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Office of the President

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MEMORANDUM CIRCULAR NO. 3

Series of 2007

T O: All Concerned LSU Alumni

R E: Working Committees for the 2007 LSU Grand Alumni Homecoming

In view of the forthcoming 2007 LSU Grand Alumni Homecoming on May 18 – 19, 2007, the following working committees are hereby constituted with you as the chairman. Considering the proximity of this important event (barely 3 months to go), you are therefore requested to convene your respective committees as soon as possible and undertake necessary steps to ensure the success of this two-day affair. Please see attached committee tasks for your guidance.

Furthermore, please attend a meeting on Tuesday, February 13, 2007 at 3:00 p.m. at the Balay Alumni to finalize plans for the grand homecoming.

Your wholehearted support to this endeavor is enjoined.


PACIENCIA P. MILAN
President

Committees for the 2007 Grand Alumni Homecoming

Steering Committee

Chairmen: Edgardo Tulin, JL Bacusmo
Members: Efren Saz, OB Capuno, Bernie Tocmo, AB Tulin

- Duties:
1. Plan, coordinate, follow up, and oversee implementation of activities/programs.
 2. Assess homecoming celebration and activities to determine strengths and weaknesses and provide input for the next homecoming host.

Secretariat/Registration Committee

Chair: Ma. Theresa Loreto
Co-chair: Zenaida Gerona
Members: Ginas Villagonzalo, Lilian Nuñez, Vic Cordero, JFlor Oraño, Edra Malasaga, Nilda Amestoso

- Duties:
1. Prepare registration form with detachable part to serve as pledge form.
 2. Prepare name tags with year of graduation to be worn by registered alumni.
 3. Establish and carry out mechanism for systematic registration of alumni (Make arrangements with Alumni Board for a clearer delineation on who will issue registration receipts for what, i.e. registration fee, donation, etc.)
 4. Take charge of the financial matters of the 2007 homecoming.

General Program & Kit

Chair: Luz Borines
Co-chair: Vicky Palermo
Members: Ildefonso Parac, Melinda Petalcorin, Ma. Juliet Ceniza, Randy Omega, Luzvisminda Ternura, Pauline Caintic

- Duties:
1. Design and facilitate printing of the general program of activities and give some copies to the Invitation and Program Distribution Committee.
 2. Take charge of the cap and t-shirt purchase and printing.
 3. Prepare the registration kit (with t-shirt and cap, program, Alumni Notes, ballpen) and indorse the same to the Secretariat/ Registration Committee.

Invitation & Program Distribution

Chair: Anilfa Abenoja
Co-chair: Raul Abit
Members: Ed Allan Alcober, Christina Gabrillo, Elsa Umpad, Vilma Patindol, Nilo Calomot, Marina Taganas

- Duties:
1. Prepare and send invitation letters to alumni and to their respective office heads/supervisors to allow them to attend the homecoming on official time.
 2. Tap the assistance of chapter officers/coordinators for the distribution of invitations.
 3. In coordination with the Secretariat and Alumni Board, invite and send programs to selected LSU officials and guests.

Accommodation Committee

Chair: Eusebio Olleras
Co-chair: Ginas Villagonzalo
Members: Alice Andrade, Monolo Loreto, Jr.

- Duties:
1. Make plans for a well-organized accommodation of alumni at the Balay Alumni, Hostel, and dorms.
 2. Make arrangements with the USSO for the use of some dorms to house some alumni and their families during the homecoming.
 3. Coordinate with the Secretariat during the registration in relation to accommodation.
 4. Make a checklist on where alumni are billeted.

Solicitation/ Finance Committee

Chair: Edgardo Tulin, Jose Bacusmo
 Co-chair: Othello Capuno
 Members: Bernie Tocmo, Ginas Villagonzalo, Inday Lauzon

- Duties:
1. Devise strategies to solicit fund in support of the homecoming and alumni association projects.
 2. Solicit ballpens from MetroBank and LBP and other items for the door prizes during the Alumni Night.
 3. Coordinate with the Secretariat on financial matters.

Publicity & Documentation Committee

Chair: Jesus Freddy Baldos
 Co-chair: Raul Abit
 Members: Cecil Joy Duatin, Raul Abit, Nelfa Glova, Ernesto Bulayog, Ade Carreno, Sharon Cangayda

- Duties:
1. Post announcements/ posters starting February, as well as streamers a few days before the homecoming.
 2. Disseminate homecoming program & activities thru tv and radio.
 3. Coordinate with the Secretariat regarding the Committee's needs (e.g. film, batteries, etc.)

