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Office of the President

11 July 2012

MEMORANDUM CIRCULAR NO. 39

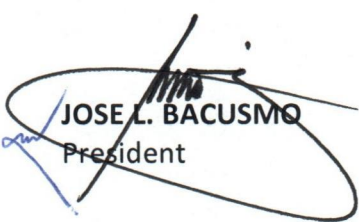
Series of 2012

T O: All Faculty/Staff Members and Students Concerned

R E: Working Committees for the 2012 Farmers and Fisherfolks' Day

You are hereby designated as Chairpersons, Co-Chairpersons and Members of the different working committees for the **2012 Farmers and Fisherfolks' Day**. The Chairpersons are requested to convene their committees to discuss plans and preparations for a successful conduct of this event.

Your wholehearted support and cooperation is enjoined.


JOSE L. BACUSMO
President

Working Committees 2012 Farmers and Fisherfolks' Day

COMMITTEE	Functions
1. STEERING COMMITTEE 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 Ms. Nelfa M. Glova	1. Plan for the smooth implementation of the FFD activities. 2. Oversee the implementation of all activities during the FFD 3. Make funds available for the FFD activities.
2. PROGRAM, INVITATION AND BOOTH RESERVATION Chairperson: Prof. Efren B. Saz Co-Chair: Prof. Rosa Ophelia D. Velarde Ms. Elmera Y. Bañoc Members: Ms. Maria Louella C. Tambis Ms. Jennifer E. Ando Ms. Shirley Nayre Other OVPRE Staff and Research Centers Staff	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
3. REGISTRATION AND RAFFLE DRAW Chairperson: Prof. Rosa Ophelia D. Velarde Co-Chair: Ms. Chona Brit Ms. Ma. Virgie Subere Members: Ms. Leonarda Maurillo Mr. Jerry Posas Ms. Monien Bantugan Mr. Hail Dutullo 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. STUDENT PARTICIPATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Ms. Christy 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 that students involved are properly advised and briefed on their responsibilities; 3. Provide directions to students on assignments and persons to report to.
5. FIELD TOUR/VISIT Chairperson: Dr. Anabella B. Tulin Co-Chair: Mr. Raul Abit Members: Ms. Cecil Joy Duatin Mr. Freddy Baldos Dr. Zenaída Gonzaga Ms. Sheila 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
6. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE Chairperson: Prof. Alfredo Dingal Co-Chair: Engr. Celso Gumaod Prof. Mario Baliad Members: Prof. Manolo B. Loreto, Jr.	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

