



# Visayas State University

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Office of the President

28 March 2014

MEMORANDUM CIRCULAR NO. 13

Series of 2014

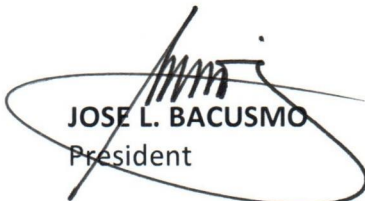
**T O: All Concerned Faculty/Staff**

**R E: Working Committees for the 2014 VSU Grand Alumni Homecoming**

This is to inform you that the 2014 VSU Grand Alumni Homecoming will be on May 16-17, 2014. To ensure the success of said activity, you are hereby designated as Chairpersons/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

  
**JOSE L. BACUSMO**  
President

**WORKING COMMITTEES**  
**2014 VSU GRAND ALUMNI HOMECOMING**  
**MAY 16-17, 2014**

Working Committees		Duties and Responsibilities
Steering Committee		
Chairperson	Dr. Edgardo E. Tulin – BOD Chair	<ul style="list-style-type: none"><li>Provides overall supervision in the preparation and actual conduct of activities</li><li>Monitors the progress of the different committees</li><li>Request for the approval of the President for the use of VSU facilities and involvement of alumni in all activities</li><li>Oversees the flow of the entire activities of the alumni homecoming</li></ul>
Co-Chairperson	Dr. Anabella B. Tulin – Head, ACRO	
	Dr. Annie Parmis-Gravoso (Batch '88 Coordinator)  Dr. Rosario Pedrano-Abela (Batch '89 Coordinator)	
Program and Invitation		
Chairpersons	ACRO	<ul style="list-style-type: none"><li>Prepares and prints invitation letters and general program of activities of the alumni homecoming</li><li>Sends out invitation letters with the general program to the alumni</li><li>Conducts personal visits to invite VSU alumni in various agencies in the region</li></ul>
Members	ACRO Staff All Alumni Communicators	
Testimonies from alumni and disaster preparedness seminar		
Chairperson	Mr. Jesus Freddy M. Baldos	<ul style="list-style-type: none"><li>Plans for the conduct of the Symposium</li><li>Makes arrangements with the prospective symposium speaker/s</li><li>Attends to the logistical requirements of the Symposium</li><li>Identify an MC and one moderator</li><li>Identify persons who will give the “HOPE” talk</li></ul>
Co-Chairperson	Prof. Elsie Salamat	
	Ms. Doris Quieta Ms. Mae Anne Duatin-Reyes Dr. Evelyn B. Aguirre Dr. Lijueraj Cuadra Ms. Alma Bigoy-Cainhog Dr. Teofanes Patindol	
Finance		
Chairperson	Ms. Ginas Aurea Villagonzalo	<ul style="list-style-type: none"><li>Consolidates the budget for the entire affair</li><li>Coordinates with the committee chairpersons on their budget requirement</li><li>Takes charge of disbursing funds</li><li>Liquidates cash advances for the homecoming activities</li><li>Prepares financial report &amp; present it to the body</li></ul>
Co-Chairperson	Dr. Lijueraj Cuadra	
Members	Dr. Rosario Abela Ms. Brenda Ramoneda Dr. Fe Gabunada	
Secretariat/Registration		
Chairperson	Prof. Rose Poliquit	<ul style="list-style-type: none"><li>Establishes and carries out a mechanism for a systematic registration of alumni</li><li>Prepares attendance sheets, registration forms</li><li>Makes a summary report of all attendees for presentation during the Alumni Night</li><li>Prepares ID’s, meal tickets</li><li>Facilitate ticket booking (plane &amp; boat)</li></ul>
Co-Chairperson	Ms. Nicole Florentino	
Members	ACRO Ms. Ginas Aurea Villagonzalo Ms. Fatima Baliña Ms. Edralin Mejia-Malasaga Prof. Lilian Nuñez Prof. Nilda Amestoso Prof. Argina Pomida	
Reception/Accommodation/Ushering		
Chairperson	Dr. Rose Abela	<ul style="list-style-type: none"><li>Prepares a complete list of all available lodging facilities in VSU and neighboring places</li><li>Guides attendees to their selected lodging houses after registration</li><li>Takes charge of the booking of their accommodation</li><li>Welcomes and ushers visiting alumni and guests especially during the major activities (Alumni Night)</li></ul>
Co-Chairperson	Dr. Annie Gravoso	
Members	Ms. Ana Lourdes Javier Ms. Andreli Pardales Mr. Evilio Abenoja Ms. Luz G. Asio Mr. Eusebio Olleras Alumni Communicators - Selected BSHRTM Students	



