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Office of the President

4 July 2014

MEMORANDUM CIRCULAR NO. 34

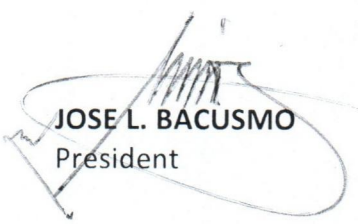
Series of 2014

**T O: All Faculty/Staff Members and Students Concerned**

**R E: Working Committees for the 2014 Farmers and Fisherfolks' Day**

On **August 1 – 11, 2014** we will celebrate our **90<sup>th</sup> Founding Anniversary**. One of the highlights is the **Farmers and Fisherfolks' Day** on **August 11, 2014**. For a successful conduct of this event you are hereby designated as Chairpersons, Co-Chairpersons and Members of the different working committees. Furthermore, the Chairpersons are requested to convene their committees to discuss plans and preparations on their assigned tasks.

Your wholehearted support and cooperation is enjoined.

  
**JOSE L. BACUSMO**  
President

**Working Committees**  
**2014 Farmers and Fisherfolks' Day**

COMMITTEE	Functions
<b>1. STEERING COMMITTEE</b> Chairperson: Dr. Othello B. Capuno Co-Chair: Prof. Efren B. Saz Members: Prof. Manolo B. Loreto, Jr. Prof. Alan B. Loreto Dr. Victor V. Asio Dr. Julieta R. Roa Dr. Ruben M. Gapasin Dr. Ma. Juliet C. Ceniza Dr. Pastor P. Garcia Dr. Milagros C. Bales Prof. Rosa Ophelia D. Velarde	1. Plan for the smooth implementation of the FFD activities. 2. Oversees the implementation of all activities during the FFD 3. Make funds available for the FFD activities.
<b>2. PROGRAM, INVITATION AND BOOTH RESERVATION</b> Chairperson: Prof. Efren B. Saz Co-Chair: Prof. Rosa Ophelia D. Velarde Ms. Adelina O. Carreno Members: Ms. Shirley T. Nayre Ms. Jennifer E. Ando Ms. Ma. Louella C. Tambis Mr. Jerry B. Posas Mr. Dioress Vincen T. Arayan Ms. Ella Lois T. Bestil	1. Prepare the FFD program. 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm farmers' forum speakers. 4. Design tarpaulins to welcome guests and participants. 5. Invite and confirm awardees, guests and participants. 6. Set the guidelines for booth reservation. 7. Prepare IDs, plaques, certificates and tokens.
<b>3. REGISTRATION AND RAFFLE DRAW</b> Chairperson: Prof. Rosa Ophelia D. Velarde Co-Chair: Ms. Christy Cyrene Tauy Ms. Ma. Verjie Subere Members: Ms. Leonarda Maurillo Ms. Elena I. Monteroso Ms. Saloma B. Gisulga Ms. Lilia Vega Ms. Glorybeth Castillo Mr. Artemio T. Nayre Mr. Jerry Posas Mr. Ricardo Bornias Ms. Brigida Armecin Mr. Ernesto Gonzaga Mr. Pepito Solano Mr. Nicasio Lingatong Student Organizations & Advisers	1. Registration of participants to the FFD 2. Provide additional information and referrals on inquiries made by participants 3. Manage the raffle draws 4. Haul tables, chairs and pertinent papers, snacks for FFD.
<b>4. STUDENT PARTICIPATION</b> Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Ms. Christy Cyrene Tauy Members: College Deans Ms. Chona Brit Mr. Junito Panonce Presidents of recognized student organizations	1. Ensure the active participation of students in the various activities 2. See to it that students involved are properly advised and briefed on their responsibilities 3. Provide directions to students on assignments and persons to report to.
<b>5. FIELD TOUR/VISIT</b> Chairperson: Dr. Anabella B. Tulin Co-Chair: Mr. Raul Abit Members: Ms. Cecil Joy Duatin Mr. Jesus Freddy Baldos Dr. Zenaida Gonzaga Ms. Sheila Marie Lemos Engr. Jimmy O. Pogosa Mr. Enrique Abogadie Prof. Tessie Nuñez Prof. Alfredo Dingal Mr. Teodomero Ratilla Dr. Julius Abela Selected HRTM Students	1. Set schedule for campus tour 2. Arrange available vehicles of VSU to be used during the tour 3. Usher/guide the guests and participants to the respective center/department/unit of VSU
<b>6. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE</b> Chairperson: Prof. Alfredo Dingal Co-Chair: Engr. Celso Gumaod Prof. Mario Baliad Members: Prof. Manolo B. Loreto, Jr. Mr. Ruel B. Calipayan Landscaping Personnel 6 emergency laborers	1. Ensure the orderliness and cleanliness of the university grounds before, during and after the anniversary celebrations. 2. Provide proper signages to guide the guests and participants where to go



