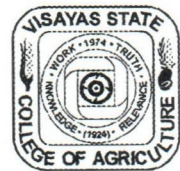


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



1 December 2000

MEMORANDUM CIRCULAR NO. 97 Series of 2000

T O: All Concerned

R E: Working Committees for Holding of a College Wide Christmas Party

In order to truly feel the spirit of Christmas among ViSCA employees, a College wide Christmas Party is scheduled on December 14, 2000 at the ViSCA Gymnatorium. Each department/center/unit is enjoined to bring their own food preparation (Pot Luck).

Thus, in order to ensure the success of this activity, the following committees are hereby created:

1. Invitation and Program Committee

Prof. Daniel M. Tudit, Jr.	- Chairperson
Dr. Rolinda T. Sanico	- Vice Chairperson
Prof. Lucy B. Paloma	- Member
Ms. Bibiana V. Balbarino	- Member
Ms. Honey Sofia V. Colis	- Member
Ms. Josefina M. Larrosa	- Member
Ms. Elizabeth B. Albiso	- Member

2. Coordination per department/center/office presentation

Prof. Eliseo P. Pastrano	- Chairperson
Prof. Thelma C. Zafra	- Vice Chairperson
Mr. Fermin P. Inoferio	- Member
Ms. Florife A. Gatchalian	- Member
Ms. Mary Jane M. Sapan	- Member
Ms. Aleli A. Villocino	- Member

3. Committee on Games and Choral Contest

Prof. Martha Y. Villalino	- Chairperson
Prof. Remedios R. Russel	- Vice Chairperson
Dr. Edwin Pilapil	- Member
Dr. Virgie Albarico	- Member
Prof. Josefina Subere	- Member
Ms. Adelina Carreno	- Member
Dr. Zenaída Dumaguing	- Member
Ms. Goldamier Seroy	- Member
Ms. Chona Ampo	- Member
Mrs. Paz Pala	- Member

4. Prizes Solicitation Committee

Ms. Jeanette B. Israel	- Chairperson
Mr. Edgardo L. Dequito	- Vice Chairperson
Ms. Rosa Ophelia D. Velarde	- Member
Ms. Lourdes B. Cano	- Member
Ms. Nida C. Faelnar	- Member
All SPMD & VCO Staff	- Members

5. Food Preparation for Invited Guests (Presidential Table)

Dr. Nelen P. Lambert	- Chairperson
Prof. Jocelyn Patricia Urgello	- Vice Chairperson
All Guest House Personnel	- Members

6. Food Setting/Arrangement Per Office

Ms. Rebecca B. Napiere	- Chairperson
Office/Dept./Heads & Center Directors	- Chairperson
Office/Dept./Center Staff & Employees	- Members

7. Solicitation of Products from IGPs for Institutional Use

Dr. Nerelito P. Pascual	- Chairperson
Prof. Climaco D. Espina	- Vice Chairperson
All IGP Project Managers	- Members

8. Lights and Sounds

Engr. Apolonio M. Encierto	- Chairperson
Mr. Dominador G. Poliquit	- Member
Mr. Rolando F. Bacalso	- Member
Mr. Desiderio A. Lomongo	- Member
Mr. Macario F. Lopez	- Member
Mr. Alfredo Braga	- Member
Mr. Leonel M. Avellana	- Member
Mr. Juan C. de Asis	- Member

9. Gymnatorium/Venue Preparation (including tables & chairs)

Engr. Nestor M. Israel	- Chairperson
Prof. Climaco D. Espina	- Vice Chairperson
All PPO and LUAPO Staff	- Members

10. Transportation

Engr. Celso F. Gumaod	- Chairperson
Mr. Florencio Macariola	- Member
Mr. Jovenal B. Belarmino	- Member
Ms. Redempta L. Soria	- Member
Ms. Fe L. Diaz	- Member

11. Reception of Invited Guests

Dr. Isabel P. Bertulfo	- Chairperson
Dr. Lualhati M. Noriel	- Member
Prof. Lorenza B. de Pedro	- Member
Prof. Marita Galinato	- Member
Dr. Ma. Juliet Ceniza	- Member

12. Administrative Staff Participation

Dr. Nerelito P. Pascual	- Chairperson
Ms. Lourdes B. Cano	- Vice Chairperson
Ms. Ma. Cristina U. Ramirez	- Member
Ms. Winefreda T. Oclinaria	- Member
Mrs. Rebecca B. Napiere	- Member
Ms. Fe L. Diaz	- Member
Mr. Ludito V. Ramirez	- Member

13. Participation of Academic Staff (Instruction, Research & Extension)

Dr. Manuel K. Palomar	- Chairperson
Dr. Rodolfo G. Escalada	- Vice Chairperson
Dr. Guindolino R. Gerona	- Member
Dr. Jose L. Bacusmo	- Member
Dr. Remegio P. Mollaneda	- Member
Dr. Belita A. Vega	- Member
Dr. Jose R. Pardales, Jr.	- Member
Dr. Zosimo M. dela Rosa	- Member
Dr. Lelita R. Gonzal	- Member
Dr. Rebecca M. Santiago	- Member
Dr. Ma. Juliet C. Ceniza	- Member

14. Committee on Exchanging Gifts

Ms. Norma V. Cala	- Chairperson
Dr. Myrna M. Avila	- Vice Chairperson
Prof. Aurora S. Alkuino	- Member
Ms. Carmencita S. Reyes	- Member
Ms. Andreli D. Pardales	- Member
Ms. Juliet P. Laguna	- Member
Prof. Norberto Canada	- Member
Mrs. Joy Bulilan	- Member
All Academic/Office Heads & Center Directors	- Members

15. Finance Committee

Dr. Nerelito P. Pascual	- Chairperson
All Finance Committee Members	- Members

16. Over-all Coordination

Dr. Isabel P. Bertulfo	- Chairperson
Dr. Manuel K. Palomar	- Vice Chairperson
Dr. Perla M. Tan	- Member
Prof. Daniel M. Tudtud, Jr.	- Member
Mrs. Rebecca B. Napiere	- Member

Please be guided accordingly.


PACIENCIA P. MILAN
 President