



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

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30 August 2017

Memorandum No. 12
Series of 2017

TO : Chairpersons of Working Committees

SUBJECT : 117th Anniversary of Philippine Civil Service

Relative to OP Memorandum No. 330 dated Aug. 29, 2017, you are hereby directed to attend a meeting tomorrow August 31, 2017, 1:30 pm at the Conference Room of the Office of the Vice President for Administration & Finance to discuss matters for the preparation and planning of the different activities.

For your information and compliance.

A handwritten signature in black ink, appearing to read 'Remberto A. Patindol', with a horizontal line extending to the right.

REMBERTO A. PATINDOL
VP, Administration and Finance

MEMORANDUM NO. ____
Series of 2017

August 29, 2017

T O: All Concerned

Subject: Working Committees for the 117th Anniversary of the Philippine Civil Service with the theme: “ “ ***Tugon sa Hamon ng Pagbabago: Malasakit ng Lingkod Bayani!***”

The following committees are hereby created to make the program a success:

1. Over-all Coordinator

| | | |
|---------------------------|---|------------------|
| Dr. Remberto A. Patindol | - | Chairperson |
| Dr. Lourdes B. Cano | - | Vice-chairperson |
| Ms. Teresita L. Quiñanola | - | Member |

2. Flag Raising Ceremony

| | | |
|---------------------------|---|------------------|
| Dr. Lourdes B. Cano | - | Chairperson |
| Ms. Teresita L. Quiñanola | - | Vice-Chairperson |

2. Fun Run/Walk/Zumba

| | | |
|-------------------------|---|-------------|
| Dr. Aleli A. Villocino | - | Chairperson |
| ALL IHK Faculty & Staff | - | Members |

3. Prizes for the Fun Run/Walk and door prizes

| | | |
|------------------------|---|-------------|
| Dr. Lourdes B. Cano | - | Chairperson |
| Dr. Aleli A. Villocino | - | Member |
| Ms. Alice Flores | - | Member |

4. Health and Wellness Program

| | | |
|--------------------------------|---|------------------|
| Dr. Josephine Zafico | - | Chairperson |
| Dr. Merry Christ'I S. Guinocor | - | Vice Chairperson |
| All Infirmary Personnel | - | Members |

5. Venue Preparation Including Sounds, tents, chairs, podium & Other Facilities

For Flag Raising

| | | |
|---------------------------|---|-------------|
| Ms. Teresita L. Quiñanola | - | Chairperson |
| Engr. Mario Baliad | - | Member |
| Engr. Marlon Burlas | - | Member |
| Landscapping Personnel | - | Members |
| All Admin Utility Workers | - | Members |

For Fun Run & Culmination

| | | |
|------------------------|---|-------------|
| Dr. Aleli A. Villocino | - | Chairperson |
|------------------------|---|-------------|

- | | | | |
|-----|---|------------------|---|
| | Mr. Ricarido Nanggan All IHK Faculty & Staff | - - | Vice-Chairperson Members |
| 6. | Lunch for guest & Snacks for participants | | |
| | Ms. Josefina Larrosa All Guesthouse Personnel | - - | Chairperson Members |
| 7. | Loyalty Awards | | |
| | Ms. Teresita L. Quiñanola Ms. EpifaniaTudtud | - - | Chairperson Member |
| 8. | Loyalty Pins | | |
| | Ms. EpifaniaTudtud Mr. Nevin Pacada Ms. Meriam dela Torre Mr. Florante Didal | - - - - | Chairperson Vice-Chairperson Member Member |
| 9. | Program & Plaque for Guest from CSC | | |
| | Ms. ConnelAntipaso Ms. Ms. Felicisima Israel Ms. Jennifer E. Ando | - - - | Chairperson Member Member |
| 10. | Invitation and reception of CSC guest | | |
| | Dr. Lourdes B. Cano Ms. Ma. Fe L. Gayanilo Ms. Jennifer E. Ando | - - - | Chairperson Member Member |
| 11. | Transportation | | |
| | Mr. Remigio Sanico Ms. Jonna Grace Degenion Mr. Felix Abanera | - - - | Chairperson Member Member |
| 12. | Sounds | | |
| | Engr. Marlon Burlas Engr. Apolonio M. Encierto Power Plant Personnel | - - - | Chairperson Vice- Chairperson Members |

Dr. Patindol is requested to meet with committee chairpersons for proper planning and coordination.

Please be guided accordingly.

EDGARDO E. TULIN
President