



MEMORANDUM CIRCULAR NO. 95

Series of 2024

TO: All Faculty and Staff

RE: Creation and Composition of the University Push-button Committees

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 15, 2024

To ensure continued excellence of our university events and enhance the overall experience for our students, faculty, staff, and guests, Push-button Committees are hereby created. It is designed to be versatile and adaptable who are ready to be tapped into for any event that requires swift and efficient organization, planning and implementation.

It is important to note that the composition of the Push-button Committees is subject to changes and additions as deemed necessary. Additional committees may be formed to address specific needs or to enhance the capabilities of the existing structure. Therefore, the establishment of these committees is without prejudice to the creation of future committees that may serve complementary or specialized functions.

Please see attached for your reference.

For your information and usual support.

PUSH-BUTTON COMMITTEES

1. Steering Committee Functions - Plans & designs activities - Oversees & monitors the implementation of the activities of the different committees. - Facilitates in the resolution of problems the committees will encounter in the process.	Chairperson Co-Chairperson Members	Dr. Prose Ivy G. Yepes Dr. Rotacio S. Gravoso Dr. Santiago T. Peña, Jr. Dr. Elwin Jay V. Yu Dr. Moises Neil V. Serifo Dr. Aleli A. Villocino
2. Program Preparation Committee Functions: - Plans, designs and prepares the program. - Coordinates with over-all activity for the program plan and other needed details (e.g. speakers, performers and others). - Distributes the program to guests, officials and all concerned faculty/staff/students. - Commencement Exercises - Proposes budget if necessary.	Chairperson Co-Chairperson Members	Ms. Elmera Y. Bañoc Ms. Ganessa Rose G. Cuevas Mr. Paul Vincent L. Fornis Mr. Raymund S. Pastoril All Academic Clerks Registrar Staff
3. Food Preparation Functions: - Plans and prepares budget. - Plans menu. - Coordinates with the invitation committee as to the number of visitors & guest invited. - Purchases ingredients and/or contacts the caterer to do the food preparation. - Secures utensils to be used as needed. - Prepares MOA if a caterer is contacted for a purpose. - Assists in the serving of food to the visitors and guests. - See to it that the visitors & guests are properly accommodated & seated. - Prepares the venue including tables, chairs and seating arrangement where the food will be served.	Chairperson Co-Chairperson Members	Ms. Ma. Babette Jeds L. Castil Mr. Alexander L. Cabral, Jr. Ms. Marjorie B. Escuadra Ms. Magnolia C. Lao Ms. Arrah Mae C. Godoy Ms. Josefina M. Larrosa DTHM students
4. Committee on Awards/Plaque/Certificate Functions: - Prepares plaques, medals, trophies, certificates & cash award. - Coordinates with the program and invitation committees as to the	Chairperson Members	Ms. Honey Sofia V. Colis Ms. Ma. Roberta S. Miraflor Ms. Jessamine C. Ecleo RSPPRO Clerks

the flow of the production at the backstage. • Calls practices and rehearsals for graduation rites, etc. • Controls and screens wardrobe/costume in accordance with the concept of the affair. • Plans budget as needed.		UIMC Staff
B. For Cultural Shows & Other Production		
Cultural Shows & Other Production • Guides and supervises light and sound technicians. • Controls the quality or suggests the concept of the costume, songs and dances. • Plans and designs the choreography. • Prepares script if needed or coordinate with the Script Writing Committee. • Creates its own production staff when necessary. • Plans budget as necessary.	Chairperson Co-Chairperson Members	Dr. Jude Nonie A. Sales Prof. Rhodora A. Bande All PE Instructors SSC Advisers SSC Officers
9. Ecumenical Services/Thanksgiving Mass Celebration Functions: • Invites celebrant of the mass or ecumenical service. • Prepares the altar and other paraphernalia needed in the celebration of the mass or ecumenical service. • Prepares the liturgy. • Coordinates with the campus choral group. • Plans budget as needed.	Chairperson Co-Chairperson Members	Dr. Max Teody T. Quimilat Dr. Feliciano G. Sinon Mr. Jesus Freddy M. Baldos Mr. Jerry D. Imbong Dr. Glenn G. Pajares Ms. Shirley T. Nayre Mr. Teodomero C. Ratilla Ms. Jedess Miladel N. Salomon
10. Invitation Committee Functions: • Makes invitation of guests and have it checked by the University President. • Distributes and follow-up the invitations. • Coordinates with Ribbons & Leis, & • Accommodation Committees as to the number of invited guests. • Plans budget as needed.	Chairperson Members	Mr. Mike Laurence V. Lumen Ms. Zargia Grace A. Pasion Ms. Annie L. Talabo

