



MEMORANDUM CIRCULAR NO. 95

Series of 2024

TO: All Faculty and Staff

RE: Creation and Composition of the University Push-button Committees

FROM: **DR. PROSE IVY. G YEPES**

University President

DATE: **May 15, 2024**

To ensure continued excellence of our university events and enhance the overall experience for our students, faculty, staff, and guests, Push-button Committees are hereby created. It is designed to be versatile and adaptable who are ready to be tapped into for any event that requires swift and efficient organization, planning and implementation.

It is important to note that the composition of the Push-button Committees is subject to changes and additions as deemed necessary. Additional committees may be formed to address specific needs or to enhance the capabilities of the existing structure. Therefore, the establishment of these committees is without prejudice to the creation of future committees that may serve complementary or specialized functions.

Please see attached for your reference.

For your information and usual support.

PUSH-BUTTON COMMITTEES

_			
1.	Steering Committee	Chairperson	Dr. Prose Ivy G. Yepes
	Functions	Co Chairmaraan	Dr. Datasia C. Crayasa
	Plans & designs activities	Co-Chairperson	Dr. Rotacio S. Gravoso
	Oversees & monitors the	Members	Dr. Contingo T. Doño. Ir
	implementation of the activities of the different committees.	Members	Dr. Santiago T. Peña, Jr. Dr. Elwin Jay V. Yu
			Dr. Moises Neil V. Seriño
	Facilitates in the resoluction of problems the committees will		Dr. Aleli A. Villocino
	problems the committees will encounter in the process.		DI. Alcii A. Villociilo
2	Program Preparation Committee	Chairperson	Ms. Elmera Y. Bañoc
Z .	Functions:	Chairperson	IVIS. EIITIETA 1. DATIOC
	Plans, designs and prepares the	Co-Chairperson	Ms. Ganessa Rose G.
	program.	Oo ondirperson	Cuevas
	Coordinates with over-all activity for		Ouevas
	the program plan and other needed	Members	Mr. Paul Vincent L. Fornis
	details (e.g. speakers, performers		Mr. Raymund S. Pastoril
	and others).		All Academic Clerks
	 Distributes the program to guests, 		Registrar Staff
	officials and all concerned		
	faculty/staff/students.		
	Commencement Exercises		
	 Proposes budget if necessary. 		
3.	Food Preparation	Chairperson	Ms. Ma. Babette Jeds L.
	Functions:		Castil
	 Plans and prepares budget. 		
	 Plans menu. 	Co-Chairperson	Mr. Alexander L. Cabral, Jr.
	 Coordinates with the invitation 		
	committee as to the number of	Members	Ms. Marjorie B. Escuadra
	visitors & guest invited.		Ms. Magnolia C. Lao
	Purchases ingredients and/or		Ms. Arrah Mae C. Godoy Ms. Josefina M. Larrosa
	contacts the caterer to do the food		DTHM students
	preparation.		DI HIVI Students
	Secures utensils to be used as		
	needed.		
	Prepares MOA if a caterer is		
	contacted for a purpose.		
	Assists in the serving of food to the violaters and quests		
	visitors and guests.See to it that the visitors & guests are		
	properly accommodated & seated.		
	 Prepares the venue including tables, 		
	chairs and seating arrangement		
	where the food will be served.		
		Chairperson	Ms. Honey Sofia V. Colis
4.	Committee on Awards/Plaque/Certificate	onan person	
	Functions:		
	Prepares plaques, medals, trophies,		
	certificates & cash award.	Members	Ms. Ma. Roberta S. Miraflor
	Coordinates with the program and	21112 21 3	Ms. Jessamine C. Ecleo
	invitation committees as to the		RSPPRO Clerks
L			T.C. I ITO CICINO

