

Visayas State University

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Office of the President

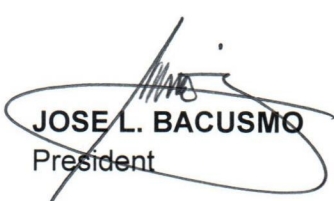
10 March 2010

MEMORANDUM NO. 119
Series of 2010

T O: All Concerned

**R E: Meeting for Chairpersons of the Working Committees for the 2010
VSU Main Campus Commencement Exercises**

The Commencement Exercises for this school year is scheduled on **8 April 2010** at the **VSU Gymnatorium**. To ensure adequate planning and preparation for this activity, the following Chairpersons are requested to attend a meeting on **March 12, 2010, 2:00 pm** at the **President's Office**.


JOSE L. BACUSMO
President

Chairpersons of the different working committees for the 57th Commencement Exercises on April 8, 2010.

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|-----|--|---|----------------------------|
| 1. | Academic Caps & Gowns for Students | - | Dr. Lolita Orge |
| 2. | Academic Gowns for Speaker/Guests, Faculty and Graduate Students | - | Engr. Alex Tulin |
| 3. | Honors and Awards | - | Dr. Oscar Posas |
| 4. | Programs/Ribbons and Distribution Committee | - | Mr. Daniel Tudtud, Jr. |
| 5. | Commencement Rites | - | Dr. Oscar Posas |
| 6. | Invitation | - | Prof. Alan Loreto |
| 7. | Stage Preparation/Decoration (Backdrop, Plants, Flowers, Seats, Tables, Rostrums)/Restoration | - | Engr. Nestor Israel |
| 8. | Lights and Sounds | - | Engr. Apolonio Encierto |
| 9. | Accommodation | - | Prof. Alan Loreto |
| 10. | Accommodation of Parents at the College Dorms | - | Prof. Manolo Loreto, Jr. |
| 11. | Transportation | - | Mr. Remegio Sanico |
| 12. | Hall Preparation (Seats for Graduates, Parents, Faculty and Guests) and Restoration | - | Ms. Linda Mariscal |
| 13. | Publicity (Information, Dissemination, Still Photography and Video Coverage and Streamers) and Campus Tour | - | Dr. Wolfreda Alesna |
| 14. | Exhibits | - | Dr. Othello Capuno |
| 15. | Guest Reception and Ushering: | | |
| | - Guest House & Lunch Reception | - | Dr. Lourdes Cano |
| | - Gym | - | Ms. Honey Sofia Colis |
| 16. | Baccalaureate Services (April 7, 2010) | - | Ms. Shirley Nayre |
| 17. | Finance | - | Dr. Roberto Guarte |
| 18. | Security, Colors (Philippine Flag and VSU Banner), Formation and Crowd Marshalls | - | Engr. Celso Gumaod |
| 19. | Food Preparation | - | Ms. Rebecca Napiere |
| 20. | Table Setting | - | Ms. Mary Clemence Arabiana |
| 21. | Food Service | - | Ms. Chelyn Estillore |
| 22. | Medical Services | - | Dr. Elwin Jay Yu |
| 23. | Steering | | |

Chairperson: Dr. Jose Bacusmo
 Members: Dr. Oscar Posas
 Dr. Roberto Guarte
 Dr. Othello Capuno
 Dr. Edgardo Tulin
 Mr. Daniel Tudtud, Jr.
 Ms. Linda Mariscal
 Prof. Alan Loreto
 Administrative Council