

MEMORANDUM NO. 11
Series of 1989

T • : All Concerned

R e : Working Committees and their Corresponding Chairmen/
Co-Chairmen for Graduation Activities this School Year
1988-1989

In preparation for graduation day on April 4, 1989, I hereby appoint the following as Chairmen and Co-Chairmen of the various important committees whose assistances are vital to the success of the affair.

May I request the respective Chairmen/Co-Chairmen to submit the names of their members to the Office of the College Secretary on or before Wednesday, March 9, 1989 for consolidation and subsequent issuance of the complete list of the working committees.

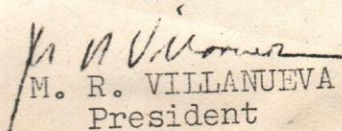
Below are the committees and Chairmen/Co-Chairmen for the 1989 graduation activities:

- A. Academic Gowns for Speaker/Guests & Faculty
Mr. Dominador A. Lauzon, Jr. - Chairman
- B. Academic Gowns for Graduating Students
Ms. Elena A. Cabilar - Chairman
- C. Accomodation (FSDP-EV/ATI Dormitories)
Mr. Paul Avila - Chairman
- D. Accomodation (Guest House/International House)
Dr. Lucylen B. Ponce - Chairman
- E. Accomodation (Dormitories for Parents)
Ms. Fe Geneberth Montes - Chairman
Ms. Carmencita Reyes - Co-Chairman
- F. Baccalaureate
Dr. Federico G. Villamayor, Jr. - Chairman
- G. Campus Tour
Ms. Archil H. Bacareza - Chairman
Ms. Josephine Kintanar - Co-Chairman
- H. Commencement Rites
Dr. Jose S. Tan - Chairman
Ms. Linda N. Mariscal - Co-Chairman
- I. Exhibits
Dr. Manuel K. Palomar - Chairman
Dr. Eliseo R. Ponce - Co-Chairman
- J. Finance
Dir. Camilo D. Villanueva - Chairman
Ms. Norma V. Cala - Co-Chairman

- L. Food Service
Ms. Pacita R. Escalante - Chairman
Ms. Adelaida M. Abit - Co-Chairman
- M. Graduation Ground/Seats/Tables
Prof. Ruben B. Mercado - Chairman
- N. Honors & Awards
Dr. Vicente A. Quiton - Chairman
Dr. Paciencia P. Milan - Co-Chairman
- O. Invitation Issuance
Ms. Remedios R. Russel - Chairman
- P. Lights & Sound System
Prof. Felixbert Canoy - Chairman
Engr. Celso Gumaod - Co-Chairman
- Q. Programs/Invitation/Ribbon (Preparation & Printing)
Dr. Nerelito P. Pascual - Chairman
Mr. Teles Aves - Co-Chairman
- R. Publicity
Dr. Wolfreda Alesna - Chairman
Ms. Archil H. Bacareza - Co-Chairman
- S. Reception (At Guest House for Graduation Speaker and Party)
Prof. Phoebe B. Villanueva - Chairman
- T. Reception (Ushering-Commencement Grounds)
Ms. Norma V. Cala - Chairman
Ms. Martha Villalino - Co-Chairman
- U. Socials (For the Entertainment of Guests)
Prof. Thelma Zafra - Chairman
Ms. Simeon Bernados - Co-Chairman
- V. Stage Preparation/Demolition
Engr. Nestor M. Israel - Chairman
Mr. Juan S. Labra - Co-Chairman
- W. Security
Mr. Dominador S. Ugsang - Chairman
MSgt Joe Genobatin - Co-Chairman
- X. Steering Committee
Dr. Marianito R. Villanueva - Chairman
President's Advisory Council - Members
- Y. Transportation
Prof. Sergio E. Abit - Chairman
Mr. Juan S. Labra - Co-Chairman

For the necessary funding, each Chairman is expected to prepare the required RIVs and travel requests, if necessary.

For the information, guidance and compliance of all concerned.


M. R. VILLANUEVA
President