

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



22 February 2001

MEMORANDUM CIRCULAR NO. 21 Series of 2001

T O: Concerned Faculty and Staff

R E: Working Committees for the 2001 Commencement Exercises

In connection with this year's Commencement Exercises scheduled on April 7, 2001, the following faculty and staff are designated Chairpersons, Co-Chairpersons and Members of the different committees created for the said affair. Please make plans for your respective committees. The different Chairpersons and Co-chairpersons are requested to come to a meeting on March 9, 2001 at 9:00 a.m. at the OPVA Conference Room to discuss matters relative to the commencement exercises.

Thank you for your usual cooperation.


PACIENCIA P. MILAN
President

Working Committees for the Year 2001 Commencement Exercises

1. *Academic Caps & Gowns for Students*

Chairperson: Dr. Eunice Beray
 Co-Chairperson: Dr. Lolita Zapatos
 Members: Dr. Elena Cabilar
 Ms. Marilou Sta. Iglesia

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

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

3. *Honors and Awards*

Chairperson: Dr. Manuel Palomar
 Co-Chairperson: Dr. Rodolfo Escalada
 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: All OCS/PDO/CMO 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. Climaco Espina
 Members: Mr. Domingo Flandez
 Mr. Silvestre Cagande
 All LUAPO 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*

Chairperson: Mr. Dominador Lauzon, Jr.
 Co-Chairperson: Mr. Paul Avila
 Members: Mr. William Cortijos
 All VISCA Hostel Staff

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

Chairperson: Dr. Nelen Lambert
 Co-Chairperson: Ms. Vilma Olleras
 Members: All Guest House Staff

10. *Accommodation as 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

11. *Transportation*

Chairperson: Engr. Celso Gumaod
 Co-Chairperson: Mr. Florencio Macariola
 Members: Ms. Ma. Christina Ramirez
 Ms. Fe Lacerna
 Ms. Luzvisminda Ternura

12. *Graduation Grounds (Seats/Tables/Rostrums/Plants/Flowers, etc) and Hall Preparation*

Chairperson: Engr. Climaco Espina
 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. Rolinda Sanico
 Co-Chairperson: Dr. Wolfreda Alesna
 Members: Ms. Adelina Carreno
 Mr. Domingo Flandez
 All PICRO Staff

14. *Campus Tour (Commencement Day)*

Chairperson: Dr. Rolinda Sanico
 Co-chairperson: Ms. Zenaida Gerona
 Members: Mr. Vicente Cordero
 Mr. Randy Omega
 Mr. Dewoowoogen Baclayon
 All PICRO Staff

15. *Exhibits*

Chairperson: Dr. Jose Bacusmo
 Co-Chairpersons: Dr. Guindolino Gerona
 Dr. Jose Pardales, Jr.
 Members: Dr. Rebecca Santiago
 Dr. Felix Amestoso
 Dr. Misael Diputado, Jr.
 Dr. Othello Capuno
 Dr. Zosimo dela Rosa

16. *Guest Reception*

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
 Ms. Erna Sedigo

17. *Baccalaureate Mass*

Chairperson: Dr. Basilio Dabuet
 Co-Chairperson: Prof. Norberto Canada
 Members: Dr. Misael Diputado, Jr.
 Prof. Lolito Bestil
 Prof. Editha Cagasan
 Mr. Ediezer Noriel

18. *Finance*

Chairperson: Dr. Nerelito Pascual
 Co-Chairperson: Ms. Norma Cala
 Members: All Finance Committee
 Members

19. *Security, Colors, Formation and Marshall (Philippine Flag and ViSCA Banner)*

Chairperson: Prof. Sergio Abit
 Co-Chairperson: ViSCA ROTC Commandant
 Members: Mr. Venerando Jose
 All ViSCA Security Guards
 Selected ROTC Cadets

20. *Food Preparations*

Chairperson: Dr. Nelen Lambert
 Co-Chairperson: Prof. Jocelyn Urgello
 Members: All Guest House Staff

21. *Commencement Rites*

Chairperson: Prof. Daniel Tudtud, Jr.
 Co-Chairperson: Ms. Linda Mariscal
 Members: Ms. Ivy Gorre
 Mr. Nathaniel Rosolada
 All Department Heads
 All Registrar's Office Staff

22. *Table Setting, Utensils Preparation and Food Service*

Chairperson: Dr. Roberta Lauzon
 Co-Chairpersons: Ms. Rebecca Napiere
 Ms. Vilma Olleras
 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: Prof. Trinidad Faelnar
 Ms. Bonita Montes
 Ms. Elvira Soria
 Ms. Evelyn Bestil
 Ms. Myrna Pancito
 Mr. Alexis Bertulfo
 Mr. Randy Omega
 Mr. Junito Panonce

24. *Steering*

Chairperson: Dr. Paciencia P. Milan
 Members: Administrative Council