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MEMORANDUM CIRCULAR NO. 26
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T O: All Concerned

R E: Working Committees for the VSU Alumni Homecoming

This is to inform you that the VSU Alumni Homecoming will be on May 18 – 19, 2018. To ensure the success of said activity, you are hereby designated as Chairpersons/Co-Chairpersons and Members of the different working committees.

In this connection, all designated chairpersons are requested to meet and mobilize their respective committees to plan and discuss their assigned tasks.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
✱ President

VSU ALUMNI HOMECOMING WORKING COMMITTEES
May 18-19, 2018

Committee/ In-charge	Duties and Responsibilities
1. Steering Committee Chairperson : Dr. Edgardo E. Tulin (VSU President) Co-Chairperson: Mr. Deogracias E. Pernitez (Pres. VSUAAI) Prof. Elsie E. Salamat (Head, ACRO) Members : Engr. Winston Tabada (Batch'78 VSU Coordinator) Fr. Jojo Anore (Batch'78 Cebu Coordinator) Dr. Suzette Lina (Batch'94 VSU Coordinator)	<ul style="list-style-type: none"> • Provides overall supervisions in the preparation and actual conduct of activities • Monitors the progress of the different committees. • Request for the approval of the President for the use of VSU facilities and involvement of alumni in all activities. • Oversees the flow of the entire activities of the alumni homecoming.
2. Solicitation and Finance Chairperson : Ms. Nora D. Dajab/Dr. Suzette Lina Co-Chairperson : Ms. Ginas A. Villagonzalo Members : Ms. Maricar Posas Dr. Nelen P. Lambert Engr. Nelson Geangan (Cebu) Dr. Graciana F. Arado (Bohol) Dr. Elizabeth E. Polinga (Luzon) Ms. Ellen B. Berthoud (Abroad) Dr. Gaspar Bell Dramayo (Mindanao)	<ul style="list-style-type: none"> • Initiates strategies to solicit funds in support of the homecoming. • Scouts possibilities for recruiting private companies and/or benevolent alumni for sponsorships. • Consolidates the budget for the entire affair. • Coordinates with the Committee chairpersons on their budget requirements. • Takes charge of disbursing funds. • Prepares financial report and presents to body.
3. Program and Invitation Chairperson : Engr. Winston Tabada Co-Chairperson : Prof. Elsie E. Salamat Members : Mr. Presco Bug-os All Alumni communicators Nelson Guiangan - Cebu Feliciano Malaki - Maasin So. Leyte Maricar Posas - VSU Maria Fe Dominise - Bohol Edgar Pañares - Tacloban Tess Tarac - Bohol Martha Sescon -Sogod, So. Leyte Carlito Torron - Kananga Maj. Arturo Pacatang - Siquijor Ms. Ma. Teofila Baconawa - Luzon Drs. Ramises/Emelita Solante - Panay Island Mrs. Othella Castellano	<ul style="list-style-type: none"> • Prepares and facilitates the printing invitation letters and general program of activities of the alumni homecoming. • Send invitation letters with the general program of activities to fellow alumni. • Taps the assistance of chapter officers/ coordinators for the distribution of invitations and other information about the homecoming.
4. Publicity and Documentation Chairperson : Engr. Manol Casangcapan Co-Chairperson : Dr. Christina Gabriello Members : Ms. Sheila Lemos Dr. Suzette Lina Mr. Genaro G. Godoy Mr. Presco Bug-os VSU Web Team Heide Cabaluna Hon. Deogracias Pernitez Ms. Marissa Cano Atty. RufilBañoc	<ul style="list-style-type: none"> • Prepares a short video clip to be posted online (VSU FB/Web) to advertise the event. • Disseminates the holding of the alumni homecoming through various media outfits and via online through VSU homepage. • Prepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campus. • Secures permit from Baybay City Mayor's office for hanging of streamers at different strategic places outside the VSU campus c/o Hon. Deogracias Pernitez. • Takes charge of photo and video documentation. • Documents the activities of the entire affair. Prepares a photo album, video and article for turnover to the VSUAA Secretary after the affair.
5. Registration/Secretariat Chairperson : Ms. Fatima Baliña Co-Chairperson: Ms. Edralin M. Malasaga Members : Dr. Lilian Nuñez Ms. Lorna B. Abarno Prof. Brenda Ramoneda ACRO Staff Cristy Marie Namoc	<ul style="list-style-type: none"> • Establishes and carries out the mechanism for systematic registration of alumni. • Prepares attendance sheets, registration forms, ID's, meal tickets, etc. • Secure tables and chairs to be used during the registration and coordinate with the Transportation Committee for the hauling. • Take charge in getting the attendance and summary of attendees for presentation during the Alumni Night. • Sees to it that there is continuous service of the committee during the two-day affair. • Take charge of the souvenir items to be placed inside the kit (shirt, newsletter, etc. • Take charge for the kit distribution during registration.

