



# LEYTE STATE UNIVERSITY

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*Office of the President*

6 April 2005

**MEMORANDUM CIRCULAR NO. 18**

Series of 2005

**T O: All Concerned**


**R E: Working Committees for the 2<sup>nd</sup> Annual Job Fair**

LSU through its Office of Student Affairs and in cooperation with the Municipal Mayor's Office of Baybay, Leyte will conduct the 2<sup>nd</sup> Annual Job Fair on April 14, 2005 at the LSU Gymnasium from 9:00 a.m. to 5:00 p.m.

In view of this, and to ensure the smooth and orderly conduct of said Job Fair various working committees are created. Also, the Chairpersons and Co-Chairpersons of the said committees are requested to attend a meeting on April 7, 2005, 3:00 p.m. at the OSA Conference Room.

The meeting will be presided by Dr. Manuel K. Palomar.

Your usual cooperation is enjoined.

  
**PACIENCIA P. MILAN**  
President *vic 4/6/05*



# LEYTE STATE UNIVERSITY

*Visca, Baybay, Leyte*

## Office of Student Affairs

642294  
4/4/05

April 01, 2005

**Dr. Paciencia P. Milan**

*President*

*Leyte State University*

*Visca, Baybay, Leyte*

***Dear Dr. Milan:***

This year's Jobs Fair will definitely push through on April 14, 2005 and this will be conducted at the LSU Gym from 9:00 a.m. to 5:00 p.m. This activity is a joint effort of the LSU and the office of the Municipal Mayor of Baybay. With the participation of various local and overseas agency representatives in this activity this year, we are anticipating a big outpour of job applicants not only from our alumni but also from Baybay and other municipalities.

In view of this, and to ensure a smooth and orderly conduct of this said Jobs Fair I would like to recommend some faculty/staff members and personnel from the town of Baybay to compose the various working committees found in the attached sheet.

May I further request that a meeting of all Chairpersons and Co-chairpersons be scheduled on April 7, 2005; 3:00 p.m. to be held at the OSA Conference Room.

Thank you for your support.

Very truly yours,

A handwritten signature in cursive script, appearing to read 'Manolo B. Loreto Jr.'.

**MANOLO B. LORETO JR.**

*OIC Dean of Students*



**LEYTE STATE UNIVERSITY**  
Visca, Baybay, Leyte  
**OFFICE OF STUDENT AFFAIRS**

**WORKING COMMITTEES FOR THE 2<sup>nd</sup> ANNUAL JOBS FAIR**  
**April 14, 2005; LSU GYM**

**Steering Committee**

Chairperson: Pres. Paciencia P. Milan  
Members: Hon. Mayor Jose Carlos L. Cari  
Dr. Manuel K. Palomar - *✓ Carlos*  
Prof. Manolo B. Loreto Jr.

**Finance Committee**

Chairperson: Dr. Jose M. Alkuno Jr. - *✓ 4/14/05*  
Members: Dr. Lourdes B. Cano - *✓ 4/14/05*  
Ms. Norma V. Cala - *✓ 4/14/05*

➤ **Program Coordination & Invitation**

Chairperson: Ms. Carmencita S. Reyes  
Co-chairperson: Ms. Nelsa A. Bokeron  
(PESO Incharge - Baybay)  
Members: OSA Staff

Conducts overall coordination with POEA & DOLE for the invitation of local employers & overseas agency representatives.

Sends programs of invitations to cooperating agencies.

Coordinates with other working committees in the implementation/performance of their respective duties & responsibilities.

➤ **Secretariat Committee**

Chairperson: Mr. Junito A. Panonce  
Co-chair: Ms. Miriam M. de la Torre  
Meriam M. Luna  
Mr. Peter B. Belarmino

In coordination with POEA & DOLE, makes plans for a smooth registration flow of applicants

Makes listing of all participating agencies (local & overseas).

Coordinates with other committees when assistance is needed by participating agencies.

➤ **Publicity & Documentation**

Chairperson: Mr. Ludito V. Ramirez  
Co-chair: Mr. Joel M. Ancheta  
Members: Ms. Zenaida Gerona  
Jesus Freddy M. Baldos

Conducts wide dissemination about the activity.

*JS* Documents all on-going activities.

➤ **Venue Preparation Committee**

Chairperson: Engr. Nestor Israel  
Co-chairperson: Mr. Joel M. Ancheta  
Engr. Mario Valenzona  
Members: Mr. Silvestre Cagande  
Mr. Domingo Flandez  
Prof. Aleli A. Villocino  
PPO Laborers/Carpenters

Plans for the set-up & Demolition of the venue.

Posts bulletin boards for announcements of job vacancies at the entrance of the gym.

Performs other tasks as may be requested by OSA.

➤ **Lights and Sound System**

Chairperson: Engr. Apolonio M. Encierto  
Co-chairperson: Mr. Dominador G. Poliquit  
Members: Mr. Junito A. Panonce  
All PPO Electrical Staff

Installs complete sound system & appropriate lighting inside the gym.

Provides extension line/s & microphone/s outside the gym.

Installs a standby generator in case of sudden brown-outs.

➤ **Internet Services Committee**

Chairperson: Engr. Sean Villagonzalo  
Members: AFRIDES Staff

Provides internet/on-line access to cooperating agencies.

➤ **Snacks, Meals & Accomodation/Reception**

Chairperson: Dr. Alice M. Acabal  
Co-chairperson: Ms. Lucena N. Seroy  
Members: Ms. Wenifreda T. Oclinaria  
Dept. Based Guidance Facilitators  
Dorm Advisers

Coordinates with caterer for snacks & meals services of cooperating agencies.

Invites caterers to install/provide snacks items for sale to waiting applicants outside the gym.

Assists/Attends to the needs of employers/agency representatives.

➤ **Transportation**

Chairperson: Engr. Celso F. Gumaod  
Co-chairperson: Mr. Flor Macariola  
Members: Ms. Perseveranda Patolilic  
Mr. Peter B. Belarmino

Facilitates processing of Trip Tickets and makes available requested vehicles

➤ **Tokens & Plaques Committee**

Chairperson: Dr. Alice M. Acabal  
Ms. Chona A. Brit  
Ms. Dinna M. Albarico  
Ms. Lucena N. Seroy

Procures tokens & prepares Plaques of Appreciation for co-sponsors & cooperating agency employers/representatives

➤ **Ways & Means Committee**

Chairperson: Mr. Joel M. Ancheta  
Co-chair: Mr. Junito A. Panonce  
Members: Mr. Peter B. Belarmino  
Mr. Antonio A. Ganar  
Mr. Jesus M. Abenoja

Coordinates/Mobilizes/Facilitates other services as the need arises

➤ **Security Services Committee**

Chairperson: Dr. Juan S. Labra  
Co-chair: P Insp. Eulogio W. Cabiling  
Members: Baybay Police Officers  
LSU Security Officers

Coordinates & plans for security measures.

Ensures peaceful & orderly Jobs Fair.