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Office of the President

13 June 2013

MEMORANDUM CIRCULAR NO. 25

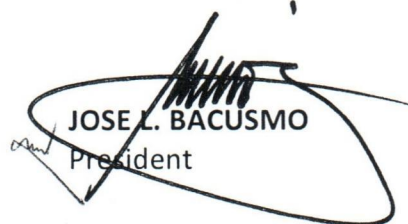
Series of 2013

T O: All Faculty/Staff Members and Students Concerned

R E: Working Committees for the 2013 Farmers and Fisherfolks' Day

You are hereby designated as Chairpersons, Co-Chairpersons and Members of the different working committees for the **2013 Farmers and Fisherfolks' Day**. The Chairpersons are requested to convene their committees to discuss plans and preparations for a successful conduct of this event.

Your wholehearted support and cooperation is enjoined.


JOSE L. BACUSMO
President

Working Committees
2013 Farmers and Fisherfolks' Day

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chair: Prof. Efren B. Saz Members: Prof. Manolo B. Loreto, Jr. Prof. Alan B. Loreto Dr. Victor B. Asio Dr. Marcelo A. Quevedo Dr. Ruben M. Gapasin Dr. Ma. Juliet C. Ceniza Dr. Pastor P. Garcia Dr. Milagros C. Bales Prof. Rosa Ophelia D. Velarde	<ol style="list-style-type: none"> 1. Plan for the smooth implementation of the FFD activities. 2. Oversees the implementation of all activities during the FFD 3. Make funds available for the FFD activities.
2. PROGRAM, INVITATION AND BOOTH RESERVATION Chairperson: Prof. Efren B. Saz Co-Chair: Prof. Rosa Ophelia D. Velarde Ms. Adelina O. Carreno Members: Ms. Shirley T. Nayre Ms. Jennifer E. Ando Ms. Ma. Louella C. Tambis Mr. Jerry B. Posas Mr. Dioress Vincen T. Arayan ODREx Media Prod'n. Specialist	<ol style="list-style-type: none"> 1. Prepare the FFD program. 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm farmers' forum speakers. 4. Design tarpaulins to welcome guests and participants. 5. Invite and confirm awardees, guests and participants. 6. Set the guidelines for booth reservation. 7. Prepare IDs, plaques, certificates and tokens
3. REGISTRATION AND RAFFLE DRAW Chairperson: Prof. Rosa Ophelia D. Velarde Co- Chair: Ms. Christie Cyrene Tauy Ms. Ma. Verjie Subere Members: Ms. Leonarda Maurillo Ms. Elena I. Monteroso Ms. Saloma B. Gisulga Mr. Jerry Posas Ms. Brigida Armecin Mr. Ernesto Gonzaga Student Organizations & Advisers	<ol style="list-style-type: none"> 1. Registration participants to the FFD 2. Provide additional information and referrals on inquiries made by participants 3. Manage the raffle draws
4. STUDENT PARTICIPATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Ms. Christie Cyrene Tauy Members: College Deans Ms. Chona Brit Mr. Junito Panonce Presidents of recognized student organizations	<ol style="list-style-type: none"> 1. Ensure the active participation of students in the various activities 2. See that students involved are properly advised and briefed on their responsibilities; 3. Provide directions to students on assignments and persons to report to.

