



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

*Office of the President*

3 July 2003

**MEMORANDUM CIRCULAR NO. 33**  
Series of 2003

**T O: All Committee Chairpersons, Co-Chairpersons and Members of the  
2003 Farmers' Field Day**

**R E: Committee Duties and Responsibilities**

Attached are the duties and responsibilities of the various committees for the 2003 Farmers' Field Day (FFD). Please commence coordination and implementation of tasks immediately so that work will be finished in time for or way ahead of the celebration.

Kindly coordinate with the Office of the Vice President for Research and Extension (OVPRE) if you have needs and problems. The contact persons are: Prof. Milagros C. Bales and Ms. Mildred L. Nayre of RETD, telephone nos. 335-3935 and 335-2617.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**<sup>DPK</sup>  
President

cc: Dr. J. L. Bacusmo  
Prof. M. C. Bales  
Ms. M. L. Nayre  
Records  
File

## **WORKING COMMITTEES**

### **2003 FARMERS' FIELD DAY (FFD)**

#### **Committee**

#### **Duties/Responsibilities**

- |   |   |
|---|---|
| 1. Steering Committee                               | <ul style="list-style-type: none"><li>a. Exercise overall coordination of the FFD activities.</li><li>b. Provide focus and direction to the FFD celebration.</li><li>c. Set necessary policies, guidelines, criteria for participation in the activity.</li><li>d. Facilitate/provide necessary support and assistance to participating units/groups.</li></ul>   |
| 2. Program and Invitation                           | <ul style="list-style-type: none"><li>a. Prepare and distribute the program and invitation to the different LSU colleges/institutes/departments/centers/offices (including external campuses).</li><li>b. Invite the cooperating agencies/institutions/GAs, LGUs, NGOs, POs including ViSCA alumni and farmer organizations in coordination with the Committee on Farmer Participation.</li><li>c. Invite the identified guests/visitors.</li><li>d. Manage the opening program.</li></ul>  |
| 3. Registration/Raffle Draw, and Booth Reservations | <ul style="list-style-type: none"><li>a. Take charge of registration of farmers and other stakeholders in coordination with the community organizers/units concerned.</li><li>b. Prepare summary profile of farmers and booth participants.</li><li>c. Prepare raffle tickets for door prizes.</li><li>d. Take charge of the raffle draw.</li><li>e. Prepare and facilitate distribution of door prizes to winners.</li><li>f. Prepare the FFD map and guide for the farmers/visitors.</li><li>g. Prepare snack/food tickets for farmers.</li></ul> |
| 4. Student Participation                            | <ul style="list-style-type: none"><li>a. Coordinate the participation of students through the different student organizations.</li><li>b. Screen student organizations who can put up booths.</li><li>c. Take charge of students' activities throughout the anniversary celebration.</li></ul>  |
| 5. Booth Watching/Guide/Briefing                    | <ul style="list-style-type: none"><li>a. Guide the farmers (by batch) to the different booths and other appropriate contact points (Farmers' Forum/Field Tour).</li><li>b. Coordinate with units concerned to ensure that a unit representative is present for the briefing.</li><li>c. Coordinate with the Registration Committee regarding grouping of farmers by batch for booth watching/briefing.</li></ul>  |
| 6. Field Tour/Visit                                 | <ul style="list-style-type: none"><li>a. Guide interested farmers to the farm demo sites and other farming facilities of the University.</li><li>b. Provide briefing on the demo sites and other facilities.</li><li>c. Coordinate with the transportation committee on transportation needs.</li></ul>   |



7. Sanitation and Waste Management/  
Toilet Maintenance

- a. Take care of cleanliness and sanitation of the oval site before, during and after the anniversary celebration.
- b. Coordinate with the Ground and Maintenance Committee.
- c. Coordinate with the different participating units in ensuring that garbage/trash cans are maintained in their respective booths.  
(Note: Units with vehicles should dispose their own garbage. Otherwise, they may avail of PPO's vehicle or ask assistance from the University garbage collectors)
- d. Take charge of the maintenance and cleanliness of designated toilets.
- e. Coordinate with OVPRE regarding supplies for toilet cleanliness.

