



20 March 2023

MEMORANDUM CIRCULAR NO. 54

Series of 2023


T O: All VSU Faculty and Staff Concerned

R E: Working Committees for the General Alumni Homecoming on 19-20 May 2023

The General Alumni Homecoming 2023 is scheduled on 19-20 May 2023. To ensure smooth implementation of the activities, Working Committees are hereby created. Attached, please find the Working Committees.

Moreover, to orient the committees of their respective duties and responsibilities, all Chairpersons and Co-Chairpersons are requested to attend a meeting on **Friday, 24 March 2023, 2:00 o'clock in the afternoon** at the **2nd Floor of the New Balay Alumni**.

Your usual cooperation is hereby anticipated.


EDGARDO E. TULIN
President

VSU ALUMNI HOMECOMING 2023

19-20 May 2023

VSU, Baybay City, Leyte

Committee	Composition	Duties and Responsibilities
1. Steering Committee Chairperson: Co-Chairperson: Members:	Dr. Edgardo E. Tulin Mr. Deogracias Pernitez Ms. Corazon A. Padilla Prof. Jedi Joy Mahilum Dr. Rotacio Gravoso	<ul style="list-style-type: none"> Provides overall supervision in the preparation and actual conduct of activities; Monitors the progress of the different committees; Request for the approval of the President for the use of VSU facilities and involvement of alumni in all activities; and Oversees the flow of the entire activities of the alumni homecoming.
2. Solicitation & Finance Chairperson: Members:	Ms. Maria Elsa M. Umpad Ms. Honey Sofia V. Colis Ms. Lilibeth Pagalan Ms. Gemma Caasi (Davao) Atty. Hermes Arino (Bacolod) Ms. Marya Zea Villaganas & Ms Emma Tayod (Cebu) Mr. Manuel Jayectin & For. Luisito Badbaran (Bohol) Ms. Ela Victoria Sarmago (Manila) Ms. Jona Chan & Ms Rhoda Norega (Ormoc) Ms. Maria Aurora Miguel & Ms Erlolinda Pastoril (Baybay) Ms. Gemma Bandibas (So. Leyte) Ms Ma. Teresa Capri (Tacloban) Dr. Eugenia Lonzaga (Samar) Homecoming Treasurer: Ms Lilibeth Victoria Pagalan	<ul style="list-style-type: none"> Initiates strategies to solicit funds in support of the homecoming; Scout possibilities for recruiting private companies/benevolent alumni for sponsorships; Consolidates the budget for the entire affair; Coordinates with the Committee chairpersons on their budget requirements; Takes charge of disbursing funds and Prepares financial report and presents to body.
3. Program & Invitation Chairperson: Co-Chairperson: Members:	Dr. Rotacio Gravoso Ms. Corazon A. Padilla Alumni Communicators Ms. Gemma Caasi (Davao) Atty. Hermes Arino (Bacolod) Ms. Marya Zea Villaganas & Ms. Emma Tayad (Cebu) Mr. Manuel Jayectin & For. Luisito Badbaran (Bohol) Ms. Ela Victoria Sarmago (Manila) Ms. Jona Chan & Ms Rhoda Norega (Ormoc) Ms. Maria Aurora Miguel & Ms. Erlolinda Pastoril (Baybay) Ms. Gemma Bandibas (So. Leyte) Ms. Ma. Teresa Capri (Tacloban) Dr. Eugenia Lonzaga (Samar) Dr. Ulderico B. Alviola	<ul style="list-style-type: none"> Prepares and facilitates the printing of invitation letters and general program of activities of the alumni homecoming; Send invitation letters with the general program of activities to fellow alumni and to their respective office heads/ supervisors to allow them to attend the homecoming on official time; and Taps the assistance of chapter officers/ coordinators for the distribution of invitations and other information about the homecoming.
4. Publicity & Documentation Chairperson: Co-Chairpersons: Members:	Dr. Ulderico B. Alviola Mr. Jed Asaph D. Cortes Ms. Isabelle Mae Amora	<ul style="list-style-type: none"> Prepares a short video clip to be posted online (VSU FB/Web) to advertise the event;