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number of guests to be a	warded with	
such.		
Plans budget if needed.		
5. Committee on Ribbons, Leis & To	Okens Chairperson	Dr. Randy G. Omega
Functions:		
Prepares ribbons, leis and		
the invited guests and vis		DTI IM Foculty Morehous
Identifies & purchases the	, tortono.	DTHM Faculty Members
Facilitates the purchasing	of	
necessary materials.	a Alan Inia an	
Conceptualizes & prepare		
well as putting them on the		
Coordinates with the invit		
committee & releases the		
& ribbons to the ushering		Engr Morlon C Purlos
6. Venue Management Committee Functions:	Chairperson	Engr. Marlon G. Burlas
 Prepares the venue for ar 	identified Co-Chairperson	Engr. Phloem D. Galupo
activity & ensures that it is		
well-cleaned.	Members	All PPO Staff
 Coordinates with the Prog 	ıram &	
Invitation Committees ab		
arrangement; with the sta	ge caption	
& decoration committee f	or the	
proper placement of nece	ssary	
paraphernalia on stage.		
 Prepares the flags (school 		
Philippine flags), tables, c		
other things needed in the		
Restores the venue of the		
returning all chairs, tables		
facilities to their proper p	ace of	
storage.		
Plans budget as needed. 7 Change Parameters (Parameters Co.)	Oh sima sus su	Mr. Dadan T. Trava
7. Stage Decoration/Preparation Confunctions:	ommittee Chairperson	Mr. Roden T. Troyo
 Plans and supervises in the supervises in the supervises. 	ne Co-Chairperson	Dr. Rosario A. Salas
construction/renovation/	·	Di. Nosario A. Salas
demolition/decoration of		Selected Faculty and Staff
the program.		of Department of
 Decorates the place wher 	e the	Horticulture
program is to be held.		
Conceptualizes stage		
decoration/props and sta	ge caption	
in accordance with the co	· .	
 Plans budget as needed. 		
A. For Graduation Exercises		
8. Screening/Rehearsals Committe	e Chairperson	Dr. Bayron S. Barredo
Functions:		
 Screens and reviews the f 		Dr. Leo A. Mamolo
any presentation and cap		
participants. Posts the se	quence of Members	All College Deans

the flow of the production at the		UIMC Staff
backstage.		
 Calls practices and rehearsals for 		
graduation rites, etc.		
 Controls and screens 		
wardrobe/costume in accordance		
with the concept of the affair.		
Plans budget as needed.		
B. For Cultural Shows & Other Production		
Cultural Shows & Other Production	Chairperson	Dr. Jude Nonie A. Sales
Guides and supervises light and	onan porcon	
sound technicians.	Co-Chariperson	Prof. Rhodora A. Bande
 Controls the quality or suggests the 	oo onanperoon	Tron. randdord 7 ii. Barrae
, , ,	Members	All PE Instructors
concept of the costume, songs and dances.	IVICITIDGIS	SSC Advisers
		SSC Officers
Plans and designs the		COO Officers
choreography.		
Prepares script if needed or		
coordinate with the Script Writing		
Committee.		
Creates its own production staff		
when necessary.		
 Plans budget as necessary. 		
9 Fournation Services/Thanksgiving Mass	Chairnaraan	Dr May Toody T Quimilet
Ecumenical Services/Thanksgiving Mass Celebration	Chairperson	Dr. Max Teody T. Quimilat
Celebration		,
Celebration Functions:	Chairperson Co-Chairperson	Dr. Max Teody T. Quimilat Dr. Feliciano G. Sinon, Sr.
Celebration Functions: • Invites celebrant of the mass or	Co-Chairperson	Dr. Feliciano G. Sinon, Sr.
Celebration Functions: Invites celebrant of the mass or ecumenical service.		Dr. Feliciano G. Sinon, Sr. Mr. Jesus Freddy M. Baldos
Celebration Functions: Invites celebrant of the mass or ecumenical service. Prepares the altar and other	Co-Chairperson	Dr. Feliciano G. Sinon, Sr. Mr. Jesus Freddy M. Baldos Mr. Jerry D. Imbong
Celebration Functions: Invites celebrant of the mass or ecumenical service. Prepares the altar and other paraphernalia needed in the	Co-Chairperson	Dr. Feliciano G. Sinon, Sr. Mr. Jesus Freddy M. Baldos Mr. Jerry D. Imbong Dr. Glenn G. Pajares
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11. Solicitation Committee	Chairperson	USSC Adviser/s
Functions:		
Solicits financial support from	Co-Chairperson	Ms. Alicia M. Flores
generous and benevolent		
person/companies, organizations	Members	Ms. Mona Nena B. Geraldo
and others.		Ms. Doreen B. Alba
 Sends thank-you cards ton persons, 		SSC Officer
companies and organizations who		
responded to the solicitations.		
Coordinates with other committees		
as to the financial assistance if		
necessary.		
Submits statement of income and		
expenses.		
Plans budget as needed. 12 Overta Assumption (Billsting)	Ob a imp a ma a m	Ma Mariaria D. Facuadra
12. Guests Accommodation/Billeting Committee	Chairperson	Ms. Marjorie B. Escuadra
Functions:	Co Chairnaraan	OP Senior Executive Asst.
	Co-Chairperson	OP Selliof Executive Asst.
Prepares the cottage and guest rooms for the invited guests and	Members	Ms. Maria Elsa M. Umpad
rooms for the invited guests and visitors.	MEHIDEIS	Apartelle and Hostel Staff
Coordinates with the invitation		Apartene and Hoster Staff
committee with regards to the		
number of visitors invited.		
Keeps and maintains the good		
condition of the linens, bed sheets,		
pillows & pillow cases and other		
facilities available in the cottage and		
quest rooms.		
 Plans budget as needed. 		
13. Ushering/Reception Committee	Chairperson	Ms. Nancy D. Abunda
Functions:		
 Receives and entertains visitors. 	Co-Chairperson	Mr. Raymund B. Igcasama
 Coordinates with the food serving 	, , , , , , , , , , , , , , , , , , ,	
committee.	Members	Ms. Annie Phoemela
 Must have prior knowledge about the 		Rodriguez
seat arrangement and other plans of		Ms. Doryn Jan L. Avila
the program/affair where the guests		Mr. Joseph Padilla
are to be accommodated.		Mr. Christian Bacolod
 Coordinates with the ribbon, leis and 		Mr. Aldrin R. Palermo
tokens committee.		Dr. John Philip Lou M.
Recruits and trains student ushers		Lumain
and usherettes and orients them of		Dr. Cherry Rola
their duties and responsibilities.		Ms. Kay Juanilo
 Plans budget as needed. 		Ms. Angelie Genotiva
g		Ms. Mary Ann Cobico
		Mr. Martin A. Diao
		Mr. Dean Ruffel R. Flandez
~ 37		Engr. Andy Phil D. Cortes
		Engr. John Allan Gulles
		Mr. Kevin Sumayang