<p>5. FIELD TOUR/VISIT</p> <p>Chairperson: Dr. Anabella B. Tulin</p> <p>Co-Chair: Mr. Raul Abit</p> <p>Members: Ms. Cecil Joy Duatin</p> <p>Mr. Jesus Freddy Baldos</p> <p>Dr. Zenaída Gonzaga</p> <p>Ms. Shiela Marie Lemos</p> <p>Engr. Jimmy O. Pogosa</p> <p>Mr. Enrique Abogadie</p> <p>Prof. Tessie Nuñez</p> <p>Prof. Alfredo Dingal</p> <p>Mr. Teodomero Ratilla</p> <p>Dr. Julius Abela</p> <p>Selected HRTM Students</p>	<ol style="list-style-type: none">1. Set schedule for campus tour2. Arrange available vehicles of VSU to be used during the tour3. Usher/guide the guests and participants to the respective center/department/unit of VSU
<p>6. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE</p> <p>Chairperson: Prof. Alfredo Dingal</p> <p>Co-Chair: Engr. Celso Gumaod</p> <p>Prof. Mario Baliad</p> <p>Members: Prof. Manolo B. Loreto, Jr.</p> <p>Mr. Ruel B. Calipayan</p> <p>Landscaping Personnel</p> <p>6 emergency laborers</p>	<ol style="list-style-type: none">1. Ensure the orderliness and cleanliness of the university grounds before, during and after the anniversary celebrations.2. Provide proper signages to guide the guests and participants where to go
<p>7. FARM SKILLS COMPETITION/GAMES/DULANG PINOY</p> <p>Chairperson: Prof. Vicente Antipaso</p> <p>Co-Chair: Ms. Sheena Eunice B. Tabudlong</p> <p>Members: Mr. Lomel Abarquez</p> <p>Mr. Junrey Artiga, Jr.</p> <p>Dr. Julius Abela</p> <p>Mr. Romeo Belarmino</p> <p>Mr. Teodomero Ratilla</p> <p>PEHM Majors</p>	<ol style="list-style-type: none">1. Prepare/organize games for farmers2. Maintain the smooth participation all throughout the execution of the games
<p>8. FARM PRODUCTS CONTEST (“Indigay sa Abot”)</p> <p>Chairperson: Dr. Christina A. Gabrillo</p> <p>Co-Chair: Dr. Zenaída Gonzaga</p> <p>Members: Prof. Arsenio Ramos</p> <p>Ms. Jennifer Ando</p> <p>Prof. Rosalina D. Poliquit</p> <p>Mr. Eddie Israel</p> <p>Ms. Marissa Cano</p> <p>Ms. Carmela Yamada</p> <p>Mr. Nicola Carreno</p>	<ol style="list-style-type: none">1. Set the guidelines and criteria for the Contest2. Award prizes to deserving contestants
<p>9. BOOTH SPECIAL AWARDS</p> <p>Chairperson: Dr. Editha C. Cagasan</p> <p>Co-Chair: Dr. Dilberto Ferraren</p> <p>Members: Prof. Manolo B. Loreto, Jr.</p> <p>Mr. Guiraldo Fernandez, Jr.</p>	<ol style="list-style-type: none">1. Set guidelines for the contest.2. Coordinate with the office of the Extension staff for the availability funds for prizes and tokens3. Identify judges.4. Announce winners and give the awards.
<p>10. SEARCH FOR THE OUTSTANDING FARMER</p> <p>Chairperson: Prof. Efren B. Saz</p> <p>Co-Chair: Dr. Milagros C. Bales</p> <p>Dr. Alfredo Escasinas</p> <p>Members: Dr. Rotacio Gravoso</p> <p>Prof. Arsenio Ramos</p>	<ol style="list-style-type: none">1. Accept nominations and perform first round screening.2. Conduct field inspections and interviews.3. Determine winners.4. Prepare citations.

<p>Ms. Lolita Alba Prof. Reny Gerona Dr. Humberto Montes, Jr. Ms. Adelina O. Carreno Ms. Marissa Cano ODREx Media Prod’n. Specialist Dr. Quiza Quilicot</p>	<p>5. Assist in the invitation and billeting of awardees.</p>
<p>11. FIELD LAYOUT, BOOTH CONSTRUCTION & DRAINAGE RESTORATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Mr. Remegio Sanico Members: Engr. Florentino Morales, Jr. Mr. Federico Godoy Mr. Dioscoro M. Bolatete, Jr. SDMU Personnel</p>	<p>1. Plan and assign respective area for exhibitors 2. Lay-out and construct aesthetically all possible booth. 3. Coordinate with the Office of the Director of Extension for the materials to be used</p>
<p>12. HALL AND STAGE PREPARATION AND RESTORATION (Farmers’ Forum at the VSU Gymnasium) Chairperson: Prof. Mario Baliad Co-Chair: Mr. Dioscoro M. Bolatete, Jr. Mr. Domingo Flandez Members: Mr. Fernando Montajes Mr. Federico Godoy Mr. Teodomero Ratilla Mr. Noel Borigon Mr. Ruel B. Calipayan NCRC Laborers</p>	<p>1. Prepare the hall for the farmer’s forum 2. Decorate the stage 3. Restore the Hall after the completion of the activity</p>
<p>13. ACCOMMODATION Chairperson: Prof. Alan B. Loreto Co-Chair: Ms. Ginas Aurea Villagonzalo Members: Dr. Eduardo Apilar Ms. Honey Sofia V. Colis Ms. Alicia M. Flores Ms. Wenifreda Oclinaria VSU Hostel and Guest House Staff <i>(Please coordinate with the Accommodation Committee for Overall Anniversary celebration)</i></p>	<p>1. Coordinate with the Office of the Director of Extension on the names of persons to be accommodated 2. Arrange with accommodation facilities available at VSU.</p>
<p>14. RECEPTION Chairperson: Ms. Flora Mia Duatin Co-Chair: Ms. Elmera Y. Bañoc Members: Ms. Maria Louella Tambis Ms. Venus J. Taghoy Ms. Melodina P. Edullantes Ms. Lilia P. Vega Ms. Luz A. Asio Ms. Pauline Caintic Ms. Fe Remedios L. Diaz HRTM selected students</p>	<p>1. Meet and guide guests and participants to their respective seats. 2. Prepare ribbons, lies, etc. for the guests.</p>
<p>15. PUBLICITY/DOCUMENTATION Chairperson: Mr. Jed Asaph Cortes Mr. Jesus Freddy Baldos- <i>News gathering/Publication</i> Prof. Jude Rola- <i>New Media Publicity</i> Mr. Genaro Godoy- <i>Videography</i> Prof. Mario Baliad- <i>Tarpaulin</i></p>	<p>1. Prepare publicity materials such as streamers/tarpaulin, posters, etc. 2. Prepare equipment and other needs for documentation of the entire event. 3. Document the entire event.</p>

