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Office of the President

13 April 2010

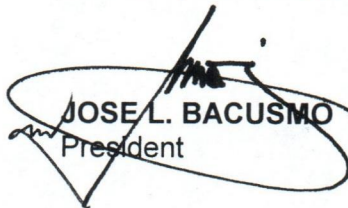
MEMORANDUM CIRCULAR NO. 19
Series of 2010

T O: All Concerned

R E: Working Committees for the VSU Grand Alumni Homecoming 2010

This year's **VSU Grand Alumni Homecoming** is on **May 21-22, 2010**. In order to ensure the success of the homecoming, we have organized working committees to take charge of the different functions. Moreover, to clarify the functions of each committee, all committee chairmen, co-chairmen and members are requested to attend a **meeting on April 20, 2010, 4:00 o'clock in the afternoon** at the **Department of Computer Science and Technology**.

Your cooperation is enjoined.


JOSE L. BACUSMO
President

VSU Grand Alumni Homecoming 2010

20 – 21 May 2010

WORKING COMMITTEES

STEERING COMMITTEE:

Chair: Bernardo Tocmo
Co-Chair: Efren Saz
Members: Victor Asio
Edgardo Tulin
Ginas Villagonzalo
Winston Tabada
Rotacio Gravoso
Editha Cagasan

Adviser: Dr. Jose L. Bacusmo

- In-charge of overall planning, coordination and supervision.
- Request for the approval of the President for the free use of VSU facilities and involvement of alumni in all activities on official time.

SECRETARIAT AND REGISTRATION:

Chair: Honey Sofia Vega-Colis
Co-Chair: Lilian Nuñez
Members: Ansyl Dalion
Pamela Po-Abit
Doreen Lauzon-Avila
Nilda Amestoso
Cherry Rola
Sheena Pasana

- Take charge in the registration of participants including issuance of official receipts and kit.
- Revise registration form based on agreed format.
- Produce/collect items to be included in the kit such as T-shirt, program, etc.
- Prepare homecoming kit and ID for participants.
- In-charge on the reservation/booking of accommodation, boat and plane tickets.

PROGRAM PREPARATION AND INVITATION:

Chair: Rotacio Gravoso
Co-Chairs: Marissa Cano
Renato Tindugan – So. Leyte
Liza Leonora Galvez – Maasin City
Maria Lourdes B. Nadera – Tacloban
Judith Paredes – Ormoc City/W. Leyte
Bem-bem Balibrea – Luzon/Manila
Rogelio Portula - Tacloban
Joseph Lacea – Bohol
Armando Gallur – Bohol
Ferdinand Salapa - Cebu
Mary Zea "Mintang" Abella - Cebu
Gemma Otaza-Caasi - Davao
Jergen Acebedo - Davao
Ronald Cayomo - Butuan City
June Pellobello Arino - Bacolod & Iloilo
Marites Salugsugan-Vano - Canada
Tomas Cardona - Australia
Members: Alumni Communicators

- Prepare and print general program of activities.
- Send invitation letters with the general program of activities to all concerned specially those alumni living nearby.
- Send/Distribute invitation through official of agencies where there are VSU alumni.
- Produce and distribute materials and organize activities that can motivate alumni to participate in the homecoming.

PUBLICITY AND DOCUMENTATION:

Chair: Adelina Carreno
Co-Chairs: Dick Alviola
Anabelle Gerona
Members: Genaro Godoy
Jed Asaph Cortes
Hadrian Aguilar
Gina Mazo
Bebot Flandez
Carmela Yamada

- Takes charge of the photo and video documentation.
- Prepares streamers and tarpaulins to be hanged in the venue and strategic places on designated dates.
- Assist the board secretary in the documentation of all proceedings.
- Prepare videos/slides featuring previous homecoming activities for presentation during registration.

ALUMNI NIGHT:

Chair: Liza Galvez
Co-Chair: Alma Rosillo
Members: Jude Sales
Jovel Aberilla
Junjie Abit
Virgie Subere
Lemuel Preciados

- Arrange sequence of activities during the Alumni Night.
- Identify personalities and their part or responsibility in the program.
- Provide corsage/pin for invited mentors
- Provide coronation paraphernalia such as cape, crowns, sash, corsage, scepter and etc.
- Provide ushers and usherettes.
- Coordinate with caterer and venue committee for seating arrangements by batch.

VSU Grand Alumni Homecoming 2010

20 – 21 May 210

WORKING COMMITTEES

**STAGE DECORATION (CONVENTION CENTER,
GYM AND VSU BEACH GARDEN RESORT):**

Chair: Mario Baliad
Co-Chair: Arsenio Ramos
Members: Mila Bales
Ricardo Bales
Student Organization

- Conceptualize and put up the decoration of the stage fit for the occasion.

FOOD COMMITTEE:

Chair: Heide Lasquites
Co-Chair: Rizal Tanaid
Members: Marilyn Dalion
Melinda Pesquera
Henry Posas
Santos Villocino
Papang Gabunada

- Determine and coordinate with the caterer for the menu for each meal and snacks.
- Monitor number of participants for the food reservation.
- Make it sure that there should always be a standby supply of coffee, milk, tea, milo, and make sure that cups and teaspoons which may be disposable are available.

