



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

1 March 2002

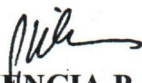
MEMORANDUM CIRCULAR NO. 15
Series of 2002

T O: All Concerned Faculty and Staff

**R E: Working Committees for the 2002 LSU Main Campus
Commencement Exercises**

This year's Commencement Exercises is tentatively scheduled on April 8, 2002. To ensure its orderly conduct and success, the following faculty and staff are designated Chairpersons, Co-Chairpersons and Members of the different working committees created for the said affair. Please make plans for your respective committees and the different Chairpersons and Co-Chairpersons are requested to come to a meeting on Tuesday, March 5 at 4:00 p.m. at the OVPA Conference Room to discuss matters relative to the Commencement Exercises.

Your usual cooperation is enjoined.


PACENCIA P. MILAN
President

Working Committees for the Year 2002 LSU Main Campus Commencement Exercises

1. Academic Caps & Gowns for Students

Chairperson: Dr. Lolita Zapatos ✓
Co-Chairperson: Dr. Eunice Beray ✓
Members: Dr. Elena Cabilar
Ms. Marilou Sta. Iglesia

2. Academic Gowns for Speaker/Guests, Faculty and Graduate Students

Chairperson: Mr. Dominador Lauzon, Jr. ✓
Co-Chairperson: Ms. Fe Calunangan ✓
Members: All SPMD Staff

3. Honors and Awards

Chairperson: Dr. Manuel Palomar ✓ *travel Perm*
Co-Chairperson: Dr. Oscar Posas ✓
Members: Dr. Lina Villacarlos
Dr. Corazon Batoy
Ms. Linda Mariscal
Mr. Simeon Sedrome
Mr. Edgardo Dequito

4. Program/Ribbons

Chairperson: Prof. Daniel Tudtud, Jr. ✓
Co-Chairperson: Dr. Perfecto Bartolini ✓
Members: Ms. Elvira Gorre
All OCS/PDO/CMO Staff
All Printing Press Staff

5. Invitation

Chairperson: Prof. Jesusito Lim ✓
Co-Chairpersons: Ms. Lourdes Cano ✓
Ms. Ma. Christina Ramirez ✓
Members: Ms. Honey Sofia Colis
Ms. Josefina Larrosa
Ms. Elizabeth Albiso
Ms. Melianida Faelnar

6. Stage Preparation/Demolition

Chairperson: Engr. Nestor Israel ✓
Co-Chairperson: Engr. Mario Valenzona ✓
Members: Mr. Domingo Flandez
Mr. Silvestre Cagande
All LUAPO Staff
All PPO Carpenters

7. Lights and Sounds

Chairperson: Engr. Apolonio Encierto ✓
Co-Chairperson: Mr. Dominador Poliquit ✓
Members: All PPO Electrical Staff

8. Accommodation at the Hostel, ATI Dorm and Bahay Alumni

Chairperson: Mr. Dominador Lauzon, Jr. ✓
Co-Chairperson: Mr. Paul Avila ✓
Dr. Anabella Tulin ✓ *on leave*
Members: Mr. William Cortijos
All VISCA Hostel Staff

9. Accommodation at the Guest House Governor's Cottage/Learning Center

Chairperson: Dr. Nelen Lambert ✓
Co-Chairperson: Ms. Vilma Olleras ✓
Members: All Guest House Staff

10. Accommodation at the College Dorm for Parents

Chairperson: Dr. Corazon Batoy ✓
Co-Chairperson: Ms. Wenifreda Oclitaria ✓
Members: Mr. Junito Panonce
Ms. Meriam dela Torre
Ms. Meriam Luna
Mr. Joel Ancheta

11. Transportation

Chairperson: Engr. Celso Gumaod ✓
Co-Chairperson: Mr. Florencio Macariola ✓
Members: Engr. Ramon Orias
Ms. Fe Lacerna
Ms. Luzvisminda Ternura

12. Graduation Grounds (Seats/Tables/ Rostrums/Plants/Flowers, etc) and Hall Preparation

Chairperson: Engr. Mario Valenzona ✓
Co-Chairpersons: Prof. Elizabeth Briones ✓
Prof. Alan Loreto ✓
Members: Ms. Cecil Joy Duatin
Mr. Sales Loreto
All GDR & PhilRootcrops
Laborers