	Ms. Mikaela Gongora Ms. Kathleen Mae Valencia Ms. Sarah Daclizon Mr. Tristan Miasco Mr. Alfredo Escasinas Mr. Raymund Pastoril Mr. Ivan Joseph Gumaod UIMC Staff Selected Amaranth Staff	<ul style="list-style-type: none"> • Disseminates the holding of the alumni homecoming through various media outfits and via online through VSU homepage; • Prepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campus; • Takes charge of photo and video documentation; • Documents the activities of the entire affair; and • Prepares a photo album, video and article for turnover to the VSUAAI Secretary after the affair.
5. Registration & Secretariat Chairperson: Co-Chairperson: Members:	Ms. Honey Sofia V. Colis Ms. Maria Elsa M. Umpad Ms. Mariedeth Bagarinao Ms. Anna Martha Mosanto Dr. Rosario Abela Ms. Maria Lilia Vega Dr. Ana Marquiza Quilicot	<ul style="list-style-type: none"> • Establishes and carries out the mechanism for systematic registration of alumni. • Prepares attendance sheets, registration forms, ID's, meal tickets, etc. • Secures tables and chairs to be used during the registration and coordinate with the Transportation Committee for the hauling. • Takes charge in getting the attendance and summary of attendees for presentation during the Alumni Night. • Sees to it that there is continuous service of the committee during the two-day affair. • Takes charge of the souvenir items to be placed inside the kit (shirt, newsletter, etc. • Takes charge for the kit distribution during registration.
6. Accommodation Chairperson: Co-Chairperson: Members:	Ms. Lilibeth Pagalan Ms. Maria Lilia Vega Ms. Chelyn Estillore Mr. Charlindo Torrior	<ul style="list-style-type: none"> • Prepares a complete list with contact number of all available lodging facilities in the VSU and neighboring places. • Facilitates or guide the attendees to their selected lodging house, whenever necessary, after they register.
7. Reception & Ushering Chairperson: Co-Chairperson: Members:	Ms. Corazon A. Padilla Dr. James Patindol Dr. Flora Mia Duatin Ms. Sarah Jean Sugano Mr. Michael Dominic Garrido Ms. Mae Ann Bravo Ms. Kay Juanillo Mr. Charlindo Torrior Mr. Daniel Cristobal Lor	<ul style="list-style-type: none"> • Welcomes and ushers visiting alumni and guests especially during the major activities of the two-day affair; and • Makes budget plan for ushering and submit to chairman of finance committee
8. Transportation Chairperson: Co-Chairperson: Members:	Dr. Santos Villocino Engr. Marlon Burlas Ms Maria Elsa M. Umpad Motorpool Services Staff	<ul style="list-style-type: none"> • Makes arrangements, letter request with the PPO for the use of vehicles for hauling of tables and chairs, sound system and other paraphernalia to be used at different venues. • Sees to it that vehicles are always available during the activity: 1) bringing the alumni from the VSU Gate to their respective accommodation facilities on campus, and 2) from the Gate or from accommodation facilities to the venues of the activities
9. Campus Tour Chairperson: Members:	Ms. Corazon A. Padilla Ms. Chelyn Estillore Mr. Prince Darius Lina Mr. Charlindo Torrior	<ul style="list-style-type: none"> • Prepares and process trip tickets for the alumni campus tour using Ikot vehicles; • Develops a system for the orderly campus tour; and • Assign Alumni Communicators to serve as tour guides.