8. Farmers' Skills Competition/Games

- a. Take charge of the farm skills contest and games.
- b. Set the criteria and kind of competition.
- c. Coordinate with the Solicitation Committee for prizes.
- d. Submit list of winners to the Documentation Committee.

9. Booth Competition

- a. Set the criteria for the booth contest, selection, briefing, and invitation of judges.
- b. Facilitate the booth contest.
- c. Coordinate with the Solicitation Committee for prizes.
- d. Submit list of winners to the Documentation Committee.

10. Search for Most Outstanding Farmer

- a. Set/review the criteria for the Search of the Most Outstanding Farmer.
- b. Screen nominees for the search.
- c. Recommend the winner(s) for the award.
- d. Coordinate with RETD/Transportation Committee on the use of vehicle for the actual visit to the nominees' farms.
- e. Document through video the interview and visit to the farms of the nominees.

11. Food/Snacks for the Farmers

- a. Prepare and facilitate distribution of snacks for the farmers and guests/visitors.
- b. Coordinate with RETD on the canvassing and purchase of snack items.
- c. Ensure inspection of the purchased snack items for COA compliance.

12. Field Layout, Booth Construction,  
Restoration and Demolition

- a. Prepare field layout for the FFD celebration.
- b. Construct and assign booths to the participating units/agencies/ group in coordination with the Booth Reservation Committee.
- c. Restore prefabricated booths.
- d. Demolish booths after the celebration.

13. Arc Construction

- a. Prepare and put-up the FFD WELCOME arc.
- b. Remove the arc after the LSU anniversary.



14. Ground Maintenance
  - a. Take charge of fixing grounds for the LSU anniversary celebration, especially areas that are muddy or with low elevation, as well as filling holes resulting from booth construction after the anniversary.
15. Hall Preparation and Restoration
  - a. Take charge of the hall (Convention Center) preparation, stage decoration and restoration for the Farmers' Forum and for the FFD Opening Program.
16. Flower and Garden Show
  - a. Coordinate the Flower and Garden Show.
17. Accommodation
  - a. Take charge of the accommodation of visitors/farmers in coordination with the Invitation Committee.
18. Reception
  - a. Welcome the guests and visitors and usher them during the briefing/viewing of the different displays in the booth and garden show.
  - b. Prepare leis for the guest speaker, farmer awardee(s) and other guests. Coordinate with Program and Invitation Committee for list of guests.
19. Publicity and Documentation
  - a. Coordinate with the University Publicity Committee regarding information to publicize the FFD celebration.
  - b. Facilitate the preparation and putting-up of streamers.
  - c. Take care of the photo documentation and reports about the different FFD activities.
  - d. Submit report, photo and video documentation to OVPRE.
20. Transportation
  - a. Coordinate with the University Transportation Committee in facilitating transportation needs during the FFD.
  - b. Coordinate with the committees concerned regarding their transportation needs (e.g. Farmer Participation, Field Tour, Outstanding Farmer Search, etc.)
21. Lights and Sounds and AV Equipment
  - a. Provide the needed lights and AV equipment during the Farmers' Forum, Opening Program at the Convention Center and the oval stage for the whole duration of the FFD.
22. Solicitation (for FFD, Ugmad Award and Garden Show)
  - a. Solicit prizes and other farmer incentives in coordination with the University-wide Solicitation Committee.
  - b. Prepare and send out acknowledgement letters to donors.
23. Farmers'/Fisherfolks' Forum
  - a. Plan and facilitate conduct of Farmers' Forum.
  - b. Invite speaker and panelists.
  - c. Prepare and distribute program for the Forum.
24. Farmers' Participation
  - a. Send invitations to the different groups/associations of farmers in coordination with the Invitation Committee.

- b. Coordinate with the Committees on Registration, Skills Competition, Farmers' Forum, Field Tour and Booth Guide regarding farmers' participation.
- c. Take charge of the respective units' farmer stakeholders/ participants.

25. Food Preparation/Service

- a. Facilitate the ordering and preparation of food for lunch of farmers.
- b. Set table and necessary utensils needed for lunch.
- c. Facilitate the restoration of the area.