13. **Publicity (Information, Dissemination and Streamers)**

Chairperson: Dr. Wolfreda Alesna ✓
 Co-Chairperson: Ms. Zenaida Gerona ✓
 Members: Ms. Adelina Carreno
 Mr. Domingo Flandez
 Mr. Jude Nonie Sales
 Mr. Jerome Labra
 Mr. Freddy Baldos

14. **Campus Tour (Commencement Day)**

Chairperson: Ms. Zenaida Gerona ✓
 Co-chairperson: Mr. Freddy Baldos ✓
 Members: Mr. Vicente Cordero
 Mr. Randy Omega
 Mr. Dewoowoogen Baclayon

15. **Exhibits**

Chairperson: Dr. Jose Bacusmo ✓
 Co-Chairpersons: Dr. Angela Almendras-Ferraren ✓
 Dr. Wolfreda Alesna ✓
 Members: Dr. Lelita Gonzal
 Dr. Roberto Guarte
 Dr. Felix Amestoso
 Dr. Misael Diputado, Jr.
 Dr. Lualhati Noriel
 Dr. Zosimo dela Rosa

16. **Guest Reception**

Chairperson: Dr. Isabel Bertulfo ✓
 Co-Chairpersons: Dr. Lualhati Noriel ✓
 Ms. Lourdes Cano ✓
 Members: Prof. Reny Gerona
 Dr. Julita Gapuz
 Dr. Ma. Juliet Ceniza
 Ms. Ma. Christina Ramirez

17. **Baccalaureate Mass**

Chairperson: Dr. Basilio Dabuet ✓
 Co-Chairperson: Prof. Norberto Canada ✓
 Members: Dr. Misael Diputado, Jr.
 Dr. Rodolfo Escalada
 Dr. Felix Amestoso
 Prof. Remedios Russel
 Dr. Julie Tan

18. **Finance**

Chairperson: Dr. Jose Alkuino, Jr. ✓
 Co-Chairperson: Ms. Norma Cala ✓
 Members: All Finance Committee
 Members

19. **Security, Colors, Formation and Marshall (Philippine Flag and ViSCA Banner)**

Chairperson: Prof. Sergio Abit ✓ *leave*
 Co-Chairperson: Engr. Manolo Loreto ✓
 Members: Mr. Venerando Jose
 All ViSCA Security Guards
 Selected ROTC Cadets

20. **Food Preparations**

Chairperson: Dr. Nelen Lambert ✓
 Co-Chairpersons: Dr. Lutgarda Palomar ✓
 Prof. Jocelyn Urgello ✓
 Ms. Rebecca Napiere ✓ *leave*
 Members: All Guest House Staff

21. **Commencement Rites**

Chairperson: Prof. Daniel Tudtud, Jr. ✓
 Co-Chairperson: Ms. Linda Mariscal ✓
 Members: Ms. Bebiana Balbarino
 Mr. Nathaniel Rosolada
 All Department Heads
 All Registrar's Office Staff

22. **Table Setting, Utensils Preparation and Food Service**

Chairperson: Dr. Roberta Lauzon ✓ *fruel*
 Co-Chairpersons: Ms. Vilma Olleras ✓
 Members: Prof. Jocelyn Urgello
 All Guest House Staff

23. **Commencement Ushering and Reception (at the Gymnatorium)**

Chairperson: Prof. Marita Galinato ✓
 Co-Chairpersons: Ms. Carmencita Reyes ✓
 Ms. Wenifreda Oclitaria ✓
 Members: Ms. Elvira Soria
 Ms. Evelyn Bestil
 Ms. Myrna Pancito
 Mr. Alexis Bertulfo
 Mr. Randy Omega
 Mr. Junito Panonce
 Ms. Melody Petilos

24. **Steering**

Chairperson: Dr. Paciencia P. Milan ✓
 Co-Chairperson: Prof. Daniel Tudtud, Jr. ✓
 Members: Administrative Council