6. Accommodation Chairperson : Ms. Hazel Bellezas Co-Chairperson: Prof. Argina M. Pomida Members : Balay Alumni Staffs Dr. Nancy Dumaguing Prof. Francisco Gabunada	<ul style="list-style-type: none"> • Prepares a complete list with contact number of all available lodging facilities in the VSU and neighboring places. • Facilitates or guide the attendees to their selected lodging house or dorm, whenever necessary, after they register.
7. Reception/Ushering Chairperson : Ms. Flora Mia Duatin Members : Ms. DeeJay Maranguit Prof. Argina M. Pomida Prof. Ruffa Capuno Ms. Andreli Pardales Dr. Luz G. Asio Ms. Doreen Cayanong Ms. Mora Capangpangan Mr. Daryl Ermeo Ms. Ma. Niña Ceniza Mr. Marlon Calatrava	<ul style="list-style-type: none"> • Welcomes and ushers visiting alumni and guests especially during the major activities of the two-day affair. • Ushers alumni guests to their seats during alumni night
8. Transportation and Campus Tour Chairperson : Mr. Edwin T. Ocoy Co-Chairperson: Mr. Presco Bug-os Engr. Manol Casangcapan Members : Mr. Felix Ocon Engr. Nilo Leoma Raul Abit Claudine Gica Mr. Eusebio Olleras	<ul style="list-style-type: none"> • Makes arrangements with the PPO for the use of vehicles for hauling of tables and chairs, sound system and other paraphernalia to be used at different venues. • Sees to it that vehicles are always available during the activity especially during alumni night. Prepares and process trip tickets for the alumni campus tour and motorcade. • Secures vehicle for campus tour • Plans for a successful, colorful and lively conduct of motorcade to Baybay City and back to the VSU campus.
9. Food and Drinks Chairperson : Dr. Suzette Lina/ Ms. Nora D. Dajab Co-Chairperson: Dr. Berta Ratilla Members : Ms. Violeta Yamon Ms. Vilma Olleras Ms. Zeny Estoy Ms. Maricar Posas Dr. Ruth Escasinas Dr. Ivy Ernace Dr. Lorena Galvez	<ul style="list-style-type: none"> • Plans menu for the different meals and snacks to be served during the two-day affair. • Coordinates with the caterers for the menu for each meals and snacks. • Monitors and coordinates closely with the Registrations Committee as to the number of registered alumni for food reservation and estimates. • Sees to it that there's a standby drinking and hot water, coffee, tea, cups and teaspoons at the venue. • Coordinates with the Hall Preparation and Light and Sound Committee for the arrangement of the chairs and tables.
10. Hall Preparation/Lights and Sounds Chairperson : Engr. Daniel Tan Co-Chairperson : Mr. Claudio Ababat Members : Mr. Edwin T. Ocoy Mr. Teddy Ratilla Mr. Nello Gorne Mr. Eusebio Olleras Mr. Boy Godoy Dr. Ulysses Cagasan	<ul style="list-style-type: none"> • Negotiates for the free use of the venues (VSU Garden Beach Resort and Convention Center) and other amenities. • Plans and coordinates with relevant VSU offices re: physical layout required for the two-day affair. • Prepares the venues (include hall and stage decoration) for the Registration, Mass, Business Meeting, Bonding and Alumni Night. • Negotiates with the sound system operators for their services during the two-day affair.
11. Decoration (Beach Resort/Convention Hall) Chairperson : Mr. Edwin T. Ocoy Co-chairman: Mr. William Cortijos Members : Mr. Felix Ocon Ms. Annilyn Villar Dr. Arsenio Ramos Dr. Rose Salas	<ul style="list-style-type: none"> • Conceptualize the decoration of the stage fitted for the occasion • Identifies who will decorate the venue • Prepares the venues especially the stage and hall decoration, including backdrop for the Gathering/Fellowship and Alumni Night
12. Alumni Night Chairperson : Prof. Flora Mia Duatin/Prof. Elsie Salamat Co-Chairperson: Dr. Milagros Bales Dr. Ma. Juliet C. Ceniza Members : Mr. Eusebio Olleras Ms. Ma. Vergie Subere Dr. Annie Gravoso Dr. Luz G. Asio Mr. Andrew Mazo Ms. Vilma Penaranda Mr. Larry Sultan Ms. Heidi A. Cabaluna	<ul style="list-style-type: none"> • Prepares the alumni night program • Decide on alumni night special awards/raffle draw • Facilitate and identify candidates for the "Kuracha" per dekada to raise funds for the VSUAAI Scholarship • Identify persons in-charge of the different parts of the program • Coordinate with hall preparation committee for the sitting arrangement • Coordinate with the food committee
13. Business Meeting/Election Chairperson : Hon. Deogracias E. Pernitez Members : VSUAI Board	<ul style="list-style-type: none"> • Plans for the agenda of the meeting • Requests the President to preside the meeting

