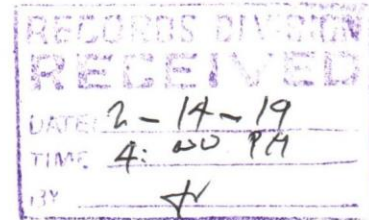




8 February 2019

MEMORANDUM CIRCULAR NO. 15
Series of 2019



T O: All Concerned

R E: Working Committees for the VSU Alumni Homecoming

This is to inform you that the VSU Alumni Homecoming will be on May 17 – 18, 2019. To ensure the success of said activity, you are hereby designated as Chairpersons/Co-Chairpersons and Members of the different working committees.

In this connection, all designated chairpersons are requested to meet and mobilize their respective committees to plan and discuss their assigned tasks.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President



VSU ALUMNI HOMECOMING WORKING COMMITTEES

May 17 – 18, 2019

NAME OF COMMITTEE	DUTIES AND RESPONSIBILITIES
1. Steering Committee Chairperson: Dr. Edgardo E. Tulin Co-Chairperson: Mr. Deogracias E. Pernitez Prof. Elsie E. Salamat Members: Dr. Beatriz S. Belonias (Batch '79 VSU Coordinator) Ms. Rosalinda Saz (ERHS Class '79 Coordinator) Ms. Leilani M. Valdevieso (Batch '95 VSU Coordinator) Ms. Mitzi Loreto-Ocañada (ERHS Class '95 Coordinator)	<ul style="list-style-type: none"> Provides overall supervisions in the preparation and actual conduct of activities Monitors the progress of the different committees. Request for the approval of the President for the use of VSU facilities and involvement of alumni in all activities Oversees the flow of the entire activities of the alumni homecoming
2. Solicitation and Finance Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Ms. Nora D. Dajab Members: Dr. Nelen P. Lambert Ms. Rosalinda Saz Ms. Maricar Posas Ms. Mitzi Loreto-Ocañada Dr. Ivy C. Emnace	<ul style="list-style-type: none"> Initiates strategies to solicit funds in support of the homecoming Scouts possibilities for recruiting private companies/ benevolent alumni for sponsorships Consolidates the budget for the entire affair Coordinates with the Committee Chairpersons on their budget requirements Takes charge of disbursing funds Prepares financial report and presents to body
3. Program and Invitation Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Prof. Elsie E. Salamat Members: Ms. Elizabeth S. Quevedo All Alumni communicators Ms. Maricar Posas Ms. Rosalinda Saz Ms. Mitzi Loreto-Ocañada Ms. Leilani M. Valdevieso ACRO Staff	<ul style="list-style-type: none"> Prepares and facilitates the printing invitation letters and general program of activities of the alumni homecoming Send invitation letters with the general program of activities to fellow alumni and to their respective office heads/supervisors to allow them to attend the homecoming on official time Taps the assistance of chapter officers/coordinators for the distribution of invitations and other information about the homecoming
4. Publicity and Documentation Chairperson: Ms. Catherine C. Arradaza Co-Chairperson: Ms. Sheila Marie C. Lemos Members: Ms. Mary Annilyn L. Villar Dr. Christina A. Gabrillo Ms. Genaro G. Godoy VSU Web Team c/o Mr. Jed Cortez ACRO Staff	<ul style="list-style-type: none"> Prepares a short video clip to be posted online (VSU FB/Web) to advertise the event Disseminates the holding of the alumni homecoming through various media outfits and via online through VSU homepage Prepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campus Secures permit from Baybay Mayor's office for hanging of streamers at different strategic places outside the VSU campus Takes charge of photo and video documentation Documents the activities of the entire affair. Prepares a photo album, video and article for turnover to the VSUAAI Secretary after the affair
5. Registration/Secretariat Chairperson: Prof. Brenda M. Ramoneda Co-Chairperson: Ms. Leilani M. Valdevieso Members: Ms. Aniceta M. Lumacad Dr. Lilian B. Nuñez Ms. Fatima T. Baliña Ms. Nilda T. Amestoso Ms. Cristy Marie Namoc Ms. Edralin M. Malasaga ACRO Staff	<ul style="list-style-type: none"> Establishes and carries out the mechanism for systematic registration of alumni Prepares attendance sheets, registration forms, ID's, meal tickets, etc Secure tables and chairs to be used during the registration and coordinate with the Transportation Committee for the hauling Take charge in getting the attendance and summary of attendees for presentation during the Alumni Night Sees to it that there is continuous service of the

