



6 April 2017

**MEMORANDUM CIRCULAR NO. 21**

Series of 2017


**T O: All Concerned**

**R E: Working Committees for the VSU Grand Alumni Homecoming**

This is to inform you that the VSU Grand Alumni Homecoming will be on May 19 - 20, 2017. To ensure the success of said activity, you are hereby designated as Chairpersons/Co-Chairpersons and Members of the different working committees.

In this connection, all designated chairpersons are requested to meet and mobilize their respective committees to plan and discuss their assigned tasks.

Please be guided accordingly

  
**EDGARDO E. TULIN**  
President

**WORKING COMMITTEES**  
**VSU ALUMNI GRAND HOMECOMING**  
**May 19-20, 2017**

Working Committees		Duties and Responsibilities
Steering Committees		
Chairperson	Dr. Edgardo E. Tulin – VSU President	<ul style="list-style-type: none"><li>Provides overall supervisions in the preparation and actual conduct of activities</li><li>Monitors the progress of the different committees</li><li>Request for the approval of the President for the use of VSU facilities and involvement of alumni in all activities</li><li>Oversees the flow of the entire activities of the alumni homecoming</li></ul>
Co-Chairpersons	Mr. Deogracias E. Pernitez – President, VSUAAI Prof. Elsie E. Salamat – ACRO Head	
Members	Mr. Nestor M. Gloria (Batch '72 Coordinator)  Dr. Antonio P. Abamo (Batch '77 Coordinator)  Dr. Norberto E. Milla (Batch '93 Coordinator)	
	VSUAAI BOD Members	
Program and Invitation		
Chairpersons	Dr. Antonio Abamo/Dr. Analita Salabao	<ul style="list-style-type: none"><li>Prepares and prints invitation letters and general program of activities of the alumni homecoming</li><li>Sends out invitation letters with the general program of activities to fellow alumni</li><li>Conducts personal visits to invite VSU alumni in various agencies in the region</li></ul>
Co-Chairperson	Prof. Elsie E. Salamat	
Members	Ms. Jenny Lyn Ruiz-Almeria (DA 8) Ms. Luz Moreno (Plt. Breeding/Ag. Bot) Mr. Paul Tan (An.Sci.) Ms. Vivian Balbarino (Economics) Ms. Yenyen Mendoza (Economics) Dr. Analita Salabao (Agribusiness) Ms. Mila Aguilar (Ag. Economics) Ms. Isabelita Casimero (Ag. Econ.) Prof. Ma. Theresa P. Loreto (Chemistry) Mr. Pastor Catilogo, Jr. (Agronomy/Soils) Ms. Charito Chiu (Extension) Ms. Archil Bacareza-Daugharty (Dev. Com.) Ms. Joy Bulilan (Dev. Com.) Ms. Dina Pitao (Ag. Engineering) Engr. Gendi Desabelle (Ag. Engineering) Ms. Lenlen Russel-Jugan (Education) Ms. Margie Damalerio (Education) For. Blackie Bautista (Forestry) All other designated Coordinators All Alumni Communicators Ms. Nelsie F. Mondal Mr. Raul Abit Mr. Mikheal Restor	
Secretariat/Registration		



Chairperson	Dr. Lilian Nuñez	<ul style="list-style-type: none"><li>Establishes and carries out a mechanism for a systematic registration of alumni</li><li>Prepares attendance sheets, registration forms</li><li>Makes a summary report of all attendees for presentation during the Alumni Night</li><li>Prepares: ID's, meal tickets</li><li>Kit distribution</li></ul> <p>Note: Kit Preparation: design and printing of T-shirts and other inclusive (c/o Host batches)</p>
Co-Chairperson	Ms. Lorna B. Abamo	
Members	Ms. Salome Gisulga Mr. Christopher Almoroto Ms. Edralyn Malasaga Prof. Brenda Ramoneda Mr. Ian Dave Custodio Ms. Fatima Baliña Prof. Julissah C. Evangelio Ms. Mary Annilyn L. Villar Engr. Jake Ernest P. Binueza Engr. Glenda Loraine S. Sobrio Ms. Jonah Flor V. Oraño Mr. Norman Villas ACRO Staff	
<b>Finance/Solicitation</b>		
Chairperson	Ms. Vivian Villocino-Balbarino	<ul style="list-style-type: none"><li>Sends solicitation letters to batchmates or potential sponsors</li><li>Consolidates the budget for the entire affair</li><li>Coordinates with the committee chairpersons on their budget requirement</li><li>Takes charge of disbursing funds</li><li>Liquidates cash advances for the homecoming activities</li><li>Prepares financial report &amp; presents it to the body</li></ul>
Co-Chairpersons	Prof. Nelen P. Lambert (VSUAAI Treasurer) Prof. Elsie E. Salamat	
Members	Dr. Antonio Abamo Dr. Analita Salabao Ms. Ma. Verjie Q. Subere Ms. Joe Ann Polo	
<b>Alumni Night</b>		
Chairperson	Mr. Eusebio Olleras	<ul style="list-style-type: none"><li>Arranges for the sequence of activities during alumni night</li><li>Prepares the Alumni Night Program</li><li>Identifies personalities and their part of responsibility in the program</li><li>Coordinates with food committee and venue committee for seating arrangement by batch</li><li>Takes charge of alumni Night Decoration</li><li>Conceptualize the decoration of the stage fitted for the occasion</li></ul>
Co-Chairpersons	Ms. Ma. Verjie Q. Subere Prof. Elsie E. Salamat	
Members	Mr. Charlito "Chuck" Tarac Mr. Precioso "Ondoy" Patindol Engr. Nilo Leorna Mr. Felix Ocon	
<b>Reception/Ushering</b>		
Chairperson	Assoc. Prof. Ma. Theresa P. Loreto	<ul style="list-style-type: none"><li>Guides attendees to their selected lodging houses after registration</li><li>Welcomes and ushers visiting alumni and guests especially during the major activities (Alumni Night)</li></ul>
Co-Chairperson	M. Corazon L. Alvarez	
Members	Prof. Ruffa Capuno Ms. Arianne Napiere Ms. Mada Dawn Latras Ms. Guada Babilonia <i>TUKLAS Girls</i> Jojane D. Atok Caressa Murelle Poliquit Chinelo Cardaño <i>DoPAC Men</i> Ronald Arlet Villaber Generis Albarico <i>Biotech Girls</i> Donna Christine Ramos Ea Kristine B. Tulin	



