

Office of the President

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MEMORANDUM CIRCULAR NO. 52
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T O: All Concerned

R E: Working Committees for the Jackfruit Fiesta

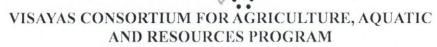
You are hereby designated Chairpersons, Co-Chairpersons and Members of the different Working Committees for the Jackfruit Fiesta on August 8 – 9, 2017 as one of the highlight activities of the 93rd VSU Founding Anniversary.

The Chairpersons are requested to meet with their respective committees to plan and coordinate regarding this activity.

Your usual cooperation is enjoined.

EDGARDO E. TULIN

President



Visayas State University Baybay City, Leyte

Working Committees FIESTA ON JACKFRUIT AUGUST 8-9, 2017

		COMMITTEE		Functions
1.	STEERING CO Chairperson: Co-Chair: Members:	MMITTEE Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Wolfreda T. Alesna Dr. Jose L. Bacusmo Prof. Efren B. Saz Dr. Elvira C. Torres		Plan for the smooth implementation of the Jackfruit FIESTA activities. Oversees the implementation of all activities during the Jackfruit FIESTA Make funds available for the Jackfruit FIESTA activities
2.	PARTICIPATIO Chairperson:	ON FOR AGENCY/INSTITUTION ON/ PROGRAM/CERTIFICATES Dr. Wolfreda T. Alesna f. Ms. Elmera Y. Banoc Mr. Stephen James M. Chavez		letter Prepare the Jackfruit FIESTA program. Monitor and ensure smooth flow of the
				program. Design tarpaulins to welcome guests and participants. Set the guidelines for booth reservation. Prepare IDs, plagues, certificates and tokens
3.	REGISTRATIO Chairperson: Co- Chair: Members:	Ms. Pauline S. Caintic Ms. Maria Verjie Q. Subere Ms. Hazel Grace Taganas Ms. Maria Edna Pastoril Ms. Marilou Sta. Iglesia	1.	Man the registration of the participants to the Jackfruit FIESTA Provide additional information and referrals on inquiries made by participants
4.	LODGING/ACC Chairperson: Co-Chair:	Ms. Connel Antipaso Ms. Noela Sollano	2.	Coordinate with the Office of the Director of Extension on the names of persons to be accommodated Arrange with accommodation facilities available at VSU.
5.	FOOD RESERV Chairperson: Co-Chair:	Ms. Ms. Pauline S. Caintic Ms. Jona Saulan	1.	Facilitate and coordinate with guest house for food preparation
6.	TRANSPORTA Chairperson: Co-Chair:	Ms. Arsenia Posas Ms. Fe Remedios Diaz	2.	Make arrangements for transportation of speakers, guests, officials and staff before during and after the event. Manage the provision of transportation when and where it is needed.
7.	BOOTH CONS' Chairperson: Members:	Engr. Sean Villagonzalo Mr. Nicasio Lingatong Mr. Ricardo Bornias RACO and RMIS staff	3.	Design and construct the booth. Remove the booth after the event Display Jackfruit products at the booth. Mount tarpaulins and posters at the booth

8. SANI	TATION MANAGEMENT/TOILET AND	Ensure the orderliness and cleanliness of
GRO	und Maintenance person: Prof. Alfredo Dingal nair: Engr. Celso Gumaod Mr. Mario Baliad	the university grounds before, during and after the anniversary celebrations. 2. Provide proper signages to guide the guests and participants where to go
9. FACILITIES FOR THE COOKFEST AND COORDINATOR		Plan and coordinate the cookfest activitie Design and submit costing for the venue
Co-C	person: Dr. Nancy Dumaguing nair: Dr. Ivy Emnace Dr. Lorina Galvez Ms. Maria Louella Tambis	and materials for cookfest.
Chair	ES FOR THE VARIOUS CONTESTS person: Ms. Arsenia Posas ber : Ms. Shirley Nayre	Prepare the prizes for the various activities
	person: Dr. Christina A. Gabrillo hair: Ms. Jennifer E. Ando Ms. Jen B. Posas	 Set the guidelines and criteria for the Contest and Award prizes to deserving contestants
	person: Mr. Jed Asaph Cortes Mr. Genaro Godoy-Videography Prof. Mario Baliad-Tarpaulin Instali Mr. Kim Kenneth Roa-Photography	
	C C	 Provide quality audio-visual support for the venue. Restore properly all equipment after the event.
		Set the guidelines and criteria for the contest and award prizes contestants
	1	Ensure the safety of each participants Respond to any circumstance that may cause danger
SHE	person: Ms. Maria Louella C. Tambis	Prepare the certificates, labels, tokens, score sheets
Chai	KFRUIT FIESTA QUEEN berson: Mr. Randy Omega bers: Ms. Elmera Y. Banoc SHOTS organization	Prepare the venue Coordinate member agencies to nominate contestant