



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

31 January 2003

MEMORANDUM CIRCULAR NO. 03

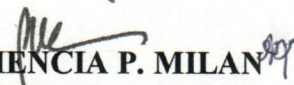
Series of 2003

T O: All Concerned Faculty and Staff

R E: Committees for the 2003 LSU Main Campus Commencement Exercises

The Commencement Exercises for this school year will be on March 31, 2003. Committees are created to facilitate the orderly conduct and success of the said affair. The different committees are requested to make their plans and the different Chairpersons and Co-Chairpersons are requested to come to a meeting on February 3, 2003, 3:00 p.m. at the OVPAF Conference Room to discuss matters relative to this event.

Your usual cooperation is enjoined.


PACIENCIA P. MILAN
President

Working Committees for the Year 2003 LSU Main Campus Commencement Exercises

1. *Academic Caps & Gowns for Students*

Chairperson: Dr. Lolita Orge
Co-Chairperson: Dr. Eunice Beray
Members: Prof. Nancy Dumaguing
Ms. Analou Montejo

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

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

3. *Honors and Awards*

Chairperson: Dr. Manuel Palomar
Co-Chairperson: Dr. Oscar Posas
Members: Dr. Lina Villacarlos
Dr. Corazon Batoy
Ms. Linda Mariscal
Mr. Simeon Sedrome

4. *Program/Ribbons*

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

5. *Invitation*

Chairperson: Prof. Jesusito Lim
Co-Chairpersons: Ms. Lourdes Cano
Ms. Honey Sofia Colis
Members: 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 LUPDO 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: Dr. Roberta Lauzon
Co-Chairpersons: Mr. Paul Avila
Dr. Annabella Tulin
Members: All LSU Hostel Staff

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

Chairperson: Dr. Nelen Lambert
Co-Chairperson: Ms. William Cortijos
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. Freddy Baldos

14. Campus Tour (Commencement Day)

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

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 at the Guest House

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 Services

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: Dr. Juan Labra
 Co-Chairperson: Engr. Manolo Loreto
 Members: Mr. Venerando Jose
 All LSU Security Guards
 Selected ROTC Cadets

20. Food Preparations

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

21. Commencement Rites

Chairperson: Prof. Daniel Tudit, Jr.
 Co-Chairperson: Ms. Linda Mariscal
 Members: Mr. Ernesto Bulayog
 Ms. Bebiana Balbarino
 Mr. Nathaniel Rosolada
 All College Deans
 All Registrar's Office Staff

22. Table Setting, Utensils Preparation and Food Service

Chairperson: Dr. Roberta Lauzon
 Co-Chairperson: Mr. William Cortejos
 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 Oclinaria
 Members: Ms. Elvira Soria
 Ms. Evelyn Bestil
 Ms. Myrna Pancito
 Mr. Alexis Bertulfo
 Mr. Randy Omega
 Ms. Melody Petilos

24. Steering

Chairperson: Dr. Paciencia Milan
 Co-Chairperson: Prof. Daniel Tudit, Jr.
 Mr. Linda Mariscal
 Members: Administrative Council