



10 June 2021

MEMORANDUM CIRCULAR NO. 65
Series of 2021

T O: All Concerned

**R E: Working Committees for the CHED PADYAK Caravan Day for Region 8 and
VSU Board of Regents Assembly**

The university will host the upcoming CHED PADYAK Caravan Day for Region 8 on June 25, 2021 and an assembly of the VSU Board of Regents will be held the day before the said activity. To ensure the success of the said activities, you are hereby designated to compose the local working committees. The Committee Chairpersons are advised to meet with their respective group to plan their course of action relative to their assignment.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President

Local Working Committees
CHED PADYAK Caravan Day–Region 8 and BOR Assembly

| COMMITTEE | FUNCTIONS |
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| 1. STEERING COMMITTEE Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Mr. Allen Glennie P. Lambert Mr. Jed Asaph D. Cortes Mr. Ulderico B. Alviola | <ul style="list-style-type: none"> Plans for smooth implementation of the activity Oversees the implementation of all the activities Makes funds available |
| 2. PROGRAM AND INVITATION Chair: Dr. Guiraldo C. Fernandez, Jr. Co-Chair: Mr. Allen Glennie P. Lambert Members: Dr. Charis B. Limbo Ms. Maria Elsa M. Umpad Ms. Mariane B. Ubay Mr. Jed Asaph D. Cortes Mr. Ulderico B. Alviola Ms. Antonieta D. Israel Ms. Vivian V. Balbarino IHK Faculty and Staff | <ul style="list-style-type: none"> Prepares the activity program Makes invitations to prospective plenary speakers and participants Assigns facilitators for the program Monitors and ensures smooth flow of the program Send letter of request to the PNP for escort during the Padyak caravan. Supervises in the design of invitations, tokens, certificates, plaques, etc |
| 3. T-Shirts for Cycling Chair: Dr. Charis B. Limbo Members: IHK Faculty and Staff | <ul style="list-style-type: none"> Submit designs and needed budget for the Cycling T-shirts. Order Cycling T-shirts for the Padyak day caravan activity. |
| 4. ACCOMMODATION COMMITTEE Chair: Mr. Allen Glennie P. Lambert Members: Dr. Guiraldo C. Fernandez, Jr. Ms. April Gayle V. Calunangan | <ul style="list-style-type: none"> Coordinates with the In-Charge of VSU Apartelle, Cottages, Seafront Suites, Balay Alumni and ATI Dorm and Director's Cottage, for accommodation of guests, regents and participants Arranges room accommodations of guests, resource persons and participants |
| 5. FOOD COMMITTEE Chair: Ms. Josefina M. Larrosa Co-Chairs: Ms. Arrah Mae C. Godoy Members: VSU Pavilion Staff | <ul style="list-style-type: none"> Coordinates with the organizers for food menu and number of persons to be served Monitors and ensures quantity and quality food service |
| 6. TRANSPORTATION COMMITTEE Chair: Engr. Marlon G. Burlas Co-Chair: Dr. Julius V. Abela Members: GSD Drivers | <ul style="list-style-type: none"> Organizes transportation requirements of guests and invited resource persons Ensures transport service availability on time as scheduled Ensures the reliable condition of the transportation vehicles |

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| 7. VENUE PREPARATION & RESTORATION Chair: Mr. Roden D. Troyo Co-Chair: Dr. Rosario A. Salas Members: Mr. Jerry B. Posas Mr. Nicasio Lingatong Ms. Elmira Y. Bañoc GSD-Landscape staff | <ul style="list-style-type: none"> • Prepares the venue for the activity sessions • Coordinates with the program committee on the arrangement of tables and chairs • Decorates the stage and install backdrop • Restores the hall after the completion of the activity • Installs decoration set-up at CCE 2nd floor and Stage in the lower oval ground. |
| 8. SOCIALS COMMITTEE Chair: Dr. Ma. Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia D. Velarde Member: Prof. Alan B. Loreto | <ul style="list-style-type: none"> • Plans for activities during the socials such as assigning emcee, speakers and presentations |
| 9. PUBLICITY & LIVE STREAMING COMMITTEE Chair: Mr. Ulderico B. Alviola Members: Mr. Jed Asaph D. Cortes Mr. Genaro G. Godoy Mr. Norman O. Villas Webteam Staff Information Staff | <ul style="list-style-type: none"> • Organizes live streaming coverage during the event • Designs and posts publicity materials such as streamers/tarpaulin, posters, etc. • Issues articles/newsletters • Prepares streamers at the VSU Main gate |
| 10. DOCUMENTATION & PROCEEDINGS Chair: Mr. Jed Asaph D. Cortes Co-chair: Ms. Mariane B. Ubay Members: Mr. Genaro G. Godoy DYDC Staff | <ul style="list-style-type: none"> • Arrange with the program committee on the schedule of activities • Prepares equipment such as recorder, laptop, video camera, camera and other needs for documentation of the entire event • Assigns and record activities for the entire proceedings • Encodes and transcribe data from recorded information • Hire and instruct fulltime personnel (JO) for drafting of the proceedings • Prepare final draft of proceedings for printing |
| 11. MULTIMEDIA COMMITTEE Chair: Engr. Sean O. Villagonzalo Members: ICTMC staff RDE Hall staff | <ul style="list-style-type: none"> • Provides quality and uninterrupted multimedia support for the activity |
| 12. LIGHTS AND SOUNDS Chair: Engr. Marlon G. Burlas Members: Electrical Services staff | <ul style="list-style-type: none"> • Provides quality and uninterrupted lights and sound system support for the venue |
| 13. FINANCE COMMITTEE Chair: Dr. Guiraldo C. Fernandez, Jr. Member: Ms. Antonieta D. Israel | <ul style="list-style-type: none"> • Receives registration payments and issues official receipts • Allocate appropriate funds for the activity being the host of the event |

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| 14. SECRETARIAT Chair: Dr. Guiraldo C. Fernandez, Jr. Members: Ms. Mariane B. Ubay Ms. Vivian V. Balbarino Ms. Antonieta D. Israel | <ul style="list-style-type: none"> • Prepares the participants' certificate of participation, certificate of appearance, ID's • Prepares plaques for invited speakers and tokens • Provides assistance to participants in relation to the activity • Prepares stage backdrop |
| 15. SOUVENIRS and TOKENS Chair: Ms. Elmira Y. Bañoc Co-Chair: Ms. Tifanny P. Baguio | <ul style="list-style-type: none"> • Packages the souvenirs / tokens for VSU Board of Regents and guests |
| 16. HEALTH and SECURITY Chair: Dr. Julius V. Abela Co-Chair: Dr. Elwin Jay V. Yu Members: OUDRRM personnel USHER personnel | <ul style="list-style-type: none"> • Provides security. • Coordinate with the local PNP of the caravan activity. • Provides health assistance during the activity. • Provides ambulance during the caravan event. |