Working Committees 2012 Farmers and Fisherfolks' Day

<p>Mr. Dominador Rosal Landscaping Personnel 6 emergency laborers</p>	
<p>7. FARM SKILLS COMPETITION/GAMES/DULANG PINOY Chairperson: Prof. Vicente Antipaso Co-Chair: Mr. Joselle Cayetano Members: Ms. Sheena Eunice B. Tabudlong Dr. Julius Abela Mr. Romeo Belarmino Mr. Teodomero Ratilla PEHM Majors</p>	<ol style="list-style-type: none"> 1. Prepare/organize games for farmers 2. Maintain the smooth participation all throughout the execution of the games
<p>8. FARM PRODUCTS CONTEST ("Indigay sa Abot") Chairperson: Dr. Christina A. Gabrillo Co-Chair: Dr. Zenaida Gonzaga Members: Prof. Arsenio Ramos Ms. Jennifer Ando Prof. Rosalina D. Poliquit Engr. Benecio Rufin</p>	<ol style="list-style-type: none"> 1. Set the guidelines and criteria for the Contest 2. Award prizes to deserving contestants
<p>9. BOOTH SPECIAL AWARDS Chairperson: Dr. Editha C. Cagasan Co-Chair: Dr. Dilberto Ferraren Members: Prof. Manolo B. Loreto, Jr. Mr. Guiraldo Fernandez, Jr. Ms. Chime Mora-Garcia</p>	<ol style="list-style-type: none"> 1. Set guidelines for the contest. 2. Coordinate with the staff of the Office of the Director of Extension for the availability of funds for prizes and tokens 3. Identify judges. 4. Announce winners and give the awards.
<p>10. SEARCH FOR THE OUTSTANDING FARMER Chairperson: Dr. Milagros C. Bales Co-Chair: Dr. Alfredo Escasinas Members: Dr. Rotacio Gravoso Prof. Arsenio Ramos Ms. Lolita Alba Prof. Reny Gerona Dr. Teofanes Patindol Dr. Humberto Montes, Jr. Ms. Adelina O. Carreno Ms. Marissa Cano Ms. Nelfa Glova</p>	<ol style="list-style-type: none"> 1. Accept nominations and perform first round screening. 2. Conduct field inspections and interviews. 3. Determine winners. 4. Prepare citations. 5. Assist in the invitation and billeting of awardees.
<p>11. FIELD LAYOUT, BOOTH CONSTRUCTION & RESTORATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Mr. Remegio Sanico Members: Mr. Federico Godoy Mr. Dioscoro M. Bolatete, Jr. SDMU Personnel</p>	<ol style="list-style-type: none"> 1. Plan and assign respective area for exhibitors 2. Lay-out and construct aesthetically all possible booth. 3. Coordinate with the Office of the Director of Extension for the materials to be used
<p>12. HALL AND STAGE PREPARATION AND RESTORATION (Farmers' Forum at the VSU Gymnasium) Chairperson: Prof. Mario Baliad Co-Chair: Mr. Dioscoro M. Bolatete, Jr. Mr. Domingo Flandez Members: Mr. Fernando Montajes Mr. Federico Godoy Mr. Teodomero Ratilla Mr. Noel Borigon Mr. Dominador Rosal NCRC Laborers</p>	<ol style="list-style-type: none"> 1. Prepare the hall for the farmer's forum 2. Decorate the stage 3. Restore the Hall after the completion of the activity
<p>13. ACCOMMODATION Chairperson: Ms. Vilma Olleras Co-Chair: Ms. Ginas Aurea Villagonzalo Members: Dr. Eduardo Apilar Ms. Wenifreda Oclinaria 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"> 1. Coordinate with the Office of the Director of Extension on the names of persons to be accommodated 2. Arrange with accommodation facilities available at VSU.