ACCOMMODATION COMMITTEE:

Chair: Honey Colis
Members: Vilma Olleras
Ginas Villagonzalo
Becky Napiere
Winnie Tanquezon-Oclinaria

- Ensure availability of rooms for the alumni and their children.

FINANCE, SOLICITATION AND PRIZES:

Chair: Edith Cagasan
Co-Chairs: Beatriz Jadina
Fe Gabunada
Members: Tomas Cardona - Australia
Teresa Vano - Canada
Henry Sabares - Australia
Gemma Otaza - Davao
June Pellobello - Bacolod
Melba Arjon-Cruz - Manila
Fely Rendora-Un - Baybay
Sally Bulayog

- Identify possible donors and send solicitation letters.
- Source out funds for food, prizes and all other operational activities.
- Provide door prizes and prizes for games of children and parents.
- Provide funds for use by the different working committees as deemed necessary.
- Provide plaque of appreciation to donors, symposium speakers and invited mentors.

**VENUE PREPARATION (FOR REGISTRATION,
MASS, SYMPOSIUM, ALUMNI NIGHT AND OTHER
ACTIVITIES):**

Chair: Santos Villocino
Co-Chairs: Mario Baliad
Rotacio Gravoso
Members: Student Organization

- See to it that venue is properly arranged and decorated (backdrop, stage, flowers and plants)
- See to it that all materials and equipment i.e. water dispensers, disposable cups, lectern, screen, etc. are available.

**TRANSPORTATION AND MOTORCADE
COMMITTEE:**

Chair: Romel Armecin
Co-Chairs: Liza Montesclaros-Galvez
Raul Abit
Members: Enrique Abogadie
Eusebio Olleras
Ulysses Cagasan
Alfredo Dingal
Eusebio Abenoja
Jovenal Belarmino
Remegio Sanico

- See to it that vehicles are available as needed.
- Secure written permit from the City Mayor and coordinate with City PNP Officials regarding motorcade activity.
- Request police mobile patrol service to serve as marshall with siren.
- Coordinate with the float committee regarding needs for vehicles.
- Provide balloons to vehicles of motorcade participants.
- Coordinate with alumni having vehicles to participate in the motorcade.
- Must have a systematic flow on the use of vehicle.

MUSIC AND SOUND COMMITTEE:

Chair: Raul Abit
Co-Chair: Santos Villocino
Members: Liza Galvez
Belong Oracion

- Provide wholesome live music during the registration and alumni night
- Provide march music during the motorcade
- Provide videoke services and music during the dinner by Batch/Fraternity/Organization.
- Provide sound system for the symposium and assembly meeting.

VSU Grand Alumni Homecoming 2010

20 – 21 May 210

WORKING COMMITTEES

BUSINESS COMMITTEE:

Chair: Rotacio Gravoso
Co-Chair: Marissa Cano
Members: Argina Pomida
Nilda Amestoso

- Invite investors/entrepreneurs in the sale of food, souvenir items and other products.
- Coordinate the display of items for sale at every venue.

THANKSGIVING MASS:

Chair: Papang/Fe Gabunada
Co-Chair: Manolo Loreto, Jr.
Members: Remberto/Vilma Patindol
Boy/Cynthia Godoy
Ulysses/Edith Cagasan

- Coordinate with the Parish Priest regarding sponsorship of the Thanksgiving Mass on the designated date and time.
- Provide lectors, choir, servers, mass offering and etc.

ACTIVITIES FOR ALUMNI KIDS:

Coordinator: Lilia Pabon-Vega
Eco-Camp: Randy Omega and TARSIER
Arts Workshop: Jude Sales and Banaag Visual Arts

- Plan and coordinate the Eco-Camp and Arts Workshop for alumni kids.
- Design a culminating activity for these activities.

SPORTS AND FUN GAMES FOR ALUMNI:

Chair: Papang Gabunada
Co-Chairs: Dayting Kintanar-Calag
Boy Godoy
Members: Quiza Quilicot
Junjun Paredes
Ranil Moreno
Ildelfonso Parac
Arsenio Ramos

- Decide on the sports and fun games to be played by the alumni after the motorcade.
- If needed, provide award prizes to winners.

MOTORCADE FLOAT PREPARATION AND DECORATION:

Chair: Jude Sales
Co-Chair: Liza Galvez
Members: Art Flandez
Eutiquio Sudaria
Bong Morales
Rev Aure

- Request appropriate vehicle from GSO.
- Decorate the floats that will feature unique culture of the communities where the alumni are working – i.e., Luzon and Metro Manila, Mindanao and Visayas.
- May arrange use of materials available at GSO.

SYMPOSIUM:

Chair: Rotacio Gravoso
Co-Chair: Marissa Cano
Members: Junjie Abit
Elsa Umpad
Sonny Sinon

- Work with the VSUAA Inc. re: Symposium Speaker
- Manage the implementation of the symposium.

SECURITY:

Chair: Engr. Celso Gumaod
Co-Chair: Prof. Manolo Loreto, Jr.
Members: VSU Security Force

- Ensure the peace and order of the entire homecoming.