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Office of the President

5 April 2016

MEMORANDUM CIRCULAR NO. 28

Series of 2016

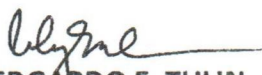
T O: All Concerned

R E: Working Committees for the VSU Grand Alumni Homecoming

This is to inform you that the VSU Grand Alumni Homecoming will be on May 20 – 21, 2016. To ensure the success of said activity, you are hereby designated as Chairpersons/Co-Chairpersons and Members of the different working committees.

In this connection, all designated chairpersons are requested to meet and mobilize their respective committees to plan and discuss their assigned tasks.

Please be guided accordingly


EDGARDO E. TULIN

President

**Working Committees VSU Grand Alumni Homecoming
May 20-21, 2016**

Working Committees		Duties and Responsibilities
Steering Committee:		
Chairperson:	Dr. Edgardo E. Tulin – VSU President	<ul style="list-style-type: none">Provides overall supervision in the preparation and actual conduct of activitiesMonitors the progress of the different committeesRequest for the approval of the President for the use of VSU facilities and involvement of alumni in all activitiesOversees the flow of the entire activities of the alumni homecoming
Co-Chairpersons:	Mr. Deogracias Pernitez – BOD Chair Prof. Elsie E. Salamat – ACRO Head	
Members:	Mr. Ruben Manatad (Batch '76 Coordinator)	
	Dr. Lolito Bestil	
	Dr. Ma. Juliet C. Ceniza	
	Dr. Johdel Ty (Batch '92 Coordinator)	
	Mr. Marcho Bandalan Ms. Pamela P. Oraño VSUAAI BOD Members	
Program and Invitation:		
Chairperson:	Dr. Ma. Juliet C. Ceniza	<ul style="list-style-type: none">Prepares and prints invitation letters and general program of activities of the alumni homecomingSends out invitation letters with the general program to the alumniConducts personal visits to invite VSU alumni in various agencies in the region
Co-Chairpersons:	Prof. Elsie E. Salamat Ms. Pamela P. Oraño	
Members:	Ms. Rodelia C. Ruizo	
	Mr. Alvin Truya	
	All other designated Coordinators	
	Mr. Raul Abit Other ACRO Staff	
Secretariat/Registration:		
Chairperson:	Dr. Erlinda A. Vasquez	<ul style="list-style-type: none">Establishes and carries out a mechanism for a systematic registration of alumniPrepares attendance sheets, registration formsMakes a summary report of all attendees for presentation during the Alumni NightPrepares ID's, meal ticketsFacilitates ticket booking (plane & boat)Kit Preparation: design and printing of T-shirts and other inclusive (Host batch)Kit distribution
Co-Chairpersons:	Ms. Edralin Malasaga Ms. Maria Cleofe Bautista	
Members:	Ms. Joji Grace D. Cortes	
	Ms. Lela A. Lañada	
	Prof. Rose Poliquit	
	Ms. Lorraine Salabao	
	Ms. Guada Babilonia	
	Ms. Lara Oyong	
	Ms. Nhyia Alfeche	
	Ms. Elenita Parac	
	Engr. Mencius Lesidan	
	Mr. Raymund Igcasama	
Ms. Niña Corazon Ceniza		
Prof. Lilian Nuñez		
Dr. Lijueraj J. Cuadra		
ACRO Staff		
Ms. Dianita Casuno		
Finance/Solicitation:		
Chairpersons:	Ms. Adelina O. Carreno Ms. Analyn P. Guevara	<ul style="list-style-type: none">Sends solicitation letters to batchmates or potential sponsorsConsolidates the budget for the entire affairCoordinates with the committee chairpersons on their budget requirementTakes charge of disbursing fundsLiquidates cash advances for the
Co-Chairpersons:	Prof. Francisco G. Gabunada, Jr. (VSUAAI Treasurer) Dr. Anabella B. Tulin (Foreign Affairs)	
Members:	Dr. Elvira C. Torres	
	Mr. Renato Salas	

