



7 March 2024

**MEMORANDUM CIRCULAR NO. 41**  
Series of 2024

**T O: VSU Concerned Faculty and Staff**

**R E: Working Committees for Partners' Day**

As part of the centennial anniversary celebrations, we have scheduled a **Partners' Day** on **April 19, 2024**. This significant day is dedicated to honoring the invaluable contributions of VSU's partners, whose support has propelled the university to global prominence.

To ensure the smooth implementation of this event, we are creating working committees (*please refer to the attached document*). We kindly request the Chairperson of each committee to convene with your respective members to discuss the necessary preparations for the aforementioned activity.

We greatly appreciate your continued cooperation and support in making this event a success.

**DANIEL LESLIE S. TAN**  
OIC-President

**PARTNERS/FUNDERS DAY  
WORKING COMMITTEE**  
9:30 AM, 19 April 2024, RDE Hall

<b>Committee</b>	<b>Composition</b>		<b>Responsibilities</b>
Steering & Coordination	Chair Members	Dr. Daniel Leslie S. Tan Dr. Edgardo E. Tulin Dr. Dennis P. Peque	<ul style="list-style-type: none"> <li>Spearheads in the overall planning and concept of the Partners' Day</li> <li>Ensure the successful conduct of the activity.</li> </ul>
Finance	Chair Members	Ms. Louella C. Ampac Ms. Alicia M. Flores Mr. Nick Freddy R. Bello	<ul style="list-style-type: none"> <li>Make funds available for the event</li> <li>Facilitate the preparation and release of budget</li> </ul>
Invitation	Chair Members	Dr. Rotacio S. Gravoso Dr. Pauline S. Caintic Ms. Tifanny P. Baguio	<ul style="list-style-type: none"> <li>Send and follow up invitation to all concerned guests, VSU key officials, and other participants</li> <li>Coordinate/send invitations to all participants involved in the program (including intermission performers, emcee, etc.)</li> </ul>
Program	Chair Members	Engr. Alan B. Loreto Dr. Bayron S. Barredo Dr. Jannet C. Bencure UIMC staff	<ul style="list-style-type: none"> <li>Organize the program and coordinate the general flow of activities</li> <li>Prepare, layout, and reproduce the program</li> </ul>
Awards and Token	Chair Members	Dr. Dennis P. Peque Dr. Rotacio S. Gravoso Ms. Louella C. Ampac Ms. Honey Sofia V. Colis Dr. Ivy C. Emnace Dr. Ana Marquiza M. Quilicot Ms. Maria Elsa M. Umpad Ms. Caroline B. Anduyan	<ul style="list-style-type: none"> <li>Prepare the citation for the plaques/certificate of recognition for VSU Partners</li> <li>Facilitate in the procurement of the plaques</li> <li>Prepare tokens for the award-ees and guests</li> </ul>
Food	Chair Members	Dr. Ivy C. Emnace Ms. Caroline B. Anduyan	<ul style="list-style-type: none"> <li>Prepare menu, and facilitate/coordinate with the guest house/caterer for food preparation</li> </ul>
Accommodation	Chair Members	Dr. Allen Glennie P. Lambert Ms. Maria Elsa M. Umpad	<ul style="list-style-type: none"> <li>Coordinate with the VSU accommodation facilities in-charge for the reservation of guests</li> <li>Ensure that guests are assigned to a room and properly billeted</li> </ul>

Multi-media Support, Publicity and Documentation	Chair Members	Dr. Rotacio S. Gravoso Dr. Ulderico B. Alviola UIMC staff	<ul style="list-style-type: none"> <li>• Prepare multi-media presentation of the awardees</li> <li>• Prepare backdrop</li> <li>• Take charge in the video and photo documentation</li> <li>• Arrange for the live streaming of the event</li> </ul>
Reception and Ushering	Chair Members	Ms. Elmera Y. Bañoc Ms. Corazon A. Padila VSU Ushers/Usherettes	<ul style="list-style-type: none"> <li>• Organize a group of ushers</li> <li>• Usher/receive guests and participants to their respective seat assignment and see to it that everybody is properly seated</li> </ul>
Venue and Decoration	Chair Members	Mr. Roden D. Troyo Ms. Maria Verjie Q. Subere RDE Hall staff	<ul style="list-style-type: none"> <li>• Put up hall decoration appropriate for the occasion</li> <li>• Take charge in the venue preparation including sitting arrangements of guests</li> </ul>
Multi-media Equipment, Lights & Sounds System	Chair Members	Engr. Marlon G. Burlas Staff of Electrical and Sounds Office	<ul style="list-style-type: none"> <li>• Prepare all necessary equipment and facilities needed for the entire event</li> </ul>
Registration	Chair Members	Ms. Maria Verjie Q. Subere Ms. Maria Louella C. Tambis Research staff	<ul style="list-style-type: none"> <li>• Take charge in the general registration of participants during the event</li> </ul>
Transportation	Chair Members	Ms. Caroline B. Anduyan Mr. Artemio Nayre	<ul style="list-style-type: none"> <li>• Facilitate the provision of transportation for guests and other participants</li> <li>• Assist the drivers of the guests especially during lunch</li> </ul>
Security and Traffic Management	Chair Members	Dr. Julius V. Abela Security Officers	<ul style="list-style-type: none"> <li>• Ensure the overall safety and security of everybody throughout the event</li> <li>• Coordinate and manage the traffic flow around the venue</li> </ul>