<p><i>Installation</i></p> <p>Mr. Kim Kenneth Roa-<i>Photography</i> Mr. Ian Gahoy- <i>Graphic Design</i></p> <p>Members: Ms. Mirian Tan Ms. Shiela Lemos Ms. Marissa Cano Mr. Fernando Montajes Mr. Domingo Flandez Mr. Misael Cerna Mr. Genaro Godoy Ms. Jennifer Ando</p>	
<p>16. TRANSPORTATION</p> <p>Chairperson: Mr. Remegio Sanico Co-Chair: Ms. Fe Remedios Diaz Mr. Manuel Redula</p> <p>Members: Ms. Shirley Nayre Ms. Arsenia Posas Mr. Jerry Posas Mr. Chito Leonor Mr. Tamar Mejia Mr. Alberto Banayag Mr. Reynaldo Villacorte Ms. Perseveranda Patolilic</p>	<ol style="list-style-type: none">1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event.2. Manage the provision of transportation when and where it is needed.
<p>17. LIGHTS, SOUNDS AND AV EQUIPMENT</p> <p>Chairperson: Engr. Apolonio Encierto Co-Chair: Engr. Sean Villagonzalo</p> <p>Members: Mr. Clementino Borela Mr. Toni Mark Dargantes Mr. Arnel Gucela Mr. Jerome Godoy VSU Utilities Division Staff</p>	<ol style="list-style-type: none">1. Provide quality audio-visual support for the venue.2. Restore properly all equipment after the event.
<p>18. FARMERS' FORUM</p> <p>Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Rotacio Gravoso Dr. Zenaida Gonzaga</p> <p>Members: Dr. Anabella Tulin Dr. Milagros C. Bales Ms. Marissa Cano Prof. Alan B. Loreto Prof. Reny G. Gerona Ms. Lilia P. Vega</p>	<ol style="list-style-type: none">1. Invite panelists for the forum2. Provide name tags for resource persons3. Facilitate the Question and Answer portion of the forum.4. Manage the overall conduct of the activity.
<p>19. FARMERS PARTICIPATION</p> <p>Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada</p> <p>Members: Dr. Ma. Juliet C. Ceniza Dr. Eduardo Mangaoang Dr. Marcelo Quevedo Dr. Ruben Gapasin Dr. Zenaida Gonzaga Ms. Hazel Taganas Ms. Lilia P. Vega</p>	<ol style="list-style-type: none">1. Inform and invite partner farmers and groups to the event.2. Provide assistance to participants as the need arises.
<p>20. ARC CONSTRUCTION</p> <p>Chairperson: Engr. Nestor Israel Co-Chair: Mr. Silvestre Cagande</p> <p>Members: Mr. Domingo Flandez</p>	<ol style="list-style-type: none">1. Design and construct the arc.2. Remove the arc after the event.

<p>Prof. Alan B. Loreto Mr. Remegio Sanico PPO Laborers</p>	
<p>21. SECURITY AND TRAFFIC FORCE Chairperson: Engr. Celso Gumaod Co-Chair: Mr. Antonio Bandalan Mr. Jaime Lasquites Mr. Rafael Mascariñas Members: Security Force/PNP ROTC Commandant</p>	<ol style="list-style-type: none"> 1. Prepare a security plan for the event. 2. Ensure the security of guests and participants. 3. Provide VIP parking 4. Coordinate with local authorities.
<p>22. FARMERS' PARADE AND CONTEST Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada Members: Engr. Celso Gumaod Dr. Rolando Arpilleda Mr. Ricardo Nanggan IHK MAPE Students</p>	<ol style="list-style-type: none"> 1. Prepare the parade route 2. Assign marshals. 3. Oversee the smooth flow of the parade
<p>23. LIVELIHOOD CARAVAN Chairperson: Dr. Lorina A. Galvez Co-Chair: Dr. Milagros Bales Members: Dr. Julie Tan Ms. Maricel A. Leorna Ms. Fatima Baliña Mr. Dioress Vincen T. Arayan Ms. Maria Louella Tambis Ms. Jennifer Ando Dr. Ramon Orias VAEXSO Student Organization PAFT Student Organization</p>	<ol style="list-style-type: none"> 1. Prepare a plan for the activity. 2. Invite resource persons. 3. Prepare the venue. 4. Manage the activity
<p>24. SNACKS FOR FARMERS Chairperson: Dr. Eunice Beray Co-Chair: Ms. Chelyn Estillore Members: Dr. Elena Cabilar Ms. Elena Monteroso Ms. Saloma Gisulga Ms. Analou Montejo Mr. Prisco Vidal Mr. Henry Modina HRTM Students Volunteer</p>	<ol style="list-style-type: none"> 1. Prepare snacks for the farmers 2. Assign volunteers to assist during the distribution of snacks
<p>25. FIRST AIDE/HEALTH SERVICES Chairman: Dr. Elwin Yu Co-Chair: Dr. Josephina Zafico Ms. Janet Alexis de los Santos Members: Infirmary Staff College of Nursing Staff & Students Representatives</p>	<ol style="list-style-type: none"> 1. Prepare needed first aid medicines in case of emergency 2. Provide standby ambulance