<p><b>7. FARM SKILLS COMPETITION/GAMES/DULANG PINOY</b>  Chairperson: Mr. Ricarido C. Nanggan, Jr.  Co-Chair: Ms. Sheena Eunice B. Tabudlong  Members: Mr. Lomel Abarquez  Mr. Edilberto A. Artiga Jr. II  Dr. Julius Abela  Mr. Romeo Belarmino  Mr. Teodomero Ratilla  MAPEH Majors</p>	<ol style="list-style-type: none"> <li>1. Prepare/organize games for farmers</li> <li>2. Maintain the smooth participation all throughout the execution of the games</li> </ol>
<p><b>8. FARM PRODUCTS CONTEST ("Indigay sa Abot")</b>  Chairperson: Dr. Christina A. Gabrillo  Co-Chair: Dr. Rosario A. Salas  Members: Prof. Arsenio Ramos  Ms. Jennifer Ando  Prof. Rosalina D. Poliquit  Ms. Marissa Cano  Ms. Carmela Yamada  Mr. Eddie Israel  Mr. Louis Prado  Mr. Fabian Alberio  DecSO</p>	<ol style="list-style-type: none"> <li>1. Set the guidelines and criteria for the Contest</li> <li>2. Award prizes to deserving contestants</li> </ol>
<p><b>9. BOOTH SPECIAL AWARDS</b>  Chairperson: Dr. Elwin Jay V. Yu  Co-Chair: Dr. Dilberto O. Ferraren  Members: Prof. Manolo B. Loreto, Jr.  Prof. Guiraldo Fernandez, Jr.</p>	<ol style="list-style-type: none"> <li>1. Set guidelines for the contest.</li> <li>2. Coordinate with the office of the Extension staff for the availability funds for prizes and tokens</li> <li>3. Identify judges.</li> <li>4. Announce winners and give the awards.</li> </ol>
<p><b>10. SEARCH FOR THE OUTSTANDING FARMER</b>  Chairperson: Prof. Efren B. Saz  Co-Chair: Dr. Milagros C. Bales  Dr. Alfredo Escasinas  Members: Prof. Arsenio Ramos  Prof. Reny Geron  Dr. Humberto Montes, Jr.  Ms. Adelina O. Carreno  Ms. Ella Lois T. Bestil  Dr. Ana Marquiza Quilicot  Mr. Genaro Godoy</p>	<ol style="list-style-type: none"> <li>1. Accept nominations and perform first round screening.</li> <li>2. Conduct field inspections and interviews.</li> <li>3. Determine winners.</li> <li>4. Prepare citations.</li> <li>5. Assist in the invitation and billeting of awardees.</li> </ol>
<p><b>11. FIELD LAYOUT, BOOTH CONSTRUCTION &amp; RESTORATION</b>  Chairperson: Prof. Manolo B. Loreto, Jr.  Co-Chair: Mr. Remegio Sanico  Members: Engr. Florentino Morales, Jr.  Mr. Federico Godoy  Mr. Dioscoro M. Bolatete, Jr.  Mr. Armando Albarico  SDMU Personnel</p>	<ol style="list-style-type: none"> <li>1. Plan and assign respective area for exhibitors</li> <li>2. Lay-out and construct aesthetically all possible booth.</li> <li>3. Coordinate with the Office of the Director of Extension for the materials to be used</li> </ol>
<p><b>12. HALL AND STAGE PREPARATION AND RESTORATION (Farmers' Forum at the VSU Gymnasium)</b>  Chairperson: Prof. Mario Baliad  Co-Chair: Mr. Dioscoro M. Bolatete, Jr.  Members: Mr. Fernando Montajes  Mr. Federico Godoy  Mr. Teodomero Ratilla  Mr. Noel Borigon  Mr. Ruel B. Calipayan  NCRC Laborers</p>	<ol style="list-style-type: none"> <li>1. Prepare the hall for the farmer's forum</li> <li>2. Decorate the stage</li> <li>3. Restore the Hall after the completion of the activity</li> </ol>
<p><b>13. ACCOMMODATION</b>  Chairperson: Prof. Alan B. Loreto  Co-Chair: Prof. Argina Pomida  Members: Dr. Eduardo Apilar  Ms. Honey Sofia V. Colis  Ms. Alicia M. Flores  Ms. Wenifreda Oclinaría  VSU Hostel and Guest House Staff  <i>(Please coordinate with the Accommodation Committee for Overall Anniversary celebration)</i></p>	<ol style="list-style-type: none"> <li>1. Coordinate with the Office of the Director of Extension on the names of persons to be accommodated</li> <li>2. Arrange with accommodation facilities available at VSU.</li> </ol>
<p><b>14. RECEPTION</b>  Chairperson: Ms. Flora Mia Duatin  Co-Chair: Ms. Elmera Y. Bañoc  Members: Ms. Maria Louella Tambis  Ms. Melodina P. Edullantes</p>	<ol style="list-style-type: none"> <li>1. Meet and guide guests and participants to their respective seats.</li> <li>2. Prepare ribbons, lies, etc. for the guests.</li> </ol>