11. Solicitation Committee Functions: • Solicits financial support from generous and benevolent person/companies, organizations and others. • Sends thank-you cards to persons, companies and organizations who responded to the solicitations. • Coordinates with other committees as to the financial assistance if necessary. • Submits statement of income and expenses. • Plans budget as needed.	Chairperson Co-Chairperson Members	USSC Adviser/s Ms. Alicia M. Flores Ms. Mona Nena B. Geraldo Ms. Doreen B. Alba SSC Officer
12. Guests Accommodation/Billeting Committee Functions: • Prepares the cottage and guest rooms for the invited guests and visitors. • Coordinates with the invitation committee with regards to the number of visitors invited. • Keeps and maintains the good condition of the linens, bed sheets, pillows & pillow cases and other facilities available in the cottage and guest rooms. • Plans budget as needed.	Chairperson Co-Chairperson Members	Ms. Marjorie B. Escuadra OP Senior Executive Asst. Ms. Maria Elsa M. Umpad Apartelle and Hostel Staff
13. Ushering/Reception Committee Functions: • Receives and entertains visitors. • Coordinates with the food serving committee. • Must have prior knowledge about the seat arrangement and other plans of the program/affair where the guests are to be accommodated. • Coordinates with the ribbon, leis and tokens committee. • Recruits and trains student ushers and usherettes and orients them of their duties and responsibilities. • Plans budget as needed.	Chairperson Co-Chairperson Members	Ms. Nancy D. Abunda Mr. Raymund B. Igcasama Ms. Annie Phoemela Rodriguez Ms. Doryn Jan L. Avila Mr. Joseph Padilla Mr. Christian Bacolod Mr. Aldrin R. Palermo Dr. John Philip Lou M. Lumain Dr. Cherry Rola Ms. Kay Juanilo Ms. Angelie Genotiva Ms. Mary Ann Cobico Mr. Martin A. Diao Mr. Dean Ruffel R. Flandez Engr. Andy Phil D. Cortes Engr. John Allan Gulles Mr. Kevin Sumayang

14. Transportation Committee Functions: • Prepares the trip tickets and travel orders. • Coordinates with the Program and Invitation Committees. • Checks the conditions of the vehicles. • Contacts vehicles for the hire and prepares necessary documents if necessary. • Controls the schedule of the trips. • Prioritizes requests for transportation. • Plans budget as needed.	Chairperson Co-Chairperson Members	Engr. Marlon G. Burlas Ms. Annie L. Talabo HELVMU Staff
15. Finance Committee Functions: • Disburses cash for all money-matter activities. • Instructs on purchases, liquidation procedures and other requirements. • Plans budget as needed.	Chairperson Co-Chairperson Members	Ms. Louella C. Ampac Ms. Alicia M. Flores Mr. Nick Freddy R. Bello Accounting & Cashiering Office Staff
16. Publicity and Advertisement Committee Functions: • Coordinates with the program and invitation committees. • Advertises the affair through radio, streamers, posters and through the students' publication. • Plans budget as needed.	Chairperson Co-Chairperson Members	Dr. Ulderico B. Alviola Dr. Christina A. Gabrillo Ms. Mikaela M. Gongora UIMC Staff Amaranth Staff
17. Lights and Sounds Committee Functions: • Contacts, prepares and make the sound system available. • Plans light installation, lighting effects and other light requirements for the occasion. • Makes emergency lights and stand-by generators available. • Coordinates with the program committee as to the program format. • Hires additional emergency personnel when necessary. • Plans budget as needed.	Chairperson Co-Chairperson Members	Engr. Clint C. Sarvida Engr. Eric E. Sajulga Mr. Claudio R. Ababat, Jr.
18. Peace and Order Committee Functions: • Maintains and supervises the smooth flow of the entire program/affair. • Requests peace and order officers from the City of Baybay if needed.	Chairperson Co-Chairperson Members	Dr. Julius V. Abela Mr. Gerald M. Rivera Dr. Dario P. Lina Security Guards

