



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

17 June 2015

MEMORANDUM CIRCULAR NO. 21

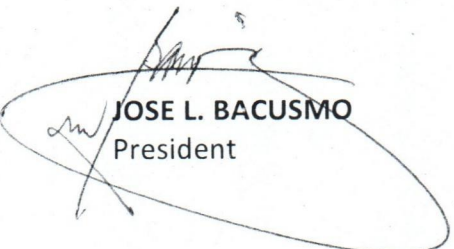
Series of 2015

T O: All Faculty/Staff and Students Concerned

R E: Working Committees for the 2015 Farmers and Fisherfolks' Day

On **August 1 – 11, 2015** we will celebrate our **91st Founding Anniversary**. One of the highlights is the **Farmers and Fisherfolks' Day** on **August 11, 2015**. For a successful conduct of this event you are hereby designated as Chairpersons, Co-Chairpersons and Members of the different working committees. Furthermore, the Chairpersons are requested to convene their committees to discuss plans and preparations on their assigned tasks.

Your wholehearted support and cooperation is enjoined.


JOSE L. BACUSMO
President

Working Committees
2015 Farmers and Fisherfolks' Day

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chair: Prof. Efren B. Saz Prof. Rosa Ophelia D. Velarde Members: Prof. Manolo B. Loreto, Jr. Prof. Alan B. Loreto Dr. Antonia Cecilia Y. Sandoval Dr. Marcelo A. Quevedo Dr. Ruben M. Gapasin Dr. Ma. Juliet C. Ceniza Dr. Romel B. Armecin	1. Plan for the smooth implementation of the FFD activities. 2. Oversees the implementation of all activities during the FFD. 3. Make funds available for the FFD activities.
2. PROGRAM, INVITATION AND BOOTH RESERVATION Chairperson: Prof. Efren B. Saz Co-Chair: Ms. Adelina O. Carreno Members: Ms. Shirley T. Nayre Ms. Jennifer E. Ando Ms. Rhea Jenny A. Ogalesco Mr. Mark Florence L. Ygaña Ms. Ma. Louella C. Tambis (ID) Ms. Arsenia M. Posas (ID) Mr. Jerry B. Posas (Risograph) Mr. Ernesto A. Gonzaga (ID)	1. Prepare the FFD program. 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm farmers' forum speakers. 4. Design tarpaulins to welcome guests and participants. 5. Invite and confirm awardees, guests and participants. 6. Set the guidelines for booth reservation. 7. Prepare IDs, plagues, certificates and tokens.
3. REGISTRATION AND RAFFLE DRAW Chairperson: Prof. Rosa Ophelia D. Velarde Co- Chair: Ms. Ma. Virgie Subere Members: Ms. Leonarda Maurillo Ms. Elena I. Monteroso Ms. Saloma B. Gisulga Ms. Emilyn G. Caña Ms. Cherynie H. Omalay Ms. Ma. Angelica G. Resquir Ms. Ivory Ace A. Palacio Mr. Artemio T. Nayre Mr. Jerry B. Posas Mr. Ricardo Bornias Mr. Ernesto A. Gonzaga Mr. Pepito Solano Mr. Nicasio Lingatong Student Organizations & Advisers	1. Registration participants to the FFD 2. Provide additional information and referrals on inquiries made by participants. 3. Manage the raffle draws. 4. Haul tables, chairs and pertinent papers, snacks for FFDday.
4. STUDENT PARTICIPATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Ms. Christie Cyrene T. Tauy Members: Mr. Junito Ponce College Deans Presidents of recognized student organizations	1. Ensure the active participation of students in the various activities. 2. See that students involved are properly advised and briefed on their responsibilities. 3. Provide directions to students on assignments and persons to report to.