	Ms. Lilia P. Vega Ms. Luz A. Asio Ms. Pauline Caintic Ms. Fe Remedios L. Diaz HRTM selected students	
<b>15. PUBLICITY/DOCUMENTATION</b> Chairperson: Ms. Ella Lois T. Bestil Mr. Jesus Freddy Baldos – <i>News gathering/ Publication</i> Prof. Jude Rola - <i>New Media Publicity</i> Mr. Genaro Godoy - <i>Videography</i> Prof. Mario Baliad - <i>Tarpaulin Installation</i> Mr. Ian Gahoy - <i>Graphic Design</i> Members: Ms. Sheila Lemos Ms. Marissa Cano Mr. Fernando Montajes Mr. Misael Cerna Mr. Genaro Godoy Mr. Dioress Vincen T. Arayan	<ol style="list-style-type: none"><li>1. Prepare publicity materials such as streamers/tarpaulin, posters, etc.</li><li>2. Prepare equipment and other needs for documentation of the entire event.</li><li>3. Document the entire event.</li></ol>	
<b>16. TRANSPORTATION</b> Chairperson: Mr. Remegio Sanico Co-Chair: Ms. Fe Remedios Diaz Members: Ms. Shirley Nayre Ms. Arsenia Posas Mr. Jerry Posas Mr. Chito Leonor Mr. Tamar Mejia Mr. Alberto Banayag Mr. Artemio T. Nayre Mr. Jovenal Belarmino	<ol style="list-style-type: none"><li>1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event.</li><li>2. Manage the provision of transportation when and where it is needed.</li></ol>	
<b>17. LIGHTS, SOUNDS AND AV EQUIPMENT</b> Chairperson: Engr. Apolonio Encierto Co-Chair: Engr. Sean Villagonzalo Members: Mr. Clementino Borela Mr. Toni Mark Dargantes Mr. Arnel Gucela Mr. Jerome Godoy VSU Utilities Division Staff	<ol style="list-style-type: none"><li>1. Provide quality audio-visual support for the venue.</li><li>2. Restore properly all equipment after the event.</li></ol>	
<b>18. FARMERS' FORUM</b> Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Rotacio Gravoso Dr. Zenaida Gonzaga Members: Dr. Anabella Tulin Dr. Milagros C. Bales Prof. Alan B. Loreto Prof. Reny G. Gerona Ms. Lilia Vega Ms. Jedess Miladel N. Salomon Dr. Rommel Armecin Mr. Gerald Galoy	<ol style="list-style-type: none"><li>1. Invite panelists for the forum</li><li>2. Provide name tags for resource persons</li><li>3. Facilitate the Question and Answer portion of the forum.</li><li>4. Manage the overall conduct of the activity.</li></ol>	
<b>19. FARMERS PARTICIPATION</b> Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada, Jr. Members: Dr. Ma. Juliet C. Ceniza Dr. Eduardo Mangaoang Dr. Marcelo Quevedo Dr. Ruben Gapasin Dr. Zenaida Gonzaga Ms. Hazel Taganas Ms. Lilia P. Vega	<ol style="list-style-type: none"><li>1. Inform and invite partner farmers and groups to the event.</li><li>2. Provide assistance to participants as the need arises.</li></ol>	
<b>20. ARC CONSTRUCTION</b> Chairperson: Engr. Nestor Israel Co-Chair: Mr. Silvestre Cagande Members: Mr. Allan Salentes Prof. Alan B. Loreto Mr. Remegio Sanico Mr. Misael Cerna PPO Laborers	<ol style="list-style-type: none"><li>1. Design and construct the arc.</li><li>2. Remove the arc after the event.</li></ol>	
<b>21. SECURITY AND TRAFFIC FORCE</b> Chairperson: Engr. Celso Gumaod Co-Chair: Mr. Antonio Bandalan Mr. Jaime Lasquites Mr. Rafael Mascariñas	<ol style="list-style-type: none"><li>1. Prepare a security plan for the event.</li><li>2. Ensure the security of guests and participants.</li><li>3. Provide VIP parking</li><li>4. Coordinate with local authorities.</li></ol>	