Accomodation		
Chairperson	Prof. Argina M. Pomida	<ul style="list-style-type: none"><li>Prepares a complete list with contact number of all available lodging facilities in VSU and neighboring places</li></ul>
Co-Chairperson	Prof. Elsie Salamat	
Members	Ms. Vilma Olleras Ms. Arriane Napiere Balay Alumni Staff	
Food and Drinks		
Chairperson	Dr. Luz Moreno	<ul style="list-style-type: none"><li>Identifies possible caterers for the activity</li><li>Coordinates with the caterers for the menu for each meal and snacks</li><li>Monitors and coordinates closely with the Registration Committee as to the number of participants for food reservation</li><li>Sees to it that there's a standby water, coffee, milk, tea, cups, and teaspoons</li><li>See to it that drinking water is provided during alumni night until the end of the activity.</li></ul>
Co-Chairperson	Ms. Vicky Palermo	
Members	Dr. Analita Salabao Dr. Nancy Dumaguing Dr. Ruth O. Escasinas Dr. Nelen P. Lambert Ms. Gina Villagonzalo Ms. Nora Dajab Ms. Vilma Olleras	
Thanksgiving Mass		
Chairperson	Mr. Eusebio Olleras	<ul style="list-style-type: none"><li>Arranges for the holding of the holy mass at the venue</li><li>Coordinates and inform the parish priest</li><li>Provides lectors, choir, servers, mass offerers, etc.</li><li>Coordinates with the Hall Preparation Committee</li></ul>
Co-Chairperson	Ms. Rosario Canoy	
Members	Ms. Hazel Bellezas Dr. Manolo Loreto Mr. Teddy Ratilla Ms. Nora Dajab Dr. Vilma Patindol Ms. Cynthia Godoy Dr. Remberto Patindol Dr. Alfredo Escasinas Ms. Nena Q. Ramos	
Publicity and Documentation		
Chairperson	Dr. Christina A. Gabrillo	<ul style="list-style-type: none"><li>Prepare a short video clip to be posted online (VSU FB/Web) to advertise the event</li><li>Disseminates the holding of the alumni homecoming through various media outfits and via online through VSU homepage</li><li>Prepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campus</li><li>Takes charge of the photo and video documentation</li><li>Documents the activities of the entire affair. Prepares a photo album, video and article for turnover to VSUAAI Secretary after the affair.</li></ul>
Co-Chairpersons	Ms. Ella Lois Bestil Mr. Ulderico Alviola	
Members	Ms. Sheila Lemos Mr. Michael Restor Mr. Genaro G. Godoy VSU Web Team	
Symposium I		
Chairperson	Prof. Elsie E. Salamat	<ul style="list-style-type: none"><li>Plans for the conduct of the Symposium</li><li>Makes arrangements with the prospective symposium speaker/s</li><li>Attends tot eh logistical requirements of the Symposium</li><li>Identify an MC and moderator</li><li>Prepare the tarpaulin for the symposium</li></ul>
Co-Chairperson	Dr. Analita Salabao	
Members	Ms. Vivian Villocino-Balbarino Ms. Nelsie F. Mondal	
Symposium II		
Chairperson	Engr. Nilo L. Leorna	<ul style="list-style-type: none"><li>Plans for the conduct of the Symposium</li><li>Identify an MC and moderator</li></ul>
Co-Chairperson	Mr. Dioscoro Bolatete	
Member	Ms. Joe Ann C. Polo	