14. Transportation Committee	Chairperson	Engr. Marlon G. Burlas
Functions:	Chairperson	Liigi. Marion G. Burias
Prepares the trip tickets and travel orders.	Co-Chairperson	Ms. Annie L. Talabo
Coordinates with the Program and Invitation Committees.	Members	HELVMU Staff
Checks the conditions of the vehicles.		
 Contacts vehicles for the hire and 		
prepares necessary documents if necessary.		
Controls the schedule of the trips.Prioritizes requests for		
transportation.		
Plans budget as needed.		
15. Finance Committee	Chairperson	Ms. Louella C. Ampac
Functions:	0 - 0 - :	Ma Aliaia M. Elana
 Disburses cash for all money-matter activities. 	Co-Chairperson	Ms. Alicia M. Flores
Instructs on purchases, liquidation	Members	Mr. Nick Freddy R. Bello
procedures and other requirements.		Accounting & Cashiering Office Staff
 Plans budget as needed. 16. Publicity and Advertisement Committee 	Chairperson	Dr. Ulderico B. Alviola
Functions:	Chairperson	Di. Olderico B. Alviola
Coordinates with the program and	Co-Chairperson	Dr. Christina A. Gabrillo
invitation committees.	o on amporton	Zii GiiiiGiiiia / ii GagiiiiG
Advertises the affair through radio,	Members	Ms. Mikaela M. Gongora
streamers, posters and through the		UIMC Staff
students' publication.		Amaranth Staff
 Plans budget as needed. 		
17. Lights and Sounds Committee	Chairperson	Engr. Clint C. Sarvida
Functions:	0 01 :	
 Contacts, prepares and make the sound system available. 		Engr. Eric E. Sajulga
 Plans light installation, lighting effects and other light requirements 	Members	Mr. Claudio R. Ababat, Jr.
for the occasion.		
 Makes emergency lights and stand- by generators available. 		
Coordinates with the program		
committee as to the program format.		
Hires additional emergency		
personnel when necessary.		
 Plans budget as needed. 		
18. Peace and Order Committee	Chairperson	Dr. Julius V. Abela
Functions:		
 Maintains and supervises the smooth flow of the entire program/affair. 	Co-Chairperson	Mr. Gerald M. Rivera
Requests peace and order officers	Members	Dr. Dario P. Lina
from the municipality of Sogod if		Security Guards
needed.		

Vision: Mission:

 Arranges the deployment of Security Guards. Coordinates with the program committee and food preparation committees when necessary. Plans budget as needed. 		
19. Events Management Committee		
Functions:	Chairperson	Dr. Corazon A. Padilla
Coordinates with University steering committee and plan and implement	Co-Chairperson	Dr. Ulderico B. Alviola
efficiently. To plan activities/major events under the Office of the University President.	Members	Mr. Mike Laurence V. Lumen UIMC Staff
 Proposes activities including budgeting, establishing timelines, selecting and reserving the event sites (if needed), coordinating transportation, developing a theme, arranging for activities, selecting speakers and keynotes, arranging for equipment and facilities, managing risk and developing contingency plans. Orients presenters of trophies & other awards to be presented. Coordinates with the Script Writing & Hosting Committee for the identification of the program host. Coordinates with push-button committees during the conduct of activities. 		
20. Sports Committee	Chairperson	Ms. Charis B. Limbo-Rivera
Functions:	p	
 Determines games to be played. 		Mr. Andrew A. Mazo
Invites participants.	Co-Chairperson	All DE Incharacters
Trains players. Attende to the people of the players.	Members	All PE Instructors
Attends to the needs of the players.Controls schedules of the games to	Ivierribers	
 Controls schedules of the games to be played. 		
 Plans budget as needed. 		
21. Wardrobe/Graduation Toga Committee	Chairperson	Ms. Annie L. Talabo
Functions:		
Contacts toga makers and make	Co-Chairperson	Ms. Vivian V. Balbarino
them available to the academic staff	Members	OUS Staff
and candidates for graduation.Coordinates with then invitation	ivierribers	OUS Stall
committee as regards to the		
educational qualification of the		
invited Commencement Speaker.		
Plans budget as needed.		

22. Souvenir Program Committee	Chairperson	Dr. Moises Neil V. Seriño
Functions:	Chairperson	DI. Moises Neil V. Sellilo
Plans and designs the Souvenir Program.	Co-Chairperson	Dr. Elwin Jay V. Yu
 Contacts printing press for reproduction. Distributes copies of the Souvenir Program. Coordinates with Solicitation Committee as to the identification of possible benefactors, sponsors & advertisers in the Souvenir Program. 	Members	Dr. Aleli A. Villocino Dr. Ulderico B. Alviola Ms. Vivian V. Balbarino Ms. Jessamine C. Ecleo
 Plans budget as needed. 		
23. Multimedia Presentation & Documentation	Chairperson	Dr. Ulderico B. Alviola
Functions:		
 Contacts official photographer when needed. 	Co-Chairperson	Mr. Paul Vincent L. Fornis
 Prepares the multimedia presentation upon request. Mounts pictures and souvenirs on the bulletin board of display. Post pictures on the local website. Secures necessary information and documents for record purposes. Plans budget as needed. 	Members	Ms. Marlon G. Burlas PPO Staff UIMC Staff Amaranth Staff
24. Wellness Committee	Chairperson	Mr. Edilberto A. Artiga, Jr.
Functions:		-
 Organize wellness activities such as yoga sessions, mindfulness 	Co-Chairperson	Ms. Sheena Eunice B. Tabudlong
workshops, and fitness challenges during university events to promote participant well-being. • Set up wellness booths or stations at events offering hydration, healthy snacks, and information on	Members	IHK Faculty Members
managing stress and staying healthy		
during the event. • Work with Incident/Emergency Response Committee to provide first aid and address minor health concerns, ensuring participants' safety and well-being.		
25. Incident/Emergency Response Committee	Chairperson	Mr. Gerald M. Rivera
Functions:		
 Create tailored emergency response plans for each major university event, outlining procedures for various potential incidents, such as medical 	Co-Chairperson	Dr. Elwin Jay V. Yu
 emergencies, fires, or severe weather. Perform pre-event inspections of venues to identify and mitigate 	Members	Dr. Merry Christ'l C. Guinocor Dr. Dario P. Lina USHER Officials and Staff

potential safety hazards, ensuring		Kabalikat Civicom
compliance with safety standards.		volunteers
 Organize and conduct emergency 		ROTC
drills or briefings for event staff and		
volunteers before major events to		
ensure everyone knows their roles		
and responsibilities in case of an		
incident.		
Develop and implement a clear		
communication plan for emergencies		
during events, including designated		
communication channels and		
responsible personnel.		
Ensure the presence of emergency		
response personnel and necessary		
equipment (e.g., first aid kits, fire		
extinguishers) at events, ready to		
respond promptly to any incidents.		
26. Fair and Booth Exhibits Committee	Chairperson	Dr. Antonio P. Abamo
Functions:	Ondirperson	Di. Antonio I. Abamo
Plan and organize fair and booth		
design, and coordinate with colleges	Co-Chairperson	Mr. Marlon M. Tambis
and departments, and other	oo ondiiperson	IVII. IVIGITOTI IVI. TUTTIBIS
organizations		
Design and allocate exhibit spaces	Members	OVPREI Staff
	Wichibers	Research Centers Staff
Offer guidance and support to		Research benters starr
exhibitors, including setup		
instructions, booth decoration		
resources, and troubleshooting any		
issues that may arise		
Ensure all exhibits comply with		
university policies, safety regulations		
and legal requirements, and other		
requirements from the event		
organizer		
Conduct pre-event inspections to		
address any potential hazards		