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	Dr. Marichu M. Padayao Atty. Renato Padayao Engr. Jecela Demegillo Ms. Tess C. Cabuenas Ms. Loidaflor J. Balundo Ms. Sonia L. Pedrosa	homecoming activities ▪ Prepares financial report & present it to the body
Barn Dance Night/Alumni Night:		
Chairperson:	Dr. Lolito C. Bestil	▪ Arranges for the sequence of activities during Alumni Night ▪ Identifies personalities and their part of responsibility in the program ▪ Coordinates with food committee and venue committee for seating arrangement by batch ▪ Takes charge of Alumni Night decoration ▪ Conceptualize the decoration of the stage fitted for the occasion Presentations: - Current Hosts: Batch '76 & '92 Coordinator - Incoming Hosts: Batch '77 & '93
Co-Chairpersons:	Dr. Dinah M. Espina Mr. Jovel Aberilla	
Members:	Mr. Michael Restor Mr. Raul Abit Animal Science Alumni based in VSU Mr. Andrew Mazo Mr. Lyndon Maningo Mr. Allan Ramal Mr. Lemuel Preciados Ms. Ma. Verjie Subere	
Reception/Ushering:		
Chairperson:	Prof. Elsie E. Salamat	▪ Guides attendees to their selected lodging houses after registration ▪ Welcomes and ushers visiting alumni and guests especially during the major activities (Alumni Night)
Co-Chairpersons:	Dr. Erlinda A. Vasquez Ms. Joji Grace D. Cortes	
Members:	Ms. Sonia Pedrosa Engr. Jecela Demegillo Dr. Marichu M. Padayao Ms. Loidaflor J. Balundo Ms. Rodelia C. Ruizo Ms. Teresita Cabuenas Ms. Zeny A. Regatallo Ms. Jecita M. Goyone Ms. Victoria Goyone Ms. Zeny A. Regatallo BALAY ALUMNI STAFF Ms. Arianne Napiere Ms. Lorraine Salabao Ms. Guada Babilonia Ms. Corazon Alvarez PhilRootcrops Ladies c/o Dr. E. Vasquez CSET Ladies	
Accommodation:		
Chairperson:	Prof. Alan B. Loreto	▪ Prepares a complete list of all available lodging facilities in VSU and neighboring places ▪ Takes charge of the booking of the alumni accommodation
Co-Chairpersons:	Prof. Argina M. Pomida Prof. Francisco G. Gabunada, Jr.	
Members:	Balay Alumni Staff Ms. Arianne Napiere	
Food and Drinks:		
Chairpersons:	Dr. Dilberto O. Ferraren	▪ Identifies possible caterers for the activity

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	Dr. Nancy V. Dumaguing	<ul style="list-style-type: none">Coordinates with the caterers for the menu for each meal and snacksMonitors and coordinates closely with the Registration Committee as to the number of participants for food reservationsSees to it that there's a standby water, coffee, milk, tea, cups and teaspoonsSee to it that drinking water is provided during Alumni Night until the end of the activity
Co-Chairpersons:	Ms. Venice Ibañez Prof. Mario Baliad	
Members:	Dr. Ruth O. Escasinas Dr. Lorina A. Galvez Dr. Nelen P. Lambert Ms. Rosario Canoy Dr. Berta Ratilla Mr. William Cortijos Ms. Nicole Florentino Prof. Rose Poliquit Ms. Ma. Inez S. Malazarte Mr. Marcho Bandalan	
Thanksgiving Mass:		
Chairperson:	Mr. Eusebio Olleras	<ul style="list-style-type: none">Arranges for the holding of the Holy Mass at the venueCoordinates and inform the parish priestProvides lectors, choir, servers, mass offerers, etc.Coordinates with the Hall Preparation Committee
Co-Chairpersons:	Ms. Rosario Canoy Fr. Victor Florida, Jr.	
Members:	Prof. Manolo B. Loreto, Jr. Mr. Teddy Ratilla Ms. Nora Dajab Dr. Vilma Patindol Ms. Cynthia Godoy Dr. Remberto A. Patindol Dr. Alfredo Escasinas Prof. Nena Q. Ramos	
Publicity and Documentation:		
Chairperson:	Dr. Editha G. Cagasan	<ul style="list-style-type: none">Disseminates the holding of the alumni homecoming through various media outfits and via online through the VSU Alumni homepagePrepares streamers and tarpaulins to be hanged in venue and strategic places inside and outside VSU CampusTakes charge of the photo and video documentationDocuments the activities of the entire affair. Prepares a photo album, video and article for turnover to VSUAAI Secretary after the affair.
Co-Chairpersons:	Mr. Ulderico Alviola Ms. Ella Lois Bestil	
Members:	Host Batches Representatives Dr. Christina A. Gabrillo Ms. Sheila Marie C. Lemos Ms. Jennifer E. Ando Mr. Michael Restor Mr. Alvin Truya Mr. Jotham Lopez Mr. Genaro G. Godoy	
Venue/Hall Preparation (Registration, VSU Resort, Gymnatorium):		
Chairperson:	Prof. Mario Baliad	<ul style="list-style-type: none">Negotiates for the free use of the venues (VSU Garden Beach Resort, Convention Center) and the amenities.Sees to it that all venues are properly arranged and decorated (backdrop, stage, flowers, and plants)Sees to it that all venues are provided with enough chairs, tables and tents
Co-Chairpersons:	Prof. Arsenio Ramos Ms. Wenifreda T. Oclitaria	
Members:	Mr. Eusebio Olleras Ms. Connie Grace N. Sison Mr. Felix Ocon Alumni Scholars (3) ACRO Staff NCRC Alumni Staff	