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VSU ALUMNI HOMECOMING WORKING COMMITTEES

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	<p>committee during the two-day affair</p> <ul style="list-style-type: none"> • Take charge of the souvenir items to be placed inside the kit (shirt, newsletter, etc) • Take charge for the kit distribution during registration
<p>6. Accommodation</p> <p>Chairperson: Ms. Lorna B. Abamo Co-Chairperson: Prof. Francisco G. Gabunada, Jr. Members: Ms. April Gayle Valencia Prof. Argina M. Pomida</p>	<ul style="list-style-type: none"> • Prepares a complete list with contact number of all available lodging facilities in the VSU and neighboring places • Facilitates or guide the attendees to their selected lodging house or dorm, whenever necessary, after they register
<p>7. Reception/Ushering</p> <p>Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Ms. Wenifreda T. Oclinaria Members: Prof. Argina M. Pomida Prof. Rufina F. Capuno Ms. Andreli D. Pardales Dr. Luz G. Asio Dr. Deejay M. Lumanao</p>	<ul style="list-style-type: none"> • Welcomes and ushers visiting alumni and guests especially during the major activities of the two-day affair • Makes budget plan for ushering and submit to chairman of finance committee
<p>8. Transportation and Campus Tour</p> <p>Chairperson: Mr. Edwin T. Ocoy Co-Chairperson: Ms. Violeta V. Yamon Members: Mr. Felix L. Ocon Engr. Nilo L. Leorna Engr. Manuel E. Casangcapan</p>	<ul style="list-style-type: none"> • Makes arrangements, letter request with the PPO for the use of vehicles for hauling of tables and chairs, sound system and other paraphernalia to be used at different venues • Sees to it that vehicles are always available during the activity especially during alumni night. Prepares and process trip tickets for the alumni campus tour using Ikot vehicles • Secures vehicle for campus tour • Plans for a successful, colorful and lively conduct of motorcade to Baybay City and back to the VSU campus
<p>9. Food and Drinks</p> <p>Chairperson: Dr. Ivy C. Emnace Co-Chairperson: Ms. Leilani M. Valdevieso Members: Ms. Nora D. Dajab Ms. Hannah Mae E. Quimbo Ms. Syrene P. Nayre Ms. Vilma C. Olleras Ms. Lucenita S. Estoy Dr. Lorina A. Galvez Ms. Marisel A. Leorna</p>	<ul style="list-style-type: none"> • Makes the budget for meals and snacks • Plans menu for the different meals and snacks to be served during the two-day affair • Coordinates with the caterers for the menu for each meals and snacks • Monitors and coordinates closely with the Registrations Committee as to the number of registered alumni for food reservation and estimates • Sees to it that there's a standby drinking and hot water, coffee, tea, cups and teaspoons at the venue • Coordinates with the Hall Preparation and Light and Sound Committee for the arrangement of the chairs and tables
<p>10. Hall Preparation, Lights and Sounds</p> <p>Chairperson: Engr. Arthur I. Tambong Co-Chairperson: Mr. Claudio R. Ababat Members: Dr. Felix M. Salas Mr. Teodomero C. Ratilla Mr. Nello D. Gorne Mr. Eusebio D. Olleras Mr. Federico P. Godoy, Jr. Mr. Legario B. Ramos</p>	<ul style="list-style-type: none"> • Negotiates for the free use of the venues (VSU Garden Beach Resort and RDE Hall/Guest House) and other amenities such as Tents • Plans and coordinates with relevant VSU offices re: physical layout required for the two-day affair • Prepares the venues (include hall and stage decoration) for the Alumni Night, Registration, Medical/Legal consultation/Business Meeting and Fellowship • Negotiates with the sound system operators for their services during the two-day affair
<p>11. Decoration (Beach Resort/RDE Hall)</p> <p>Chairperson: Dr. Rosario A. Salas Members: Prof. Mario D. Baliad Ms. Mary Annilyn L. Villar Dr. Arsenio D. Ramos</p>	<ul style="list-style-type: none"> • Make budget plan and execute the plan for venue decoration • Submit budget plan to finance committee

