



VISAYAS
STATE UNIVERSITY

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6 January 2020

MEMORANDUM NO. 6
Series of 2020

T O: All Concerned Faculty and Staff

R E: Working Committees for the Oath Taking and Induction of New Agriculturists and Philippine Association for Agriculturists Inc. (PAA) Members

The Visayas State University will hold a special Oath Taking and Induction Ceremonies for New Agriculturists and Philippine Association for Agriculturists Inc. (PAA) Members on 13 January 2020 at the VSU Convention Center.

To ensure a successful conduct of this activity, the attached working committees are created. All Committee Chairs are requested to attend a meeting on 7 January 2020 (Tuesday), 3:00 PM at the College of Agriculture and Food Science Conference Room.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



OATH TAKING AND INDUCTION CEREMONIES FOR NEW AGRICULTURISTS AND PHILIPPINE ASSOCIATION OF AGRICULTURISTS, INC. (PAA) MEMBERS

3 PM, 13 January 2020
Convention Center, VSU, Baybay City, Leyte

Working Committees

COMMITTEES	FUNCTIONS
1. Steering/Overall Coordination Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Dr. Victor Asio Ms. Louella Ampac Dr. Rotacio Gravoso	<ul style="list-style-type: none"> Plan for the smooth implementation of the Oath Taking Ceremony for New Agriculturists Oversee the implementation of the Oath Taking Ceremony Makes fund available for the activity.
2. Registration Chair: Ms. Queen-ever Y. Atupan Members: Ms. Juvy Calleja Ms. Rhea Angelie Fernandez	<ul style="list-style-type: none"> Facilitate registration of attendees and escorts. Issue receipt for payment. Issue entrance slip and meal stub.
3. Food Chair: Dr. Christina Gabrillo Members: Ms. Josefina Larrosa Guest House Crew	<ul style="list-style-type: none"> Prepare menu for the dinner on 13 January 2020 Assign volunteers to serve dinner. Serve dinner at the Guest House.
4. Publicity & Documentation Chair: Mr. Jed Asaph Cortes Members: Mr. Genaro Godoy Ms. Sheila Marie Lemos Mr. Kim Kenneth Roca Ms. Jeanie Deluza	<ul style="list-style-type: none"> Prepare equipment and other documentation needs for the event. Serve as official photographer for the activity. Document (photo/video/written) of the entire activity.
5. Transportation Chair: Ms. Juvy Calleja Members: Mr. Mark Vincent Bonje Mr. Danilo Gofredo, Jr. Tuyok Drivers	<ul style="list-style-type: none"> Prepare arrangements for transportation of attendees and documentation committee. Manage the provision of transportation when and where needed.
6. Lights, Audio and AV Equipment Chair: Engr. Apolonio Encierto Members: Utilities Division Staff	<ul style="list-style-type: none"> Provide quality lights and sound system. Restore properly all equipment after the event.
7. Hall and Stage Preparation, and Restoration Chair: Prof. Mario E. Baliad Members: Mr. Ulderico Alviola Dr. Ulysses Cagasan Mr. Danilo Gofredo, Jr. Mr. Mark Vincent Bonje Landscape Laborers	<ul style="list-style-type: none"> Prepare the VSU Convention Center Decorate the stage. Restore the Convention Center after the activity.

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8. Program Chair: Dr. Rotacio S. Gravoso Members: Dr. Suzette Lina Prof. Ernesto Bulayog Mr. Medardo Magdadaro, Jr. Mr. Rommel Garrido, Jr. Mr. Danilo Gofredo, Jr. Mr. Mark Vincent Bonje Ms. Precious Joyce Ogdod	<ul style="list-style-type: none">• Prepare the program for the ceremonies.• Distribute the program.• Ensure the smooth flow of the program.
9. Ushering, Certificates & Tokens Chair: Dr. Ma. Juliet C. Ceniza Members: Dr. Luz Asio Dr. Deejay Lumanao Mr. Dominic Garrido Mr. Marvin Cascante	<ul style="list-style-type: none">• Prepare and put on the leis for the VSU Officials and Guests.• Arrange awards (plaques and medals for the 8th placer) on stage.• Ensure that guests, VSU officials and escorts are properly seated.

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