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Lights and Sounds:		
Chairperson:	Prof. Alan B. Loreto	<ul style="list-style-type: none">Contact and negotiates possible lights and sound system for their services during the affair
Co-Chairpersons:	Hon. Deogracias Pernitez (sounds) Dr. Lolito Bestil	
Members:	Engr. Buenaventura Pitao Engr. Apolonio M. Encierto PESMU Staff Campus-based An Sci Alumni ACRO Staff	
Transportation:		
Chairpersons:	Mr. Federico Godoy Mr. Marcho Bandalan	<ul style="list-style-type: none">Sees to it that vehicles are always available during the activity (especially during campus tour, alumni night)Makes arrangement for the use of vehicles for hauling of tables, chairs, sound system and other paraphernalia to be used at different venues
Co-Chairperson:	Mr. Remegio M. Sanico	
Members:	Prof. Arsenio Ramos Engr. Nilo Leorna ACRO Staff	
Souvenir Program:		
Chairperson:	Ms. Adelina O. Carreno	<ul style="list-style-type: none">Coordinates with solicitation Committee for sponsors or donors who will be part of the Souvenir ProgramPrepares and lay-out the Souvenir Program to include all donors and/or patronsCoordinates with Finance Committee regarding costing and expenses of the Souvenir Program
Co-Chairperson:	Mr. Jotham Lopez	
Members:	Mr. Diko Reigh Monreal Dr. Rotacio Gravoso Ms. Precious Ogdock Mr. Mark Ygaña Mr. Dioress Vincen Arayan Mr. Ulderico Alviola Mr. Jed Asaph Cortes	
Alumni King and Queen:		
Chairperson:	Prof. Elsie E. Salamat	<ul style="list-style-type: none">Identifies batches responsible for putting up of candidatesConducts canvassing of votesResponsible for providing coronation paraphernalia such as cape, crown, sash, corsage, scepter and etc.Responsible for providing ballots envelope for each candidate pair.
Co-Chairperson:	Ms. Corazon Alvarez	
Members:	Ms. Lorna Abamo Ms. Cecil Joy Duatin Mr. Felix Ocon Dr. Annie P. Gravoso Dr. Fe M. Gabunada Ms. Andreli D. Pardales Prof. Francisco G. Gabunada, Jr. Ms. Reina Arabiana Ms. Nicole Florentino Prof. Fatima Baliña ACRO Staff	
Zumba Dancing and Unity Fun Walk/Run:		
Chairperson:	Ms. Anna Beth A. Varron	<ul style="list-style-type: none">Coordinate with IHK for Zumba dancing/exercise
Co-Chairpersons:	Mr. Raymund Igcasama Mr. Lemuel Preciados	
Members:	Mr. Jovel Aberilla Dr. Niel Serioño Mr. Lomel Abarquez Ms. Lilja Vega Ms. Elmira Bañoc	