• Arranges the deployment of Security Guards. • Coordinates with the program committee and food preparation committees when necessary. • Plans budget as needed.		
19. Events Management Committee Functions: • Coordinates with University steering committee and plan and implement efficiently. To plan activities/major events under the Office of the University President. • Proposes activities including budgeting, establishing timelines, selecting and reserving the event sites (if needed), coordinating transportation, developing a theme, arranging for activities, selecting speakers and keynotes, arranging for equipment and facilities, managing risk and developing contingency plans. • Orients presenters of trophies & other awards to be presented. • Coordinates with the Script Writing & Hosting Committee for the identification of the program host. • Coordinates with push-button committees during the conduct of activities.	Chairperson Co-Chairperson Members	Dr. Corazon A. Padilla Dr. Ulderico B. Alviola Mr. Mike Laurence V. Lumen UIMC Staff
20. Sports Committee Functions: • Determines games to be played. • Invites participants. • Trains players. • Attends to the needs of the players. • Controls schedules of the games to be played. • Plans budget as needed.	Chairperson Co-Chairperson Members	Ms. Charis B. Limbo-Rivera Mr. Andrew A. Mazo All PE Instructors
21. Wardrobe/Graduation Toga Committee Functions: • Contacts toga makers and make them available to the academic staff and candidates for graduation. • Coordinates with then invitation committee as regards to the educational qualification of the invited Commencement Speaker. • Plans budget as needed.	Chairperson Co-Chairperson Members	Ms. Annie L. Talabo Ms. Vivian V. Balbarino OUS Staff

22. Souvenir Program Committee Functions: - Plans and designs the Souvenir Program. - Contacts printing press for reproduction. - Distributes copies of the Souvenir Program. - Coordinates with Solicitation Committee as to the identification of possible benefactors, sponsors & advertisers in the Souvenir Program. - Plans budget as needed.	Chairperson Co-Chairperson Members	Dr. Moises Neil V. Serioño Dr. Elwin Jay V. Yu Dr. Aleli A. Villocino Dr. Ulderico B. Alviola Ms. Vivian V. Balbarino Ms. Jessamine C. Ecleo
23. Multimedia Presentation & Documentation Functions: - Contacts official photographer when needed. - Prepares the multimedia presentation upon request. - Mounts pictures and souvenirs on the bulletin board of display. - Post pictures on the local website. - Secures necessary information and documents for record purposes. - Plans budget as needed.	Chairperson Co-Chairperson Members	Dr. Ulderico B. Alviola Mr. Paul Vincent L. Fornis Ms. Marlon G. Burlas PPO Staff UIMC Staff Amaranth Staff
24. Wellness Committee Functions: - Organize wellness activities such as yoga sessions, mindfulness workshops, and fitness challenges during university events to promote participant well-being. - Set up wellness booths or stations at events offering hydration, healthy snacks, and information on managing stress and staying healthy during the event. - Work with Incident/Emergency Response Committee to provide first aid and address minor health concerns, ensuring participants' safety and well-being.	Chairperson Co-Chairperson Members	Mr. Edilberto A. Artiga, Jr. Ms. Sheena Eunice B. Tabudlong IHK Faculty Members
25. Incident/Emergency Response Committee Functions: - Create tailored emergency response plans for each major university event, outlining procedures for various potential incidents, such as medical emergencies, fires, or severe weather. - Perform pre-event inspections of venues to identify and mitigate	Chairperson Co-Chairperson Members	Mr. Gerald M. Rivera Dr. Elwin Jay V. Yu Dr. Merry Christ'I C. Guinocor Dr. Dario P. Lina USHER Officials and Staff

potential safety hazards, ensuring compliance with safety standards. • Organize and conduct emergency drills or briefings for event staff and volunteers before major events to ensure everyone knows their roles and responsibilities in case of an incident. • Develop and implement a clear communication plan for emergencies during events, including designated communication channels and responsible personnel. • Ensure the presence of emergency response personnel and necessary equipment (e.g., first aid kits, fire extinguishers) at events, ready to respond promptly to any incidents.		Kabalikat Civicom volunteers ROTC
26. Fair and Booth Exhibits Committee Functions: • Plan and organize fair and booth design, and coordinate with colleges and departments, and other organizations • Design and allocate exhibit spaces • Offer guidance and support to exhibitors, including setup instructions, booth decoration resources, and troubleshooting any issues that may arise • Ensure all exhibits comply with university policies, safety regulations and legal requirements, and other requirements from the event organizer • Conduct pre-event inspections to address any potential hazards	Chairperson Co-Chairperson Members	Dr. Antonio P. Abamo Mr. Marlon M. Tambis OVPREI Staff Research Centers Staff