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# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

**Office of the President**

25 November 1999


MEMORANDUM NO. 122  
Series of 1999

T O: All Staff Members Concerned

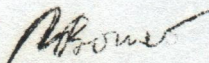
SUBJECT: Working Committees for the Baybay Town Fiesta Agro-Industrial Fair '99

You are hereby designated chairmen, co-chairmen and members of the different working committees for the Baybay Town Fiesta Agro-Industrial Fair on December 21-28, 1999. For your specific activities, kindly coordinate with the chairman of the steering committee.

Please be guided accordingly.

  
PACIENCIA P. MILAN  
President

Noted by:

  
JOSE CARLOS L. CARI  
Municipal Mayor  
Baybay, Leyte



**ViSCA - MAO WORKING COMMITTEES FOR THE BAYBAY AGRO-INDUSTRIAL FAIR**  
**21-28 December 1999**

**1. ViSCA - MAO Steering Committee**

Chairman : Dr. Salvador Dagoy  
Co-Chairman : Dr. Perfecto Bartolini  
Members : Ms. Elena Siddiqui  
              Dr. Roberta Lauzon  
              Dr. Antonia Sandoval  
              Engr. Alan Loreto  
              Dr. Eutiquio Sudaria  
              Prof. Milagros Bales  
              Prof. Elizabeth Briones  
              Prof. Luz Moreno  
              Dr. Juan Labra  
              Ms. Norma Cala  
              Ms. Elisita Ponce  
              Ms. Ma. Isabel Cano

**2. Parade and Farmers' Participation**

Chairman : Ms. Elena Siddiqui  
Members : All Personnel, Mun. Ag. Office  
              Dr. Edwin Balbarino  
              Dr. Beverlo Pascual  
              Dr. Antonia Sandoval  
Assembly time : 7:00 a.m.  
Parade : 8:00 a.m.

- 2.1 Invite bands for the parade
- 2.2 Ensure farmers' participation in the parade
- 2.3 Manage the conduct of the parade
- 2.4 Take charge of the participation of farmer-exhibitors

**3. Site Preparation and Demolition**

Chairman : Dr. Juan Labra  
Co-Chairman : Engr. Alan Loreto  
Members : Engr. Climaco Espina  
              Engr. Pol Encierto  
              Engr. Nestor Israel  
              Dr. Eutiquio Sudaria  
              LUAPO  
              PRCRTC  
              FARMI  
              PPO

- 3.1 Layout exhibit area
- 3.2 Put-up a fence around the site
- 3.3 Construct booths
- 3.4 Install light and sound system
- 3.5 Demolish booths and fence

**4. Program and Invitation**

Chairman : Prof. Ophelia Velarde  
Co-Chairman : Prof. Mila Bales  
Members : Dr. Anilfa Abenoja  
              Mr. Alwin Nayre  
              Ms. Raquel Paraiso  
              Mr. Jorge Omolon  
              Ms. Narlyn Pantollano

- 4.1 Take charge of the opening program
- 4.2 Invite guests for the opening program
- 4.3 Invite exhibitors (excluding farmers)
- 4.4 Prepare certificates of appreciation for exhibitors
- 4.5 Prepare ribbon (for ribbon cutting) and leis for guests

**5. Prizes**

Municipal Agriculture Office

Ms. Cecil Joy Duatin  
Ms. Elisita Ponce  
Ms. Flor Agon  
Ms. Adelina Carreno

- 5.1 Prepare "Pinaka-" prizes for farm products (including identification of categories and judges)
- 5.2 Prepare booth prizes
- 5.3 Identify judges for the booth contest
- 5.4 Ensure the distribution of prizes

**6. Publicity**

Chairman : Ms. Adelina Carreno  
              DYAC Staff

- 6.1 Prepare streamers and/or posters on the activity & free clinic
- 6.2 Provide radio coverage



**7. Transportation**

Chairman : Engr. Celso Gumaod  
Members : Ms. Fe Diaz  
              Ms. Julia Tabinas  
              Mr. Jovenal Belarmino

7.1 Arrange transportation for the booth construction materials, exhibits, snacks and participants

**8. Security**

Chairman : Mr. Joel Ancheta  
Co-Chairman : Mr. Venerando Jose  
Members : VISCA Security Force

8.1 Provide security for the exhibit area throughout the duration of the fair

**9. Sanitation and Cleanliness**

Chairman : Mr. Antonio Plaza  
Members : Personnel of the Gen. Services Office

9.1 Ensure the cleanliness and sanitation of the fair site throughout the fair duration

**10. Solicitation of funds from the LGU/Fiesta Committee**

Chairman : Ms. Norma Cala  
Co-Chairman : Ms. Luzvisminda Ternura  
Members : Ms. Raquel Paraiso  
              Ms. Narlyn Pantollano

10.1 Solicit funds from the Fiesta Committee for the snacks, and for the booth construction materials  
10.2 Solicit from the Governor and other benefactors for the prizes for exhibitors and contests

**11. ViSCA Exhibits**

Chairman : Mr. Dewoowoogen Baclayon  
Members : Prof. Luz Moreno, NARC  
              Ms. Janet Peña, RCRC  
              Dr. Perfecto Bartolini, PRCRTC  
              Prof. Nancy Dumaguing, BIDANI  
              Dr. Roberta Lauzon, DAC-FS  
              Prof. Elizabeth Briones, DOH  
              Dr. Sulpecio Bantugan, DASVM  
              Dr. Buenaventura Dargantes, ITE

11.1 Put-up exhibits (actual specimens of recommended cultivars, prototype, prod'n. and processing equipment, pictures of technology commercialization, etc)  
11.2 Distribute tree planting materials (PRCRTC), printed extension materials

**12. What's Up in Baybay Booth**

Chairman : Mr. Ludito Ramirez  
Co-Chairmen : Ms. Elena Siddiqui  
                  Mr. Noel Managbanag  
                  Engr. Cris Loreto  
Members : Mr. Domingo Flandez  
              Mr. Virgilio Pomida  
              Mr. Mizaël Cerna  
              Mr. Dennis Catorce  
              Mr. Alwin Nayre  
              Mr. Joel Plasabas

12.1 Prepare exhibit materials  
12.2 Coordinate with the Municipal Development Planning Office and government agencies on projects and programs implemented for public information dissemination  
12.3 Put-up display

**13. Snack Committee**

Chairman : Ms. Mora Abarquez  
Members : Municipal Agriculture Office  
              Personnel

13.1 Prepare snacks for the guests and participants of the opening program

**14. Free Clinic**

Chairman : Dr. Philbert Moga  
Co-Chairmen : Dr. Proceso Mantua  
                  Dr. Evelyn Guinocor  
                  Mr. Mario Cellona  
Members : WLPD Doctors & Nurses  
              RHU 1 & RHU 2 Staff

14.1 Conduct and manage free clinic