**WORKING COMMITTEES**  
**2014 VSU GRAND ALUMNI HOMECOMING**  
**MAY 16-17, 2014**

	c/o Dr. Eunice Beray	<ul style="list-style-type: none"><li>Negotiate with “potpot owner” to standby at the guard post for hire or a fee to ferry alumni from the gate to their lodging house.</li></ul>
<b>Food and Drinks</b>		
Chairperson	Dr. Ruth Escasinas	<ul style="list-style-type: none"><li>Identifies possible caterers for the activity</li><li>Coordinates with the caterers for the menu for each meal and snacks</li><li>Monitors and coordinates closely with the Registration Committee as to the number of participants for food reservations</li><li>Sees to it that there’s a standby water, coffee, milk, tea, cups, and teaspoons</li></ul>
Co-Chairperson	Ms. Vilma Olleras	
Members	Ms. Cynthia V. Godoy Ms. Nancy V. Dumaguing Ms. Jessica Guarte Ms. Honey Vega-Colis - Selected BSHRTM students c/o Dr. Eunice Beray	
<b>Thanksgiving Mass</b>		
Chairperson	Dr. Eutiquio Sudaria	<ul style="list-style-type: none"><li>Arranges for the holding of the holy mass at the venue</li><li>Coordinates and inform the parish priest</li><li>Provides lectors, choir, servers, mass offerers, etc.</li><li>Coordinates with the Hall Preparation Committee</li></ul>
Co-Chairperson	Ms. Rosario Canoy	
Members	Ms. Cynthia V. Godoy Dr. Milagros Bales Prof. Rosa Ophelia D. Velarde Prof. Francisco Gabunada	
<b>Publicity and Documentation</b>		
Chairperson	Mr. Jesus Freddy M. Baldos	<ul style="list-style-type: none"><li>Disseminates the holding of the alumni homecoming through various media outfits and via online through the VSU Alumni homepage</li><li>Prepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campus</li><li>Takes charge of the photo and video documentation</li><li>Documents the activities of the entire affair. Prepare a photo album, video and article for turnover to VSUAAI Secretary after the affair.</li></ul>
Members	Ms. Jennifer Ando Mr. Genaro Godoy Ms. Ma. Victoria Stephane G. Asio Ms. Eula Dee Lañada Ms. Janice Marie Monderondo Ms. Ella Lois Bestil	
<b>Venue/Hall Preparation (Registration, VSU Resort, Convention Hall, VSU Gym)</b>		
Chairperson	Prof. Arsenio Ramos	<ul style="list-style-type: none"><li>Negotiates for the free use of the venues (VSU Garden Beach Resort, Convention Center) and the amenities</li><li>Sees to it that all venues are properly arranged and decorated (backdrop, stage, flowers, and plants)</li><li>Sees to it that all venues are provided with enough chairs, tables and tents</li></ul>
Co-Chairperson	Dr. Sonny Sinon	
Members	Dr. Art Pasa Mr. Hernando L. Mondal Mr. Albert Martinez Dr. Dionesio Bañoc Prof. Alfredo Dingal Mr. Jerry Vestra Dr. Julius Abela Dr. Rommel Armecin Prof. Mario Baliad Ms. Winnie Oclinaria	
<b>Lights and Sounds</b>		
Chairperson	Mr. Raul Abit	<ul style="list-style-type: none"><li>Contact and negotiate possible lights and sound system for their services during the affair</li></ul>
Co-Chairperson	Ms. Carmela Yamada	
Members	Mr. Eusebio D. Olleras Ms. Nelsie F. Mondal	
<b>Transportation</b>		
Chairperson	Mr. Raul Abit	<ul style="list-style-type: none"><li>Sees to it that vehicles are always available during the activity (especially during campus tour, alumni night)</li><li>Makes arrangement for the use of vehicles for hauling of tables, chairs, sound system and other paraphernalias to be used at different</li></ul>
Members	Prof. Climaco D. Espina, Jr. Mr. Jovenal Belarmino ACRO	



