



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

1 July 2015

MEMORANDUM CIRCULAR NO. 24

Series of 2015

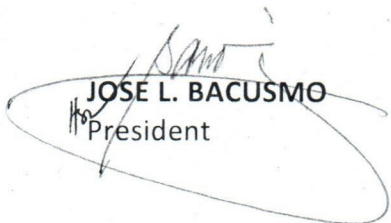
T O: All Concerned

R E: Working Committees for the Rootcrops Festival 2015

You are hereby designated Chairpersons, Co-Chairpersons and Members of the different Working Committees for the **Rootcrops Festival 2015** on **August 7 – 11, 2015** as one of the highlight activities of the 91st VSU Founding Anniversary.

The Chairpersons are requested to meet with their respective committees to plan and coordinate regarding this activity.

Your usual cooperation is enjoined.


JOSE L. BACUSMO
President

Working Committees
Rootcrops Festival 2015
August 7 – 11, 2015

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chairpersons: Dr. Marcelo A. Quevedo & Prof. Efren Saz Members: Dr. Julie D. Tan Dr. Julieta R. Roa Prof. Rosa Ophelia D. Velarde Dr. Vilma Patindol Ms. Hazel T. Taganas Ms. Adelina O. Carreno & Chairpersons of the different committees (Prof. Alan B. Loreto, Dr. Erlinda A. Vasquez, Prof. Ramon R. Orias, Dr. Lorina Galvez, Dr. Rotacio Gravoso, Dr. Christina A. Gabrillo, Dr. Daniel Leslie S. Tan, Ms. Elsa M. Umpad, Mr. Jovel Aberilla, Prof. Ramon R. Orias)	1. Plan for the smooth implementation of the Rootcrop Festival 2015. 2. Oversees the implementation of all activities during the said event. 3. Make funds available for the holding of the Rootcrop Festival 2015.
2. PROGRAM INVITATION AND REGISTRATION Chairperson: Ms. Elsa Umpad Co-Chairperson: Mr. Marlon Tambis Members: Dr. Julie D. Tan Ms. Anita D. Troyo Ms. Imelda Tidoy Ms. Lorenda G. Jayme Ms. Socorro B. Teodosio Ms. Jennifer Tinaja Ms. Lisa I. Arce Mr. Enrique B. Abogadie Mr. Dale P. Loreto Mr. Noel Borigon Ms. Rhea Ogalesco Mr. Mark Florence Ygaña Ms. Louella Tambis Ms. Shirley Nayre	1. Prepare the Rootcrop Festival Program. 2. Monitor and ensure the smooth flow of the program. 3. Invite and confirm participants and exhibitors. 4. Invite and confirm speakers of the technology forum. 5. Design tarpaulins to welcome guests, visitors and participants. 6. Prepare IDs, plaques, certificates and tokens.
3. SNACKS AND ACCOMMODATION Chairperson: Prof. Alan B. Loreto Co-Chairperson: Ms. Honey Sofia Vega Members: Ms. Argina Pomida Ms. Alice Flores Ms. Wenifreda Oclinaria Dr. Eduardo Apilar Ms. Ivy C. Emnace Guest House Staff	1. Coordinate with the PhilRootcrops on the names of persons to be accommodated. 2. Arrange with the accommodation facilities available within the university. 3. Prepare snacks for the guests. 4. Assign volunteers to assist during the distribution of snacks.
4. FUNDS AND SOLICITATION Chairperson: Dr. Lourdes B. Cano Co-Chairperson: Dr. Roberta D. Lauzon Members: Ms. Adelina Carreno Dr. Erlinda A. Vasquez Mr. Marlon Tambis Ms. Jennifer Ando	1. Scout sponsors, donors and patrons for the Rootcrop Festival. 2. Prepare comprehensive sponsors/donors/patrons's packages to choose form. 3. Follow-up solicitations. 4. Prepare and submit financial report

