



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

14 November 2003

MEMORANDUM CIRCULAR NO. 60

Series of 2003

T O: All LSU Faculty and Staff Concerned

R E: University-wide Christmas Party on December 18, 2003

In the spirit of the yuletide season and to foster unity and wholesome relationship among faculty and staff, a university-wide Christmas Party shall be held on December 18, 2003 at the LSU Gymnasium.

In view of this, the following working committees shall be created to plan and facilitate for the successful conduct of the affair:

1. *Over-all Planning and Coordination*

Dr. Manuel Palomar	- Chairperson
Dr. Jose Alkuino, Jr.	- Co-Chairperson
Dr. Jose Bacusmo	- Co-Chairperson
Prof. Thelma Zafra	- Member
Dr. Isabel Bertulfo	- Member
Ms. Norma Cala	- Member
Dr. Lourdes Cano	- Member
Deans of Colleges	- Members

2. *Hall Preparation/Demolition*

Engr. Nestor Israel	- Chairperson
All PPO Personnel	- Members

3. *Table Arrangement and Coordination with Colleges/Centers/Offices*

Ms. Norma Cala	- Chairperson
Dr. Edgardo Tulin	- Co-Chairperson
Dr. Jose Bacusmo	- Co-Chairperson
Dr. Juan Labra	- Co-Chairperson
All LUPDU Laborers	- Members

4. *Food Preparation for Guests*

- | | | |
|--------------------------|---|-------------|
| Dr. Nelen Lambert | - | Chairperson |
| All Guesthouse Personnel | - | Members |

5. *Solicitation Committee for Prizes*

- | | | |
|-------------------------------|---|----------------|
| Dr. Lourdes Cano | - | Chairperson |
| Ms. Ma. Cristina Ramirez | - | Co-Chairperson |
| All Property Office Personnel | - | Members |
| All PSO Office Personnel | - | Members |
| LSU Cebu Office Staff | - | Members |

6. *Program Preparation & Management*

- | | | |
|--------------------------|---|-------------|
| Prof. Daniel Tudtud, Jr. | - | Chairperson |
| Ms. Bibiana Balbarino | - | Member |
| Ms. Zenaida Gerona | - | Member |
| Dr. Anabella Tulin | - | Member |
| Ms. Antonieta Israel | - | Member |

7. *Contest Committee*

- | | | |
|----------------------|---|----------------|
| Prof. Thelma Zafra | - | Chairperson |
| Dr. Isabel Bertulfo | - | Co-Chairperson |
| All CAC Staff | - | Members |
| VFA & VAPA President | - | Members |

9. *Stage Decoration*

- | | | |
|-----------------------------|---|-------------|
| Engr. Mario Lilio Valenzona | - | Chairperson |
| Prof. Elizabeth Briones | - | Member |
| Mr. Domingo Flandez | - | Member |
| All PPO & DOH Laborers | - | Members |

10. *Lights and Sound*

- | | | |
|-------------------------|---|-------------|
| Engr. Apolonio Encierto | - | Chairperson |
| Mr. Dominador Poliquit | - | Member |
| All PPO Electricians | - | Members |

11. *Transportation*

- | | | |
|----------------------------|---|-------------|
| Engr. Celso Gumaod | - | Chairperson |
| Mr. Florencio Macariola | - | Member |
| Ms. Perseveranda Patolilic | - | Member |

12. General Utility (including cleaning of Gymnatorium CR and surroundings)

Mr. Jaime Pascual	- Chairperson
Mr. Diosdado Torrecampo	- Co-Chairperson
Mr. Eduardo Asilom	- Member
Mr. Jose Capuno	- Member
Mr. Francisco Valenzona	- Member
Mr. Petronilo Nuñez	- Member
Mr. Carlos Valenzona	- Member
Mr. Felix Abanera	- Member
Mr. Filadelfo Llano	- Member
Mr. Roberto Pascual	- Member
Mr. Gil Impas	- Member
Mr. Mario Bantugan	- Member
Mr. Peter Belarmino	- Member
Mr. Jerry Posas	- Member
Mr. Siegfredo Bande	- Member

For this purpose, a meeting among all committee Chairmen and Members of the Over-all Planning and Coordination Committee will be held on ^{December 11, 2003 at 3:00} ~~November 26, 2003 at 4:00~~ p.m., OVPAF Conference Room. It shall be presided by Dr. Manuel K. Palomar.

Please be guided accordingly.


PACIENCIA P. MILAN
 President