10. Food and Drinks Co-Chairperson: Co-Chairperson: Members:	Ms. Maria Lilia Vega Ms. Honey Sofia V. Colis Ms. Lilibeth Pagalan Mr. Rizal Tanaid Mr. Alfredo Escasinas Jr Mr. Tristan Miasco	<ul style="list-style-type: none"> • Makes the budget for meals and snacks; • Plans menu for the different meals and snacks to be served during the two-day affair; • Coordinates with the caterers for the menu for each meal and snacks; • Monitors and coordinates closely with the Registrations Committee as to the number of registered alumni for food reservation and estimates; • Sees to it that there's a standby drinking and hot water, coffee, tea, cups and teaspoons at the venue; and • Coordinates with the Hall Preparation and Light and Sound Committee for the arrangement of the chairs and tables for meals.
11. Hall Preparation, Lights, & Sounds Chairperson: Co-Chairperson: Members:	Dr. Romel Armecin Engr. Marlon G. Bulas Power Plant & Electrical Services Staff UIMC Staff DYDC Technical Staff	<ul style="list-style-type: none"> • Negotiates for the free use of the venues (VSU Garden Beach Resort and RDE Hall/Guest House) and other amenities such as Tents; • Plans and coordinates with relevant VSU offices re: physical layout required for the two-day affair; • Prepares the venues (including hall and stage decoration) for the Alumni Night, Registration, Medical/Legal consultation/Business Meeting and, Fellowship; and • Negotiates with the sound system operators for their services during the two-day affair.
12. Decoration Chairperson: Members:	Mr. Roden Troyo Mr. Felix Ocon Prof. Mario Baliad Grounds and Landscape Staff	<ul style="list-style-type: none"> • Makes budget plan and execute the plan for venue decoration and budget plan to finance committee; and • Design and execute decoration plan for the Opening Program at the Convention Centre.
13. Alumni Night Chairperson: Members:	Prof. Jedi Joy Mahilum & Batch '99 Ms. Kay Juanillo Ms. Ana Beth Varron Dr. Anatolio Polinar	<ul style="list-style-type: none"> • Make budget plan and supervise smooth flow of the Alumni Night program; • Identify candidates for Alumni King and Queen from List of the 4 host groups; and • Prepare King and Queen Paraphernalia
14. Search for Alumni King & Queen Chairperson: Co-Chairperson: Members:	Ms. Corazon A. Padilla Prof. Jude Nonie Sales Alumni Communicators ACRO Staff	<ul style="list-style-type: none"> • Designs guidelines for the Search for Alumni King and Queen 2023; • Coordinate the proclamation and coronation of the winners; and • Endorse proceeds to the VSUAAI as part of the Scholarship Funds.
15. Business Meeting Chairperson: Members:	Mr. Deogracias Pernitez Members of VSUAAI BOD	<ul style="list-style-type: none"> • Present VSUAAI President's Report • Present VSUAAI Treasurer's Report • Other Matters to Discuss
16. Medical Services Chairperson: Members:	Dr. Elwin Jay V. Yu USHER Staff	<ul style="list-style-type: none"> • In-charge of medical services during homecoming; and • Provide first aid assistance when needed
17. Thanksgiving Mass & Fellowship Chairperson: Co-Chairperson: Members:	Dr. Vilma Patindol Dr. Milagros C. Bales Dir. Francisco G. Gabunada Jr. Dr. Fe Gabunada Dr. Editha G. Cagasan Dr. Ulysses Cagasan	<ul style="list-style-type: none"> • Arranges for the holding of the Holy Mass at the VSU Garden Beach Resort; • Coordinates and inform the parish priest; • Provides lectors, choir, servers, mass offeror, etc.; • Request the services of a choir; • Coordinates with the Hall Preparation Committee; and • Makes budget plan for flowers and stipend of priest.

	Dr. Luz O. Moreno Ms. Nora Dajab	
18. Kit Committee Chairperson: Members:	Dr. Romel Armecin Prof. Jedess Miladel Salomon Mr. Alfredo Escasinas Mr. Tristan Miasco Mr. Raymund Pastoril Ms. Honey Sofia V. Colis Ms. Maria Elsa M. Umpad	<ul style="list-style-type: none"> • In-charge of purchasing the T-shirt, design and it's printing. • Prepare plan for T-shirt and bag budget and submit to the Chairman of Finance Committee.
19. Zumba Committee Chairperson: Co-Chairperson: Members:	Dr. Charis Limbo-Rivera Ms. Anna Beth Varron Mr. Gary Donayre Ms. Maria Elena Guy-ab Ms. Venus Dulce & Selected BCAED Students	<ul style="list-style-type: none"> • Coordinates with light and sound committee for sounds needed during the zumba session at the yard of guest house; • Design the Zumba session • Put up a tent at Guesthouse yard, if deemed necessary.
20. Traffic Management Chairperson: Members:	Dr. Julius V. Abela Dr. Dario Lina Dr. Gerald Rivera University Disaster Risks Reduction Management Staff	<ul style="list-style-type: none"> • Design a management plan to ensure smooth flow of traffic and safety of alumni and guests during the homecoming; • Install signages to lead motorists and pedestrians; • Tap the assistance of other security and safety groups, including Barangay Tanods of Brgy Guadalupe and Brgy Pangasugan and Kabalikat.
21. Business Committee Chairperson: Co-Chairperson: Members:	Dr. Santos Villocino Prof. Jedi Joy Mahilum Ms. Alicia Flores Ms. Teresa Vano Ms. Jona Brazil-Chan Ms. Fe Velarde Batch 1999	<ul style="list-style-type: none"> • Invite investors/entrepreneurs in the sale of food, souvenir items and other products; • Coordinate and supervise the display of items for sale at every venue; • Set the payment for the exhibits; and • Collect payment from the exhibitors.