Working Committees
Rootcrops Festival 2015
August 7 – 11, 2015

Ms. Fe Remedios L. Diaz	after the holding of the festival. 5. See to it that all aspects of the festival are funded properly.
5. DINNER GOURMET Chairperson: Dr. Erlinda Vasquez Co-Chairperson: Prof. Alan Loreto Members: Ms. Honey Sofia Vega Dr. Julieta Roa Dr. Julie Tan Prof. Villaluz Z. Acedo Ms. Ladie Ann Palermo Dr. Edgardo Tulin Ms. Lisa I. Arce Dr. Lorina Galvez Dr. Milagros Bales Mr. Marlon Tambis Ms. Adelina Carreno Ms. Magnolia Lao Dr. Dilberto O. Ferraren	1. See to it that the menu is well-balanced and does not duplicate taste, foods are properly combined, colors are contrasted so do with the temperature of food and textures. 2. Ensure attractive food presentation. 3. Ensure smooth dining and use of wine. 4. Set the dress code for the dinner gourmet and ensure that this is being observed properly.
6. TRANSPORTATION Chairperson: Dr. Daniel Leslie S. Tan Co-Chairperson: Mr. Enrique B. Abogadie Members: Ms. Imelda Tidoy Ms. Pauline Caintic Ms. Arsenia Posas Ms. Fe Remedios L. Diaz PhilRootcrops / ODRD ViCARP drivers	1. Make arrangements for transportation of speakers, guests, officials, etc. before and during the event. 2. Manage the provision of transport vehicles when and where they are needed.
7. DECORATION AND EXHIBITS Chairperson: Prof. Ramon R. Orias Co-Chairperson: Prof. Mario Baliad Members: Mr. Noel Borigon Mr. Narciso Bathan Prof. Ramon R. Orias	1. Prepare, clean and decorate the exhibit area. 2. Restore the area after the completion of the activity.
8. FOOD COMMITTEE Chairperson: Dr. Lorina Galvez Co-Chairperson: Dr. Julie Tan Members: Ms. Ladie Ann Palermo Ms. Lucenita S. Estoy Ms. Aileen Bandalan Ms. Cynthia Godoy Ms. Shirley Nayre Ms. Magnolia Lao Guest House Staff	1. Prepare food for the guests, judges, speakers, panelists during the activity. 2. Assign volunteers to assist the committee in food preparation and in serving the guests.
9. DOCUMENTATION AND SOUVENIR PROGRAM Chairperson: Ms. Adelina O. Carreno Co-Chairperson: Ms. Rhea Ogalesco Members: Mr. Mark Ygaña Ms. Louella Tambis Ms. Jennifer Ando Mr. Dale P. Loreto	1. Document all activities during the event. 2. Prepare the Souvenir Program, publish and distribute the same to concerned donors, sponsors and benefactors, etc.

