

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

December 5, 1995

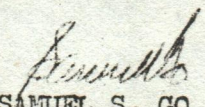
MEMORANDUM NO. 138
Series of 1995

T O: Staff Concerned

SUBJECT: Designation as Chairman/Co-Chairman/Members for the Baybay
Town Fiesta Agro-Industrial Fair '95

You are designated Chairman/Co-Chairman/Members of the different working committees for the Baybay Town Fiesta Agro-Industrial Fair '95 which will be formally opened on December 18, 1995 at 7:30 o'clock in the morning. The fair will close on December 23, 1995 in the afternoon.

In this connection, you are requested to make the necessary plan/preparation for your committee to be able to contribute in making this year's Baybay Town Fiesta Agro-Industrial Fair a real success.


SAMUEL S. GO
President

WORKING COMMITTEES FOR THE BAYBAY TOWN FIESTA AGRO-INDUSTRIAL FAIR '95

1. STEERING COMMITTEE

Function: Planning and coordination of the whole activity.

Laying out of the fair site, recruitment of commercial exhibitors and snack/fast food operators.

Chairman: Prof. Prudencio Q. Marquez
Adviser : Dr. Federico G. Villamayor, Jr.
Members : Ms. Milagros C. Bales
Prof. Anilfa L. Abenoja
Ms. Rosa Ophelia D. Velarde

2. FINANCE COMMITTEE

Function: Preparation of tickets, gate passes and collection of gate fees.

Chairman: Dr. Nerelito P. Pascual
Co-Chairman: Dr. Belen Buzon
Members : Ms. Norma V. Cala
Ms. Fe L. Mantua
Ms. Erlinda S. Esguerra
Ms. Analou S. Monteio

3. BOOTH, CR CONSTRUCTION, FENCING & DEMOLITION

Function: Construction of booths for commercial exhibitors and CR.
Fencing of the fair site and demolition of commercial
booths, CR and fences.

Chairman : Mr. Juan S. Labra
Co-Chairman: Mr. Evelio A. Abenoja
Members : LUPDU Carpenters/Laborers

4. LIGHTS AND SOUND SYSTEM

Function: Installation of lights in every booth and strategic areas.
Installation of sound system at the "Come-On Booth"/
Information.

Chairman : Engr. Nestor M. Israel
Co-Chairman: Engr. Paul Encierto
Members : Concerned PPO Staff

5. GATHERING ROUND TIMBERS:

Function: Gathering of round timbers for posts of fence.

Chairman : Dr. Ernesto C. Bumatay
Co-Chairman: Mr. Mario M. Bongcales
Members : Concerned DOF Staff

6. "COME-ON/INFORMATION BOOTH"

Function: Information dissemination regarding the Agro-Industrial
Fair through radio Station DYAC and link with other
radio stations.
Preparation and putting-up of streamers to inform and
create an awareness of the public.

Chairman : Engr. Sean O. Villagonzalo
Co-Chairman: Ms. Marissa C. Cano
Members : Selected DYAC & DEVCOM Staff

7. HOUSE RULES ON EXHIBITS/EXHIBITORS

Function: Formulation of guidelines to be observed/followed in
putting-up exhibits.
Guidelines in observing general cleanliness of the booth
surroundings and selling of liquor.

Chairman : Prof. Sixto P. Sandoval
Co-Chairman: Ms. Lourdes B. Cano
Members : Selected VISCA Staff

8. CONSTRUCTION OF ARCH

Function: Construction of arch at the entrance by considering the
theme of the Agro-Industrial Fair '95.