Reception/Ushering/Tour

Chair: Rufina Capuno
 Co-chair: Luzvisminda Ternura
 Members: Beatriz Belonias, Luz Asio, Vivian Balbarino, Carmel Bales, Ma. Anabelle Gerona, Chellafe Ensoy, Prose Ivy Ensoy, Jedess Nuñez

- Duties:
1. Organize tour guides for the campus tour of alumni on May 19 (7:00-9:00 am) and prepare trip ticket for this purpose or coordinate with the Motorcade Committee re: use of University vehicles before the motorcade.
 2. Assign specific individuals who will welcome and usher alumni and guests during the symposium (May 18) and Alumni Night (May 19).

Raffle Ticket (Printing, Control & Distribution)

Chair: Edgardo Tulin
 Co-chair: Celso Ensoy
 Members: Ildefonso Parac, Marcelo Quevedo, Nestor Pido, Lorna Abamo, Hazel Bellezas

- Duties:
1. Design and facilitate printing of the raffle ticket. Tickets must be available for distribution on or before the first week of February.
 2. Devise mechanism for systematic distribution of raffle tickets, follow up, monitoring, and collection of sales/proceeds.
 3. Coordinate with the Raffle Draw Committee for systematic drawing of winners during the Alumni Night.
 4. Coordinate with the Finance Committee re: apportioning of share from raffle proceeds.

Venue/Light & Sound Committee

Chair: Federico Godoy, Jr.

Co-chair: Eusebio Olleras

Members: Manuel Casangcapan, Arsenio Ramos, Legario Ramos, Raul Abit, Domingo Poliquit

- Duties:
1. Make arrangements/reservations for the use of LSU Garden Beach Resort and tennis/basketball court; and for the services of sound system and light.
 2. Ensure prompt installation of lights and sound system at the venues of the different activities.
 3. Borrow and haul chairs and tables and arrange them at the different venues in consultation with the Food Committee and Secretariat. Take charge in returning borrowed chairs and tables.

Food Committee

Chair: Luz Moreno

Co-chair: Ellen Cabilar

Members: Vilma Olleras, Zenaida Ecleo, Sally Gisulga, Elizabeth Peque, Alice Andrade, Zeny Estoy, Cynthia Godoy

- Duties:
1. Plan snacks and menu for lunch (May 18) and dinner-cocktail (May 19) and make reservations/ contact caterer.
 2. Plan system of food service.
 3. Coordinate with the Venue/Light & Sound Committee for the arrangement of chairs and tables.

Stage Preparation/Decoration/Demolition

Chair: Mario Baliad

Members: Elizabeth Peque, Gloria Bancalé, Dale Stephen Ecleo, Gil Guadalquiver, Gavino Bastasa, Vic Cordero, Johnson T. Royo, Ulysses Cagasan, Dario Lina

- Duties:
1. Prepare and put up activity label for the Alumni Night and Symposium/Bazaar.
 3. Beautify the Symposium/Bazaar venue with plants, flowers, etc.
 4. Put up a makeshift stage at the tennis court for the Alumni Night and accentuate the venue with a fiesta motif.
 5. Carry out the demolition/ return of borrowed items.

Welcome Booth with Bandoria

Chair: Hilda Nayre

Members: Lilian Nuñez, Felix Salas, Raul Abit, Ruel Sanchez, Jesus Giron

- Duties:
1. Organize/ Contact *Bandoria* group that will play lively music during the alumni registration (May 18).
 2. Encourage involvement/ participation of alumni members with talent in *bandoria*, e.g. Dr. Dabuet, etc.
 3. Decide on what music to play.

Motorcade Committee

Chair: Jose L. Bacusmo

Members: Pastor Garcia, Iko Lucero, Allan Ramal, Ernesto Bulayog, Marcelo Quevedo

- Duties:
1. Plan for successful, colorful and lively conduct of motorcade to Baybay town and back to LSU campus.
 2. Ask permission from the Mayor's Office for the conduct of the motorcade.
 3. Prepare/decorate vehicle (s) for the Alumni King & Queen candidates.
 4. Supervise the conduct of the motorcade.

Sports Exhibition Committee

Chair: Othello Capuno
Member: Federico Godoy, Jr., Idefonso Parac, Francisco Gabunada, Jr.