5. FIELD TOUR/VISIT Chairperson: Mr. Jesus Freddy Baldos Co-Chair: Mr. Raul Abit Members: Ms. Cecil Joy Y. Duatin Dr. Zenaída C. Gonzaga Dr. Feliciano G. Sinon Ms. Ma. Helen P. Seco Ms. Shiela Lemos Engr. Jimmy O. Pogosa Ms. Elsa M. Umpad Prof. Tessie Nuñez Prof. Alfredo Dingal Mr. Teodomero Ratilla Dr. Julius Abela Selected HRTM Students	1. Set schedule for campus tour. 2. Arrange available vehicles of VSU to be used during the tour. 3. Usher/guide the guests and participants to the respective center/department/unit of VSU.
6. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE Chairperson: Dr. Jose L. Bacusmo Co-Chair: Prof. Alfredo Dingal Prof. Mario Baliad Members: Prof. Manolo B. Loreto, Jr. Mr. Ruel B. Calipayan Landscaping Personnel 6 emergency laborers (per center)	1. Ensure the orderliness and cleanliness of the university grounds before, during and after the anniversary celebrations. 2. Provide proper signages to guide the guests and participants where to go.
7. FARM SKILLS COMPETITION/GAMES/DULANG PINOY Chairperson: Prof. Aleli A. Villocino Co-Chair: Prof. Efren B. Saz Dr. Feliciano G. Sinon Ms. Sheena Eunice B. Tabudlong Members: Mr. Lomel Abarquez Mr. Edilberto A. Artiga Jr. II Dr. Julius Abela Mr. Teodomero Ratilla MAPEH Majors	1. Prepare/organize games for farmers. 2. Maintain the smooth participation all throughout the execution of the games.
8. FARM PRODUCTS CONTEST ("Indigay sa Abot") Chairperson: Dr. Christina A. Gabrillo Co-Chair: Dr. Rosario A. Salas Members: Prof. Arsenio Ramos Ms. Jennifer Ando Prof. Rosalina D. Poliquit Ms. Marissa Cano Ms. Ella Lois T. Bestil Ms. Carmela A. Yamada Mr. Eddie Israel Mr. Louis Prado Mr. Fabian Alberio DecSO and DYDC Staff	1. Set the guidelines and criteria for the Contest. 2. Award prizes to deserving contestants.
9. BOOTH SPECIAL AWARDS Chairperson: Dr. Editha G. Cagasan Co-Chair: Dr. Dilberto Ferraren Members: Prof. Manolo B. Loreto, Jr. Mr. Guiraldo Fernandez, Jr.	1. Set guidelines for the contest. 2. Coordinate with the office of the Extension staff for the availability funds for prizes and tokens. 3. Identify judges. 4. Announce winners and give the awards.
10. SEARCH FOR THE OUTSTANDING FARMER Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Milagros C. Bales Dr. Alfredo Escasinas	1. Accept nominations and perform first round screening. 2. Conduct field inspections and interviews.

Members: Prof. Arsenio Ramos Prof. Reny Gerona Dr. Humberto Montes, Jr. Ms. Adelina O. Carreno Ms. Rhea Jenny A. Ogalesco Prof. Manuel D. Gacutan Mr. Genaro Godoy Mr. Toni Marc L. Dargantes	- Determine winners. - Prepare citations. - Assist in the invitation and billeting of awardees.
11. FIELD LAYOUT, BOOTH CONSTRUCTION & RESTORATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Mr. Remegio Sanico Ms. Shirley T. Nayre Members: Engr. Florentino Morales, Jr. Mr. Federico Godoy Mr. Dioscoro M. Bolatete, Jr. Mr. Armando Albarico SDMU Personnel	- Plan and assign respective area for exhibitors. - Lay-out and construct aesthetically all possible booth. - Coordinate with the Office of the Director of Extension for the materials to be used.
12. HALL AND STAGE PREPARATION AND RESTORATION (Farmers' Forum at the VSU Gymnasium) Chairperson: Prof. Mario Baliad Co-Chair: Mr. Dioscoro M. Bolatete, Jr. Members: Mr. Fernando Montajes Mr. Federico Godoy Mr. Teodomero Ratilla Mr. Noel Boregon Mr. Ruel B. Calipayan NCRC Laborers and Landscape Laborers	- Prepare the hall for the farmer's forum - Decorate the stage. - Restore the Hall after the completion of the activity.
13. ACCOMMODATION Chairperson: Prof. Alan B. Loreto Co-Chair: Prof. Argina Pomida Members: Dr. Vilma M. Patindol Ms. Honey Sofia V. Colis Ms. Alicia M. Flores Ms. Wenifreda Oclinaria VSU Hostel c/o Ms. Vilma Olleras and Guest House Staff <i>(Please coordinate with the Accommodation Committee for Overall Anniversary celebration)</i>	- Coordinate with the Office of the Director of Extension on the names of persons to be accommodated. - Arrange with accommodation facilities available at VSU.
14. RECEPTION (Convention Center) Chairperson: Ms. Flora Mia Y. Duatin Co-Chair: Ms. Elmera Y. Bañoc Members: Ms. Maria Louella Tambis Ms. Melodina P. Edullantes Ms. Lilia P. Vega Ms. Pauline Caintic Ms. Fe Remedios L. Diaz Selected HRTM students	- Meet and guide guests and participants to their respective seats. - Prepare ribbons, lies, etc. for the guests.
15. PUBLICITY/DOCUMENTATION Chairperson: Mr. Jesus Freddy Baldos Co-Chair: Engr. Sean O. Villagonzalo - <i>News gathering/Publication</i> Prof. Jude Rola - <i>New Media Publicity</i> Mr. Genaro Godoy - <i>Videography</i> Prof. Mario Baliad - <i>Tarpaulin Installation</i> Ms. Rhea Jenny A. Ogalesco -	- Prepare publicity materials such as streamers/tarpaulin, posters, etc. - Prepare equipment and other needs for documentation of the entire event. - Document the entire event.

