



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines
Telefax: 053-3352601

Office of the President

23 January 2003

MEMORANDUM CIRCULAR NO. 02 Series of 2003

T O: All Concerned

R E: Working Committees for the 24th Honors and Awards Convocation

The following committees are requested to facilitate the preparation for and conduct of the 24th Honors and Awards Convocation to be held on February 12, 2003, 1:30 p.m. at the Convention Center.

Steering Committee:

Chairperson:	Dr. Paciencia P. Milan
Co-Chairperson:	Dr. Manuel K. Palomar
Members:	Dr. Oscar B. Posas
	Dr. Myrna M. Avila
	Dr. Lina T. Villacarlos
	Dr. Corazon B. Batoy
	Ms. Linda N. Mariscal

Finance Committee:

Chairperson:	Dr. Jose M. Alkuino, Jr.
Co-Chairperson:	Ms. Norma V. Cala
Members:	Ms. Roberta C. Lemos
	Ms. Velma P. Bontuyan

Program and Certificates:

Chairperson:	Dr. Perfecto U. Bartolini
Co-Chairpersons:	Prof. Edith G. Cagasan
Members:	IMDC Staff
	OSA Staff
	Printing Press Staff

Invitation:

Chairperson:	Prof. Aurora S. Alkuino
Members:	OSA Staff

Organizational & Individual Awards:

Chairperson:	Dr. Corazon B. Batoy
Members:	OSA Student and Activities Committee

Stage Preparation:

Chairperson:	Engr. Nestor M. Israel
Co-Chairperson:	Prof. Elizabeth D. Briones
Members:	Mr. Domingo P. Flandez
	Mr. Junito M. Panonce

Light and Sound:

Chairperson: Engr. Apolonio M. Encierto
 Members: Mr. Dominador G. Poliquit
 LSU Electricians

Hall Preparation and Demolition:

Chairperson: Prof. Manolo B. Loreto, Jr.
 Co-Chairperson: Prof. Mario E. Baliad
 Landscaping Staff
 HS Utility Personnel

Transportation:

Chairperson: Engr. Celso F. Gumaod
 Members: Motorpool Staff

Announcement/Streamer/Documentation:

Chairperson: Prof. Daniel M. Tadtud, Jr.
 Co-chairperson: Mr. Ludito V. Ramirez
 Members: PICRO Staff
 DYAC Staff

Plaque of Appreciation for the Speaker:

Chairperson: Dr. Manuel K. Palomar
 Members: OVPAF Staff

Snacks for the Speaker and Guests:

Chairperson: Dr. Nelen P. Lambert
 Members: Guest House Staff

Reception/Ushering (including lei & corsage):

Chairperson: Ms. Carmencita S. Reyes
 Co-Chairpersons: Ms. Winefreda T. Oclinaria
 Prof. Elizabeth D. Briones
 Ms. Flora Mia Y. Duatin
 Members: OSA Staff and Dorm Advisers

Dr. Manuel K. Palomar is requested to meet the committee Chairpersons on February 4, 2003, 4:00 p.m. at the OVPAF Conference Room.

Your usual cooperation is earnestly enjoined.


PACIENCIA P. MILAN
 President

cc: OVPAF
 OVPAF
 Records
 File