina U. Ramirez | - | Member |
| Ms. Winefreda T. Oclinaria | - | Member |
| Mr. Dewoowoogen Baclayon | - | Member |
| Ms. Fe L. Diaz | - | Member |

13. Participation of Academic Staff (Instruction, Research & Extension)

Dr. Vicente A. Quiton	- Chairman
Dr. Justiniano L. Seroy	- Vice Chairman
Dr. Perla M. Tan	- Member
Dr. Jose R. Pardales, Jr.	- Member
Dr. Lina Villacarlos	- Member
Dr. Lelita R. Gonzal	- Member
Dr. Salvador C. Dagoy	- Member

14. Committee on Exchanging Gifts

Ms. Norma V. Cala	- Chairman
Prof. Aurora S. Alkuino	- Vice Chairman
Ms. Carmencita S. Reyes	- Member
Ms. Andreli D. Pardales	- Member
Ms. Juliet P. Laguna	- Member
All Academic/Office Heads & Center Directors	- Members

15. Finance Committee

Dr. Nerelito P. Pascual	- Chairman
All Finance Committee Members	- Members

16. Over-all Coordination

Dr. Isabel P. Bertulfo	- Chairman
Dr. Manuel K. Palomar	- Vice Chairman
Dr. Perla M. Tan	- Member
Prof. Daniel M. Tudtud, Jr.	- Member
Ms. Bonita T. Montes	- Member

Please be guided accordingly.

PACIENCIA P. MILAN
President