**WORKING COMMITTEES**  
**2014 VSU GRAND ALUMNI HOMECOMING**  
**MAY 16-17, 2014**

		venues
<b>Department/College Reunions</b>		
Chairpersons	c/o Alumni Communicators in each department/Department Heads	<ul style="list-style-type: none"><li>• Arranges with the University President and other officials for the conduct of department or college reunions</li><li>• Coordinates with department chairman on possible ways in conducting the department or college reunion including tracking of department alumni and submission of activity report to the Secretariat after the activity</li><li>• Secures ways to provide logistical support (i.e. transportation, snacks, venue) to each group</li><li>• Coordinates with the Publicity and Documentation Committee</li></ul>
Co-Chairpersons	ACRO Staff	
Members	Alumni Communicators	
<b>Alumni Night</b>		
Chairperson	Dr. Annie Gravoso	<ul style="list-style-type: none"><li>• Arranges for the sequence of activities during Alumni Night</li><li>• Identifies personalities and their part of responsibility in the program</li><li>• Provides coronation paraphernalia such as cape, crown, sash, corsage, scepter and etc.</li><li>• Coordinates with caterer and venue committee for seating arrangement by batch</li><li>• Takes charge of Alumni Night decoration</li><li>• Conceptualize the decoration of the stage fitted for the occasion</li></ul> <p><b>Presentations:</b></p> <ul style="list-style-type: none"><li>- Current Hosts: Batch '88 &amp; '89 Coordinator</li><li>- Incoming Hosts: Batch '90 &amp; '91</li></ul>
Co-Chairperson	Dr. Rose Abela	
Members	Ms. Marissa Cano Ms. Adelina Carreno Dr. Art Pasa Ms. Cecil Joy Duatin Prof. Allan Ramal Ms. Carmela Yamada Engr. Apolonio Encierto Ms. Melchora D. Telin Ms. Maria Verjie Q. Subere	
<b>Fun and Surprises</b>		
Chairperson	Dr. Milagros C. Bales	<ul style="list-style-type: none"><li>• Identifies specific events, games, surprises, sports, etc.</li><li>• Plans the mechanics and takes charge in the conduct of the games</li><li>• Provides materials/equipment needed</li><li>• Coordinates with finance committee re: budget for door prizes</li></ul>
Co-Chairperson	Prof. Elsie Salamat	
Members	Ms. Nelsie Mondal Ms. Marciana Galambao Ms. Janice Marie Monderondo	
<b>Zumba Dancing and Fun Walk</b>		
Chairperson	Mr. Jovel Aberilla	<ul style="list-style-type: none"><li>• Coordinate with IHK for Zumba dancing/ exercise</li><li>• Identify the route for the “Fun Walk”</li></ul>
Co-Chairperson	Ms. Charis B. Limbo	
Members	Selected MAPEH Majors Ms. Nancy Donayre Ms. Joji Grace Duatin Ms. Maria Verjie Subere Mr. Ricarido Nanggan  Ms. Lowelajane Lacerna Ms. Elmira Bañoc Mr. Edilberto Artiga Ms. Jennifer Ando Ms. Rizza Dacera	