Working Committees 2012 Farmers and Fisherfolks' Day

14. RECEPTION Chairperson: Ms. Adelina O. Carreno Co- Chair: Ms. Flora Mia Duatin Members: Ms. Maria Louella Tambis Ms. Fe Remedios Diaz Ms. Venus Jumamoy Ms. Ma. Cristina Ramirez Ms. Luz Asio Ms. Pauline Caintic Ms. Chelyn Estillore HRTM selected students	<ol style="list-style-type: none"> 1. Meet and guide guests and participants to their respective seats. 2. Prepare ribbons, lies, etc. for the guests.
15. PUBLICITY/DOCUMENTATION Chairperson: Mr. Jed Asaph Cortes Mr. Jesus Freddy Baldos – <i>News gathering/Publication</i> Prof. Jude Rola - <i>News Media Publicity</i> Mr. Genaro Godoy - <i>Videography</i> Prof. Mario Baliad – <i>Tarpaulin Installation</i> Mr. Kim Kenneth Roa - <i>Photography</i> Mr. Ian Gahoy - <i>Graphic Design</i> Members: Ms. Mirian Tan Ms. Marissa Cano Mr. Fernando Montajes Mr. Domingo Flandez Mr. Misael Cerna Mr. Genaro Godoy Ms. Jennifer Ando	<ol style="list-style-type: none"> 1. Prepare publicity materials such as streamers/tarpaulin, posters, etc. 2. Prepare equipment and other needs for documentation of the entire event. 3. Document the entire event.
16. TRANSPORTATION Chairperson: Mr. Remegio Sanico Co-Chair: Ms. Fe Remedios Diaz Members: Mr. Manuel Redula Ms. Shirley Nayre Ms. Arsenia Posas Mr. Jerry Posas Mr. Chito Leonor Mr. Tamar Mejia Mr. Reynaldo Villacorte Ms. Perseveranda Patolilic	<ol style="list-style-type: none"> 1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event. 2. Manage the provision of transportation when and where it is needed.
17. LIGHTS, SOUNDS AND AV EQUIPMENT 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"> 1. Provide quality audio-visual support for the venue. 2. Restore properly all equipment after the event.
18. FARMERS' FORUM Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Rotacio Gravoso Members: Dr. Zenaida Gonzaga Dr. Anabella Tulin Dr. Milagros C. Bales Ms. Marissa Cano Prof. Alan B. Loreto Prof. Reny G. Gerona Ms. Lilia Vega	<ol style="list-style-type: none"> 1. Invite panelists for the forum 2. Provide name tags for resource persons 3. Facilitate the Question and Answer portion of the forum. 4. Manage the overall conduct of the activity.
19. FARMERS PARTICIPATION Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Pastor Garcia Prof. Francisco Gabunada Dr. Fe Dagoy Members: Dr. Ma. Juliet C. Ceniza	<ol style="list-style-type: none"> 1. Inform and invite partner farmers and groups to the event. 2. Provide assistance to participants as the need arises.

Working Committees 2012 Farmers and Fisherfolks' Day

Dr. Eduardo Mangaoang Dr. Julieta Roa Dr. Ruben Gapasin Ms. Hazel Taganas	
20. ARC CONSTRUCTION Chairperson: Engr. Nestor Israel Co-Chair: Mr. Silvestre Cagande Members: Mr. Domingo Flandez Prof. Alan B. Loreto Mr. Remegio Sanico PPO Laborers	<ol style="list-style-type: none"> 1. Design and construct the arc. 2. Remove the arc after the event.
21. SECURITY AND TRAFFIC FORCE Chairperson: Engr. Celso Gumaod Co-Chair: Mr. Venerando Jose Members: Security Force/PNP ROTC Commandant	<ol style="list-style-type: none"> 1. Prepare a security plan for the event. 2. Ensure the security of guests and participants. 3. Provide VIP parking 4. Coordinate with local authorities.
22. FARMERS' PARADE AND CONTEST Chairperson: Dr. Pastor Garcia Co-Chair: Prof. Francisco Gabunada Members: Engr. Celso Gumaod Dr. Rolando Arpilleda Mr. Ricarido Nanggan	<ol style="list-style-type: none"> 1. Prepare the parade route 2. Assign marshals. 3. Oversee the smooth flow of the parade
23. LIVELIHOOD CARAVAN Chairperson: Dr. Lutgarda Palomar Co-Chair: Dr. Milagros Bales Members: Dr. Julie Tan Ms. Maricel Andrino Ms. Fatima Baliña Ms. Elmera Y. Bañoc Ms. Maria Louella Tambis Ms. Jennifer Ando Dr. Ramon Orias VAEXSO Student Organization PAFT Student Organization	<ol style="list-style-type: none"> 1. Prepare a plan for the activity. 2. Invite resource persons. 3. Prepare the venue. 4. Manage the activity
24. TABUAN SA MAG-UUMA Chairperson: Dr. Sulpecio Bantugan Co-Chair: Dr. Marcelo A. Quevedo Dr. Ramon Orias Members: Prof. Arsenio Ramos Mr. Ed Allan Alcober Mr. Enrique Abogadie Mr. Federico Godoy Mr. Silvano Dalion Ms. Anita Troyo	<ol style="list-style-type: none"> 1. Prepare a plan for the tabuan. 2. Provide stalls 3. Provide signages 4. Provide assistance to sellers and buyers