Working Committees
Rooterops Festival 2015
August 7 – 11, 2015

Ms. Marife Suaybaguio Mr. Ral-jie Mangabanag Mr. Genaro Godoy	
10. MONITORING AND EVALUATION Chairperson: Dr. Rotacio Gravoso Co-Chairperson: Ms. Jennifer Ando Members: Ms. Rhea Ogalesco Mr. Mark Ygaña Mr. Genaro Godoy Selected Dev Com students	1. Monitor and document all aspects of the event. 2. Prepare write-up/press releases. 3. Submit documents/write-ups to PCARRD.
11. EVENT PROMOTION Chairperson: Dr. Christina A. Gabrillo Co-Chairperson: Prof. Jude Sales Members: Ms. Pauline Caintic Ms. Carmela Yamada DYAC Staff Mr. Narciso Bathan Mr. Dale P. Loreto	1. Prepare event promotion materials such as flyers, streamers, radio campaigns and web advertisements.
12. TECHNOLOGY FORUM Chairperson: Dr. Julieta R. Roa Co-Chairperson: Dr. Roberta D. Lauzon Members: Dr. Julie D. Tan Dr. Rotacio Gravoso Mr. Marlon Tambis Mr. Ral-jie Mangbanag Ms. Marife Suaybaguio Ms. Guada Marie Babilonia Mr. Narciso Bathan Ms. Ella Lois Betil Ms. Adelina O. Carreno Mr. Dioscoro M. Bolatete, Jr. Ms. Pauline Caintic	1. Prepare program / schedule for the technology forum. 2. Send invitation letters for the technoforum speakers. 3. Oversee the smooth order of the forum.
13. PRODUCTION OF FIESTA MAGAZINE Chairperson: PCAARRD Co-Chairperson: Dr. Editha G. Cagasan Members: Ms. Ella Lois Bestil Mr. Genaro Godoy Ms. Jennifer Ando Ms. Rhea Ogalesco Selected Dev Com students	1. Prepare Fiesta Magazine as an output of the whole Rootcrop Festival; following the PCAARRD format.
14. ROOTCROPS ROCK Chairperson: Dr. Julieta R. Roa Co-Chairperson: Dr. Editha G. Cagasan Members: Mr. Marlon M. Tambis Ms. Guada Babilonia Ms. Marife Suaybaguio Mr. Ral-jie Managbanag Ms. Lisa Arce Mr. Marlon Tambis Mr. Narciso Bathan Ms. Anita Troyo DevCom Students Ms. Aileen Tomon Mr. Dioscoro Bolatete Ms. Joy Codog Mr. Enrique Abogadie Mr. Enrique Abogadie Mr. Federico Godoy Ms. Elsa Umpad Mr. Demetrio Belmonte	1. Oversee the implementation of Rootcrops Rock. 2. Prepare mechanics of the event, games and prizes of the participating students/farmers. 3. Identifies participants and sends invitation letters.
15. ARTWORK CONTEST Chairperson: Dr. Daniel Leslie S. Tan	1. Prepare guidelines for the competition. 2. Prepare budget for prizes and materials.

**Working Committees
Rootcrops Festival 2015
August 7 – 11, 2015**

Co-Chairperson: Dr. Feliciano Sinon Members: Mr. Narciso Bathan Mr. Lito Cana Prof. Jude Nonie Sales Mr. Misael Cerna	3. Prepare venue and materials for the competition. 4. Prepare the display area of the artworks after the competition.
16. ROOTCROPS COOKFEST Chairperson: Dr. Lorina Galvez Co-Chairperson: Dr. Roberta D. Lauzon Members: Dr. Karen Teves Dr. Julie D. Tan Ms. Lucenita S. Estoy Ms. Lani Valdivieso Ms. Ladie Palermo Mr. Jared Cutamora Dr. Dilberto O. Ferraren Ms. Inish Chris Mesias Ms. Debbie Relente	1. Prepare guidelines for the competition. 2. Prepares budget for the prizes and the materials. 3. Prepares necessary equipment and kitchen utensils to be used for the competition.
17. ROOTCROP- INSPIRED COSTUME/ MASCOT CONTEST Chairperson : Prof. Jude Nonie Sales Co-Chairperson: Dr. Annie Gravoso Members: Mr. Jovel Aberilla Prof. Villaluz Z. Acedo Dr. Erlinda A. Vasquez Dr. Julieta R. Roa Ms. Elsa M. Umpad Prof. Algerico M. Mariscal	1. Prepare guidelines for the competition. 2. Prepare budget for the prizes and the materials. 3. Decorate the stage for the mascot fashion show.
18. DANCE FESTIVAL Chairperson: Mr. Jovel Aberilla Co-Chairperson: Mr. Lomel Abarquez Member: Ms. Ade Carreno Dr. Annie Gravoso Ms. Ladie Palermo Ms. Lisa Arce Ms. Joriz Atok Ms. Jojane Atok Ms. Caressa Poliquit Ms. Resa Dacera	1. Prepare guidelines for the competition. 2. Prepare budget for the prizes and the materials. 3. Coordinate with the satellite campuses for the participation of the dance festival.