



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

19 December 2003

MEMORANDUM CIRCULAR NO. 66

Series of 2003

T O: All Concerned

R E: Christmas Day Pot Luck

In order to foster closer ties among LSU constituents and genuinely show the spirit of sharing during this holiday season, a Christmas Day Pot Luck shall be organized on December 25, 2003, 11:00 a.m. at the LSU Pavilion. The Office of Student Affairs is requested to ensure that students who are staying on campus should be invited to join the Christmas Lunch. As such, the following working committees are hereby created to ensure the success of this activity with Dr. Roberta Lauzon as Chairperson:

1. Over-all Coordination

- | | |
|------------------------|--------------------|
| ✓ Dr. Roberta Lauzon | - Chairperson |
| ✓ Dr. Lutgarda Palomar | - Vice-Chairperson |
| ✓ Dr. Isabel Bertulfo | - Member |
| ✓ Ms. Rebecca Napiere | - Member |
| ✓ Dr. Lemuel Diamante | - Member |

2. Student Participation

- | | |
|------------------------|--------------------|
| ✓ Prof. Aurora Alkuino | - Chairperson |
| ✓ Ms. Carmencita Reyes | - Vice-Chairperson |
| ✓ All Dorm Advisers | - Members |

3. Campus Residents

- | | |
|-----------------------|------------------------|
| ✓ Dr. Basilio Dabuet | - Chairperson, Zone I |
| ✓ Prof. Lolito Bestil | - Chairperson, Zone II |

4. Children of Faculty & Staff Participation

- | | |
|------------------------------|--------------------|
| ✓ Ms. Marites Sales | - Chairperson |
| ✓ Ms. Elena Marigen Bandalan | - Vice-Chairperson |

Ms. Joemarie Bacusmo	- Member
Mr. Jude Nonie Sales	- Member
Ms. Jeela Acedo	- Member
Mr. Erik-Ray Palomar	- Member
Mr. Paul Labra	- Member
Mr. Eric Alcober	- Member
Mr. Mark Moreno	- Member
Ms. Marianne Taveros	- Member
Ms. Emma Gamotin	- Member
Mr. Rob Vega	- Member
Ms. Virgie Subere	- Member

5. Hall Preparation/Arrangement/Demolition

Engr. Nestor Israel	- Chairperson
Dr. Juan Labra	- Vice-Chairperson
Mr. Sales Loreto	- Member
Landscaping Crew	- Members

6. Table Setting/Assignment

Ms. Rebecca Napiere	- Chairperson
Dr. Nelen Lambert	- Member
Dr. Lutgarda Palomar	- Member
Guest House/Pavilion Staff	- Members


7. Program and Invitation

Dr. Ma. Juliet Ceniza	- Chairperson
Dr. Bernardita Germano	- Member
Ms. Letecia Ancheta	- Member
Ms. Nida Faelnar	- Member

8. Games/Sports and Price Solicitation

Ms. Norma Cala	- Chairperson
Prof. Remedios Russel	- Vice-Chairperson
Ms. Linda Mariscal	- Member
Prof. Josefina Subere	- Member
Prof. Trinidad Faelnar	- Member
Dr. Virginita Albarico	- Member

Please be guided accordingly.


PACIENCIA P. MILAN
 President