*Alumni and Community Relations Office*

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, 6521-A Philippines

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Website : <http://www.lsu-visca.edu.ph>

March 24, 2014

**Dr. Jose L. Bacusmo**

President

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

Attached is the list of the different working committees for the VSU Alumni Grand Homecoming on May 16-17, 2014 with its chairpersons, co-chairpersons and members, respectively. The composition of these committees and the corresponding persons involved has been the product of the several meetings conducted by the alumni communicators and representatives of the host batches in preparation for the forthcoming grand homecoming for this year.

We are, therefore, submitting this list for the issuance of a memorandum from the Office of the President so that the involvement of everyone in the grand homecoming would be official. We would like to request further that the chairpersons of the different committees be encouraged to immediately meet and mobilize their respective committees towards the accomplishment of their assignments.

Thank you very much.

Very truly yours,

  
**ANABELLA B. TULIN**

Head, ACRO

Inday M.  
P/S prepare memo.  
Thanks

9/11 25/7  
3/26



**WORKING COMMITTEES**  
**VSU ALUMNI GRAND HOMECOMING**  
**May 16-17, 2014**

<b>Working Committees</b>		<b>Duties and Responsibilities</b>
<b>Steering Committees</b>		
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<b>Program and Invitation</b>		
Chairpersons	ACRO	<ul style="list-style-type: none"> <li>Prepares and prints invitation letters and general program of activities of the alumni homecoming</li> <li>Sends out invitation letters with the general program to the alumni</li> <li>Conducts personal visits to invite VSU alumni in various agencies in the region</li> </ul>
Members	ACRO Staff All Alumni Communicators	
<b>Testimonies from alumni and disaster preparedness seminar</b>		
Chairperson	Mr. Freddy Baldos	<ul style="list-style-type: none"> <li>Plans for the conduct of the Symposium</li> <li>Makes arrangements with the prospective symposium speaker/s</li> <li>Attends to the logistical requirements of the Symposium</li> <li>Identify an MC and one moderator</li> <li>Identify persons who will give the "HOPE" talk</li> </ul>
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<b>Lights and Sounds</b>		
Chairperson	Mr. Raul Abit	<ul style="list-style-type: none"><li>▪ Contact and negotiates possible lights and sound system for their services during the affair</li></ul>
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Members	Mr. Eusebio D. Olleras Ms. Nelsie F. Mondal	



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Chairperson	Mr. Raul Abit	<ul style="list-style-type: none"><li>Sees to it that vehicles are always available during the activity (especially during campus tour, alumni night)</li><li>Makes arrangement for the use of vehicles for hauling of tables, chairs, sound system and other paraphernalia to be used at different venues</li></ul>
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Fun and Surprises		
Chairperson	Dr. Mila Bales	<ul style="list-style-type: none"><li>Identifies specific events, games, surprises, sports, etc.</li><li>Plans the mechanics and takes charge in the conduct of the games</li><li>Provides materials/equipment needed</li><li>Coordinates with finance committee re: budget for door prizes</li></ul>
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Members	Ms. Nelsie Mondal Ms. Marciana Galambao Ms. Janice Marie Monderondo	
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Chairperson	Mr. Jovelle Aberilla	<ul style="list-style-type: none"><li>Coordinate with IHK for Zumba dancing/exercise</li><li>Identify the route for the "Fun Walk"</li></ul>
Co-Chairperson	Mr. Charisse Limbo	
<b>Members:</b> Selected MAPEH majors, Ms. Nancy Donayre, Ms. Joji Grace Duatin, Ms. Virgie Subere , Mr. Rick Nangan, Ms. Venus Gahoy, Ms. Louella Lacerna, Ms. Elmira Banoc, Mr. Edilberto Artiga, Ms. Jennifer Ando, Ms. Rizza Dacera		