



# VISAYAS STATE UNIVERSITY

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*Office of the President*

21 December 2007

**MEMORANDUM NO. 242**

Series of 2007

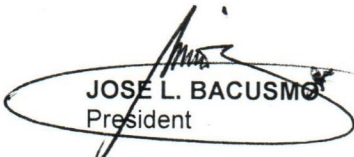
**T O: All Concerned**

**R E: Working Committees in the Re-Orientation Program for VSU Security Guards**

The following committees are created to make the Annual Re-orientation Program for VSU Security Guards on December 28, 2007 at the Center for Continuing Education, a success:

- 1. Over-all Coordination:**
  - Dr. Jose Alkuino, Jr. - Chairperson
  - Dr. Lourdes Cano - Vice-Chairperson
  - Engr. Celso Gumaod - Member
- 2. Venue Preparation including paraphernalias:**
  - Mr. Simeon Sedrome - Chairperson
  - Mr. Virgilio Flandez - Member
  - Ms. Asteria Sevilla - Member
- 3. Meals and Snacks:**
  - Ms. Rebecca Napiere - Chairperson
  - All Guest House Personnel - Members
- 4. Registration, Secretariat and Program Preparation:**
  - Ms. Wenifreda Oclitaria - Chairperson
  - Ms. Felicisima Israel - Member
  - Ms. Antonieta Israel - Member
- 5. Proceedings Preparation:**
  - Ms. Bernardita Bibera - Chairperson
  - Mr. Ronilo Cano - Member
- 6. Certificates Preparation:**
  - Ms. Vivian Balbarino - Chairperson
  - Mr. Onofre Betonio, Jr. - Member

Your usual cooperation is highly appreciated.

  
**JOSE L. BACUSMO**  
President

# **ANNUAL RE-ORIENTATION PROGRAM OF VSU SECURITY GUARDS**

Center for Continuing Education  
VSU Campus, Visca, Baybay City, Leyte  
December 28, 2007

## **PROGRAM OF ACTIVITIES**

8:00 am	-	8:30 am	Registration	
8:30 am	-	9:00 am	Opening Program	
			Invocation	<b>SO Venerando Jose</b>
			Pambansang Awit	<b>Ms. Norma Cerna</b>
			Opening Remarks	<b>Dr. Jose M. Alkuino, Jr</b> <i>VP for Administration &amp; Finance</i>
			Intermission Number	<b>SG Eduardo Estoy</b>
			<b>MESSAGE</b>	<b>Dr. Jose L. Bacusmo</b> <i>University President</i>
9:00 am	-	9:30 am	Orientation of the 11 General Orders	<b>Engr. Celso Gumaod</b>
9:30 am	-	9:45 am	Snacks	
9:45 am	-	12:00 noon	Role Playing of the 11 General Orders, Processing of Output and Orientation of the 8 Usual Committed Security Guards	<b>Dr. Lourdes Cano</b>
12:00 noon-		1:30 pm	LUNCH Break	
1:30 pm	-	3:00 pm	Planning Session and Target Setting	
3:00 pm	-	3:15 pm	Snacks	
3:15 pm	-	4:00 pm	Presentation and Critiquing	
4:00 pm	-	4:30 pm	Brainstorming with the President	
4:30 pm	-	5:00 pm	Closing Program and Distribution of Certificates	