Members: <i>Graphic Design</i> Ms. Sheila Marie C. Lemos Mr. Mark Florence L. Ygaña Mr. Fernando Montajes Mr. Misael Cerna Mr. Genaro Godoy Mr. Ulderico Alviola	
16. TRANSPORTATION Chairperson: Mr. Remegio Sanico Co-Chair: Ms. Fe Remedios L. Diaz Members: Ms. Shirley T. Nayre Ms. Arsenia M. Posas Mr. Jerry B. Posas Mr. Artemio T. Nayre Mr. Tamar L. Mejia Mr. Alberto N. Banayag Mr. Chito L. Leonor Engr. Mario Lilio Valenzona	1. Make arrangements for transportation of speakers, guests, officials and staff. before, during and after the event. 2. Manage the provision of transportation when and where it is needed.
17. LIGHTS, SOUNDS AND AV EQUIPMENT Chairperson: Engr. Apolonio Encierto Co-Chair: Engr. Sean Villagonzalo Members: Mr. Clementino Borela Mr. Toni Marc L. Dargantes Mr. Arnel P. Gucela Mr. Jerome G. Godoy VSU Utilities Division Staff	1. Provide quality audio-visual support for the venue. 2. Restore properly all equipment after the event.
18. FARMERS' FORUM Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Rotacio Gravoso Dr. Marcelo A. Quevedo Members: Dr. Julieta R. Roa Dr. Dinah M. Espina Ms. Marissa Cano Prof. Alan B. Loreto Dr. Erlinda Vasquez Dr. Humberto Montes Ms. Jedess Miladel N. Salomon Dr. Romel Armecin	1. Invite panelists for the forum. 2. Provide name tags for resource persons. 3. Facilitate the Question and Answer portion of the forum. 4. Manage the overall conduct of the activity.
19. FARMERS PARTICIPATION Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada, Jr. Members: Dr. Ma. Juliet C. Ceniza Dr. Eduardo O. Mangaoang Dr. Marcelo A. Quevedo Dr. Ruben M. Gapasin Dr. Zenaida C. Gonzaga Ms. Hazel Taganas, ATI Ms. Ma. Lilia P. Vega	1. Inform and invite partner farmers and groups to the event. 2. Provide assistance to participants as the need arises.
20. ARC CONSTRUCTION Chairperson: Engr. Mario Lilio Valenzona Co-Chair: Mr. Silvestre Cagande Members: Mr. Allan Salentes Prof. Alan B. Loreto Mr. Remegio Sanico Mr. Misael Cerna PPO Laborers	1. Design and construct the arc. 2. Remove the arc after the event.
21. SECURITY AND TRAFFIC FORCE Chairperson: Engr. Celso Gumaod	1. Prepare a security plan for the event. 2. Ensure the security of guests and

Co-Chair: Mr. Antonio Bandalan Mr. Jaime Lasquites Mr. Rafael Mascariñas Members: Security Force/ ROTC Commandant	participants. - Provide VIP parking. - Coordinate with local authorities.
22. FARMERS' PARADE AND CONTEST Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada, Jr. Members: Engr. Celso Gumaod Dr. Rolando Arpilleda Mr. Ricarido Nanggan IHK MAPEH Students	- Prepare the parade route. - Assign marshals. - Oversee the smooth flow of the parade.
23. LIVELIHOOD CARAVAN AND COOKING CONTEST Chairperson: Dr. Julie D. Tan Co-Chair: Dr. Milagros Bales Members: Dr. Lorina A. Galvez Ms. Fatima Baliña Mr. Mark Florence L. Ygaña Ms. Jennifer E. Ando Engr. Ramon R. Orias VAEXSO Student Organization PAFT Student Organization PhilRootcrops Representative c/o Dr. Marcelo A. Quevedo	- Prepare a plan for the activity. - Invite resource persons. - Prepare the venue. - Manage the activity.
24. SNACKS FOR FARMERS Chairperson: Dr. Nancy V. Dumaguing Co-Chair: Ms. Aileen Clores Members: Ms. Elena Monteroso Ms. Saloma Gisulga Ms. Analou Montejo Ms. Shirley T. Nayre Ms. Fe Remedios L. Diaz Ms. Marilou L. Sta. Iglesia Ms. Arsenia M. Posas Mr. Ernesto A. Gonzaga, Jr. Mr. Prisco Vidal Mr. Henry Modina HRTM Students volunteer	- Prepare snacks for the farmers. - Assign volunteers to assist during the distribution of snacks.
25. FIRST AIDE/HEALTH SERVICES Chairman: Dr. Elwin Jay V. Yu Co-Chair: Dr. Josephine O. Zafico Ms. Janet Alexis de los Santos Members: VSU Hospital Staff College of Nursing Staff & Students Representatives	- Prepare needed first aid medicines in case of emergency. - Provide standby ambulance.