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May 17 – 18, 2019

Mr. Felix L. Ocon	<ul style="list-style-type: none"> Venue: New Balay Alumni Ground Floor (May 17 – AM) : RDE Hall (May 17 – Evening) : VSU Garden Beach Resort (AM & PM) : Guest House (May 18 – AM)
12. Alumni Night Chairperson: Prof. Elsie E. Salamat Co-Chairperson: Dr. Annie P. Gravoso Members: Ms. Marejen A. Villaremo Ms. Cara Luz Buar Ms. Rosalinda Saz Ms. Maricar Posas Ms. Maria Verjie Q. Subere Dr. Ma. Juliet C. Ceniza Dr. Milagros C. Bales Dr. Luz G. Asio Mr. Andrew A. Mazo Mr. Eusebio D. Olleras	<ul style="list-style-type: none"> Make budget plan and supervise smooth flow of the Alumni Night program Identify candidates for Alumni King and Queen from List of the 4 host groups Prepare King and Queen Paraphernalia
13. Business Meeting Chairperson: Hon. Deogracias E. Pernitez Co-Chairperson: Dr. Oscar B. Posas Members: Prof. Nelen P. Lambert VSUAI Board	<ul style="list-style-type: none"> Present President's Report Present Treasurer's Report Other matters to discuss
14. Medical/Legal Consultation and Beauty/SPA Wellness among Alumni Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Dr. Ivy C. Emnace Members: Prof. Elsie E. Salamat Ms. Violeta V. Yamon	<ul style="list-style-type: none"> Arrange accommodation for free for the lawyers, medical practitioners alumni Send invitation letter for the consultants
15. Thanksgiving Worship and Fellowship Chairperson: Mr. Teodomero C. Ratilla Co-Chairperson: Ms. Cynthia Dolores V. Godoy Members: Dr. Fe M. Gabunada Mr. Eusebio D. Olleras	<ul style="list-style-type: none"> Arranges for the holding of the Holy Mass at the VSU Garden Beach Resort Coordinates and inform the parish priest Provides lectors, choir, servers, mass offerers, etc Coordinates with the Hall Preparation Committee Make budget plan for flowers and stipend of priest
16. Kit Committee Chairperson: Ms. Brenda M. Ramoneda Co-Chairperson: Ms. Lorna B. Abamo Members: Ms. Nora D. Dajab Ms. Ma. Gweneth M. Abit Dr. Lilian B. Nuñez Mr. France Allan Cavite Mr. Efren O. Baconawa	<ul style="list-style-type: none"> In-charge of purchasing the T-shirt, design and it's printing Prepare plan for T-shirt and bag budget and submit to the Chairman of Finance Committee
17. Zumbasura Committee Chairperson: Mr. Felix L. Ocon Co-Chairman: Mr. Andrew A. Mazo Members: Prof. Elsie E. Salamat Ms. Violeta V. Yamon	<ul style="list-style-type: none"> Prepares budget plan for Zumba instructor Identify Beach Marshalls to lead the beach clean-up Coordinate with light and sound committee for sounds needed during the Zumba session at the yard of guest house Prepare plastic trash bag (black) one per marshall Put up a tent at Guesthouse yard

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