Members:	Security Force/ ROTC Commandant	
<b>22. FARMERS' PARADE AND CONTEST</b>		
Chairperson:	Dr. Pastor Garcia	1. Prepare the parade route
Co-Chair:	Prof. Francisco Gabunada, Jr.	2. Assign marshals.
Members:	Engr. Celso Gumaod	3. Oversee the smooth flow of the parade
	Dr. Rolando Arpilleda	
	Mr. Ricarido Nanggan, Jr.	
	IHK MAPEH Students	
<b>23. LIVELIHOOD CARAVAN</b>		
Chairperson:	Dr. Lorina A. Galvez	1. Prepare a plan for the activity.
Co-Chair:	Dr. Milagros Bales	2. Invite resource persons.
Members:	Dr. Julie Tan	3. Prepare the venue.
	Ms. Maricel A. Leorna	4. Manage the activity
	Ms. Fatima Baliña	
	Mr. Dioress Vincen T. Arayan	
	Ms. Maria Louella Tambis	
	Ms. Jennifer Ando	
	Dr. Ramon Orias	
	VAEXSO Student Organization	
	PAFT Student Organization	
<b>24. SNACKS FOR FARMERS</b>		
Chairperson:	Ms. Aireen Y. Clores	1. Prepare snacks for the farmers.
Co-Chair:	Dr. Nancy Dumaguina	2. Assign volunteers to assist during the distribution of snacks.
Members:	Ms. Elena Monteroso	
	Ms. Salome Gisulga	
	Ms. Analou Montejo	
	Mr. Prisco Vidal	
	Mr. Henry Modina	
	HRTM Students Volunteer	
<b>25. FIRST AIDE/HEALTH SERVICES</b>		
Chairman:	Dr. Elwin Yu	1. Prepare needed first aid medicines in case of emergency
Co-Chair:	Dr. Josephine Zafico	2. Provide standby ambulance
	Ms. Janet Alexis de los Santos	
Members:	Infirmery Staff	
	College of Nursing Staff & Students	
	Representatives	