Venue/Hall Preparation (Registration, VSU Resort)		
Chairperson	Mr. Dioscoro Bolatete	<ul style="list-style-type: none"><li>Negotiates for the free use of the venues (VSU Garden Beach Resort, VSU Guest house, Convention Center) and the amenities</li><li>Sees to it that all venues are properly arranged and decorated (backdrop, stage, flowers, and plants)</li><li>Sees to it that all venues are provided with enough chairs, tables and tents</li><li>Sees to it that all venues are provided with enough chairs, tables and tents</li><li>Sees to it that all borrowed chairs and tables are returned after the event</li><li>Coordinates with transportation committee for the use of vehicles for hauling</li></ul>
Co-Chairpersons	Dr. Norberto Milla Dr. Arsenio Ramos	
Members	Mr. Eusebio Olleras Engr. Nilo L. Leorna Mr. Felix Ocon	
Lights and Sounds I (for different venues)		
Chairperson	Engr. Apolonio Encierto	<ul style="list-style-type: none"><li>Sees to it that all venues where there is activity will have available lights and sounds system</li><li>Contact and negotiates possible lights and sound system for their services during the Alumni Night c/o Sir Dodong Pernitez</li><li>Contact of possible BAND and Fire dancers c/o Mr. Joviel M. Aberilla</li></ul>
Co-Chairperson	Mr. Oligario Ramos	
Members	Mr. Claudio Ababat, Jr. PESMU Staff	
Lights and Sounds II (for the Alumni Night)		
Chairperson	Hon. Deogracias ernitez	<ul style="list-style-type: none"><li>Contact of possible BAND and Fire dancers c/o Mr. Joviel M. Aberilla</li></ul>
Co-Chairperson	Mr. Jovel M. Aberilla	
Transportation		
Chairperson	Mr. Federico Godoy, Jr.	<ul style="list-style-type: none"><li>Sees to it tht vehicles are always available during the activity especially during alumni night</li><li>Makes arrangement for the use of vehicles for hauling of tables, chairs, sound system and other paraphernalia to be used at different venues</li></ul>
Co-Chairperson	Mr. Remegio Sanico	
Members	Engr. Nilo Leorna	
Alumni King and Queen		
Chairperson	Prof. Elsie E. Salamta	<ul style="list-style-type: none"><li>Identifies batches responsibilities for putting up candidates.</li><li>Conducts canvassing of votes</li><li>Responsible for providing coronation paraphernalia such as cape, crown, sash, bouquet, scepter and etc.</li><li>Responsible for providing ballots envelope for each candidate pair</li></ul>
Co-Chairperson	Ms. Corazon Alvarez	
Members	Ms. Linda Lim-Monera Ms. Nelsie F. Mondal Ms. Lorna Abamo Ms. Anecita Lumacad Mr. Felix Ocon Dr. Annie P. Gravoso Ms. Andreli D. Pardales Ms. Reina Arabiana ACRO Staff	
Games (Parlor and Beach Games)		
Chairperson	Santos Villocino	<ul style="list-style-type: none"><li>Plan the mechanics and takes charge in the conduct of the games</li><li>Provides materials/equipment needed</li><li>Coordinates with finance committee Re: budget for prizes</li></ul>
Co-Chairperson	Andrew Mazo	
Members	Mr. Gerald M. Rivera MAPEH Majors c/o Dr. Aleli Villocino	
Zumba		
Chairperson	Mr. Raymund Igcasama	<ul style="list-style-type: none"><li>Coordinate with IHK for Zumba dancing/exercise</li></ul>
Co-Chairperson	Mr. Lemuel Preciados	
Members	Dr. Niel Sereño Ms. Andreli Pardales MAPEH Majors c/o Dr. Aleli Villocino	

<b>Massage</b>		
In-charge	Ms. Joe Ann C. Polo	<ul style="list-style-type: none"><li>• Contact for possible Massager/Massage Therapist</li></ul>
<b>Bandiritas</b>		
Chairperson	Dr. Pastor Garcia	<ul style="list-style-type: none"><li>• Putting-up of colorful flaglets and bandiritas from VSU mall up to the entrance of the registration venue</li></ul>
Co-Chairpersons	ACRO Staff	
<b>Kit Committee</b>		
Chairperson	Ms. Charito Chiu	<ul style="list-style-type: none"><li>• Prepare kits and turn-over to registration committee ready for distribution.</li><li>• In-charge of the T-shirt design and it's printing</li></ul>
Co-Chairperson	Prof. Elsie E. Salamat	
Members	Member Host Batches Nelsie F. Mondal Mikhael D. Restor	
<b>VSU Alumni Awards Committee</b>		
Chairman	Dr. Ma. Juliet C. Ceniza	
Members	Dr. Erlinda Vasquez Prof. Elsie E. Salamat Dr. Beatriz S. Belonias	