



LEYTE STATE UNIVERSITY

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Office of the President

14 November 2002

MEMORANDUM CIRCULAR NO. 73

Series of 2002

T O: All LSU Faculty and Staff Concerned

R E: University-wide Christmas Party on December 19, 2002

In the spirit of the yuletide season and to foster unity and wholesome relationship among faculty and staff, a university-wide Christmas Party shall be held on December 19, 2002 at the LSU Gymnasium.

In view of this, the following working committees shall be created to plan and facilitate for the successful conduct of the affair:

1. Over-all Planning and Coordination

Dr. Manuel Palomar	- Chairperson
Dr. Jose Alkuino, Jr.	- Co-Chairperson
Dr. Jose Bacusmo	- Co-Chairperson
Dr. Edwin Pilapil	- Member
Dr. Isabel Bertulfo	- Member
Ms. Norma Cala	- Member
Dr. Lourdes Cano	- Member
Deans of Colleges	- Members

2. Hall Preparation/Demolition

Engr. Nestor Israel	- Chairperson
All PPO Personnel	- Members

3. Table Arrangement and Coordination with Colleges/Centers/Offices

Ms. Norma Cala	- Chairperson
Dr. Oscar Posas	- Co-Chairperson
Dr. Myrna Avila	- Co-Chairperson
Dr. Juan Labra	- Co-Chairperson
All LUPDU Laborers	- Members

4. Food Preparation for BOR Members/Guests

- Dr. Nelen Lambert - Chairperson
- All Guesthouse Personnel - Members

5. Parlor Games

- Prof. Remedios Russel - Chairperson
- All IHK Staff - Members

6. Solicitation Committee for Prizes

- Dr. Lourdes Cano - Chairperson
- Mr. Manuelito Pala - Co-Chairperson
- All Property Office Personnel - Members
- All PSO Office Personnel - Members
- LSU Cebu Office Staff - Members

7. Program Preparation & Management

- Prof. Daniel Tadtud, Jr. - Chairperson
- Ms. Bibiana Balbarino - Member
- Ms. Zenaida Gerona - Member
- Dr. Anabella Tulin - Member

8. Contest Committee

- Dr. Edwin Pilapil - Chairperson
- Dr. Isabel Bertulfo - Co-Chairperson
- All CAC Staff - Members
- VFA & VAPA President - Members

9. Stage Decoration

- Engr. Mario Lilio Valenzona - Chairperson
- Prof. Elizabeth Briones - Member
- Mr. Domingo Flandez - Member
- All PPO & DOH Laborers - Members

10. Lights and Sound

- Engr. Apolonio Encierto - Chairperson
- Mr. Dominador Poliquit - Member
- All PPO Electricians - Members

11. Transportation

- Engr. Celso Gumaod - Chairperson
- Mr. Florencio Macariola - Member
- Ms. Perseveranda Patolilic - Member

12. General Utility (including cleaning of Gymnatorium CR and surroundings)

Mr. Jaime Pascual	- Chairperson
Mr. Eduardo Asilom	- Member
Mr. Jose Capuno	- Member
Mr. Francisco Valenzona	- Member
Mr. Petronilo Nuñez	- Member
Mr. Carlos Valenzona	- Member
Mr. Felix Abanera	- Member
Mr. Filadelfo Llano	- Member
Mr. Roberto Pascual	- Member
Mr. Gil Impas	- Member
Mr. Mario Bantugan	- Member
Mr. Peter Belarmino	- Member
Mr. Jerry Posas	- Member
Mr. Siegfredo Bande	- Member

For this purpose, a meeting among all committee Chairmen and Members of the Over-all Planning and Coordination Committee will be held on November 26, 2002 at 4:00 p.m., OVPAF Conference Room. It shall be presided by Dr. Manuel K. Palomar.

Please be guided accordingly.


PACIENCIA P. MILAN
 President