<p>14. Bonding Time with Decada Music Chairman : Dr. Victor Asio</p> <p>Co-Chairperson : Dr. Annabelle Tulin Members : Engr. Robinson Garcia Atty. Emeterio Villanoza Ms. Cara Luz Buar Ms. Glenda Loraine Sobrio</p>	<ul style="list-style-type: none"> • Plan out for bonding activities • Identify persons in-charge for the different activities • Identify and negotiate for acoustic band • Arranges and facilitates the needs of the rock band
<p>15. Thanksgiving Worship and Fellowship Chairperson : Mr. Teddy Ratilla Co-Chairperson : Ms. Cynthia Godoy</p> <p>Members : Ms. Violy Yamon Mr. Eusebio Olleras Dr. Fe Gabunada</p>	<ul style="list-style-type: none"> • Arranges for the holding of the holy mass at the venue. • Coordinates and inform the parish priest. • Provides lectors, choir, servers, mass offerers, etc. • Coordinates with the Hall Preparation Committee.
<p>16. Kit Committee Chairperson : Ms. Edralin M. Malasaga Co-chairperson : Ms. Nora Dajab</p> <p>Member : Engr. Manol Casangcapan Engr. Edgar Cortes Mr. Efren O. Baconawa Dr. Lilian Nuñez Prof. Brenda Ramoneda Prof. Fatima Baliña</p>	<ul style="list-style-type: none"> • In-charge of purchasing the T-shirt and bags, design and it's printing • Prepares kits and turn-over to registration committee ready for registration
<p>17. Banderitas/Flaglets Committee Chairperson : Mr. Teodomero Ratilla Co-chairperson : Mr. Edwin Ocoy</p> <p>Members : Presco Bug-os Jr. Dr. Dionesio Banoc Mr. Wences Rey Dela Pena Ms. Ma. Gweneth Abit Mr. Jay Ar Bagarinao Mr. Rongie Sevilano Mr. Rafael Tomada Ms. Angela Escototo</p>	<ul style="list-style-type: none"> • In-charge of preparation of banderitas and flaglets and putting up of the same
<p>18. Zumbasura Chairperson: Mr. Andrew Mazo</p> <p>Members: Mr. Raymond Igcasama Mr. Darryl Ermio Ms. Maricar Posas Mr. Felix Ocon Mr. Jerry Vestra Ms. Glory Jane Borines</p>	<ul style="list-style-type: none"> • Prepares sound for the zumba • Prepares sacks /plastic bags/ containers/ brooms/ sticks for trashes/ garbage collection • Leads the Zumbasura activity