- Duties:
1. Organize/ coordinate sports exhibitions (basketball, volleyball, lawn tennis, table tennis, badminton) of alumni with other appropriate groups such as the LSU Varsity.
 2. Supervise the conduct of the games.

Symposium/Product Fair/Bazaar

Chair: Antonio Abamo
Co-chair: Algerico Mariscal
Members: Beverlo Pascual, Brenda Ramoneda, Nestor Pido, Marcelo Quevedo, Felix Amestoso, Lemuel Diamante, Roberta Lauzon

- Duties:
1. Plan and prepare program for the symposium and product fair/bazaar.
 2. Decide on the most appropriate theme for the affair.
 3. Invite symposium speakers and resource persons for technology demos and bazaar exhibitors.
 4. Supervise conduct of the symposium and product fair/bazaar.

ALUMNI NIGHT

Live Band Committee

Chair: Pastor Garcia
Members: Ernesto Bulayog, Charlie Tarac

- Duties:
1. Contact/Hire a band that will play music during the Alumni Night.
 2. Coordinate with the Finance Committee as to the cost.

Program & Choreography

Chair: Elsie Salamat
Members: Iko Lucero, Allan Ramal, Jude Nonie Sales

- Duties:
1. Plan for an enjoyable and memorable Alumni Night and coordinate/ assign the parts of the program.
 2. Choreograph the whole Alumni Night program.
 3. Coordinate with ACRO re: presentation of alumni awardees and advise Floor Managers as to how awardees may be presented.

Alumni King & Queen Coronation and Paraphernalia

Chair: Ma. Juliet Ceniza
Members: Andreli Pardales, Ginas Villagonzalo, Flora Mia Duatin, Luz Moreno, Mario Baliad

- Duties:
1. Inquire from the Canvassing Committee as to the number of candidates.
 2. Prepare crown, scepter, sash, bouquets.
 3. In collaboration with the Program and Choreography Committee, plan sequence of presenting the candidates and winners and who will crown/present bouquets and sashes.

Canvassing Committee

Chair: Vivian Balbarino
Members: Argina Pomida, Fe Gabunada, Andreli Pardales, Brenda Ramoneda, Ma. Theresa Loreto

- Duties:
1. Set deadline for submission of names of candidates.

2. Prepare guideline/mechanism for counting of proceeds and inform each chapter on the said guideline/mechanism.
3. Prepare canvass results to be signed by committee members.
4. Indorse proceeds to the Secretariat.

Raffle Draw & Door Prizes

Chair: Eusebio Olleras
 Members: Ma. Theresa Loreto, Celso Ensoy, Ildefonso Parac

- Duties:
1. Devise scheme for drawing of raffle tickets and door prizes during the Alumni Night.
 2. Prepare the items to be given out as door prizes.
 3. Get and secure the ticket stubs to be drawn during the Alumni Night from the Raffle Ticket Committee.

Beef Lechon Committee

Chair: Federico Godoy, Jr.
 Member: Nap Dean, Julius Abela, Noel Borigon

- Duties:
1. Coordinate with the Finance Committee for the reservation/purchase and preparation of beef lechon for the Alumni Night.
 2. Coordinate with the Food Committee as to how and who will dish out the beef lechon.

Curacha

Chair: Milagros Bales
 Co-chair: Nick Elatico
 Members: Vicky Palermo, Lourdes Calleja

- Duties:
1. Plan on the scheme of presenting curacha numbers (by batch or by chapter?) and inform the concerned groups.
 2. Coordinate with the Alumni Night Program Committee as to the sequence of presenting curacha numbers.
 3. Indorse the curacha proceeds to Neneng Loreto.

Floor Manager

Precioso Patindol, Jenny Almeria

- Duties:
1. Confer with the Alumni Night Program Committee regarding the parts of the program and what important points they need to take note of and what to prepare.
 2. Serve as masters-of-ceremonies of the program.

Main Campus Alumni King & Queen Candidate

Chair: Bernardita Bibera
 Co-Chair: Winnie Oclinaria
 Members: Andreli Pardales, Lilian Nuñez, Ernesto Bulayog, Raul Abit

- Duties:
1. Put up Main Campus pair of candidates for Alumni King and Queen.
 2. Help candidates raise money for their candidacy.
 3. Attend the Canvassing of votes.
 4. Assist/ attend to the needs of the Main Campus candidates during the Alumni Night.