



Visayas State University

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Office of the President

28 February 2012

MEMORANDUM CIRCULAR NO. 8

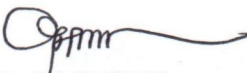
Series of 2012

T O: All Concerned

R E: Working Committees for the 2012 Honors and Awards Convocation

The **2012 Honors and Awards Convocation** will be on **March 6, 2012** at the **University Gymnasium**. The attached working committees are created to ensure a successful conduct of this activity. The Chairpersons are requested to convene their respective committees regarding their assignments.

Your usual support and cooperation is enjoined.


JOSE L. BACUSMO
President *2/28/12*

Working Committees for the 2012 Honors and Awards Convocation
2:00 PM, March 6, 2012, VSU Gymnasium

Steering Committee:

Chairperson: Dr. Jose L. Bacusmo
 Co-Chairperson: Dr. Oscar B. Posas
 Members: Dr. Roberto C. Guarte
 Prof. Manolo B. Loreto, Jr.
 Ms. Linda N. Mariscal

Over-all Program Coordination:

Chairperson: Prof. Manolo B. Loreto, Jr.
 Co-Chairperson: Ms. Carmencita S. Reyes

Certificates and Awards:

Chairperson: Ms. Carmencita S. Reyes
 Members: Ms. Christie Cyrene T. Tauy
 Ms. Chona A. Brit
 Ms. Nenita V. Flores

Program and List of Honorees & Awardees

Preparation:

Chairperson: Ms. Chona A. Brit – for Academic
 Ms. Christie Cyrene T. Tauy –
 Co-curricular & Extra Curricular
 Member: Ms. Meriam M. Luna

Hall Preparation & Restoration:

Chairperson: Mr. Junito A. Panonce
 Co-Chairperson: Engr. Nestor M. Israel
 Members: PPO Personnel
 Volunteer Student Organizations

Stage Decoration:

Chairperson: Prof. Mario E. Baliad
 Co-Chairpersons: Mr. Silvestre Cagande
 Mr. Jesus M. Abenoja
 Members: Landscape Personnel

Transportation & Utility Services:

Chairperson: Mr. Remigio M. Sanico
 Co-Chairperson: Mr. Jesus M. Abenoja
 Members: Mr. Filadelfo S. Llano
 Mr. Antonio Ganar

**Ushering Committee (includes preparation of Lei/
 Corsage & Token for the Speaker):**

Chairperson: Ms. Meriam M. Dela Torre
 Co-Chairperson: Mr. Junito A. Panonce
 Members: Mr. Mark Anthony R. Atanacio
 Mr. Wilson F. Aureo
 Ms. Charlyn C. Banas
 Ms. Honey Sofia V. Colis
 Ms. Melianida C. Faelnar
 Ms. Olga G. Corales
 Mr. Bon Anthony F. Costillas
 Mr. Cris Edren de la Peña
 Ms. Maria Vanessa E. Estillore
 Ms. Heremerose E. Matutes
 Mr. Fritchel John Secreto
 Ms. Emilyn H. Tantoo

**Publication and Registration (including preparation
 of tarpaulin):**

Chairperson: Ms. Meriam M. Luna
 Members: Mr. Filadelfo S. Llano
 USSO Student Assistants

Documentation & Evaluation:

Chairperson: Ms. Christie Cyrene T. Tauy
 Co-Chairperson: Mr. Jesus Freddy M. Baldos
 Members: Ms. Marissa M. Cano
 Organization Presidents

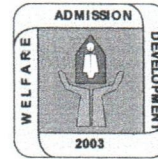
Food Committee:

Chairperson: Ms. Lucena N. Seroy
 Co-Chairperson: Ms. Rebecca B. Napiere
 Members: Ms. April Mary F. Galope
 Guest House Personnel



Visayas State University
UNIVERSITY STUDENT SERVICES OFFICE

Baybay City, Leyte
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Office of the Dean of Students

February 20, 2012

Dr. JOSE L. BACUSMO
President

Through: **Dr. OSCAR B. POSAS**
Vice-President, Academic Affairs

Dear Dr. Bacusmo:

May I recommend the following staff to compose the various committees (please see attached sheet) needed in the preparation for the **2012 Annual Honors and Awards Convocation** which is on March 6 as calendared and tentatively at 2:00pm, VSU Gym.

Further may I also request your kind approval for the budget required (please see attached sheet) to accomplish the said convocation. Please note that the budget includes the snacks for the honorees and awardees and their respective parents as traditionally done. This budget may be charged to the student development fund.

I hope for your kind approval of these requests.

Thank you and more power.

Truly yours,

MANOLO B. LORETO, Jr.
Dean of Students

Recommending Approval:

OSCAR B. POSAS
Vice-President, Academic Affairs

Approved:

JOSE L. BACUSMO
President
2/21/12

BUDGETARY REQUIREMENTS FOR THE 2012 HONORS and AWARDS CONVOCATION*6-Mar-12*

ITEM & QUANTITY	COST/UNIT	TOTAL COST
Printing of Program for the Honors Convocation (600 copies)	8.00	4,800.00
20 Jackets (for the certificates for the awardees)	75.00	1,500.00
Frame (for the Certificate for the speaker)	250.00	250.00
2 packs Special Paper for Certificates	100.00	200.00
2 Streamers (tarpaulin)	400.00	800.00
Transportation, accomodation and meals of the speaker		5,000.00
Lei/corsage& token for the speaker		150.00
Snacks for the Parents,Honorees and Awardees (1,200)	35.00	42,000.00
Snacks for UADCO Members & Guests	70.00	3,500.00
Payment for the Gym caretaker (emergency services)		400.00
Electric Consumption Charge for use of Gymnatorium		1,500.00
TOTAL		58,600.00

WORKING COMMITTEES FOR THE 2012 HONORS & AWARDS CONVOCATION

2:00 PM ; March 6, 2012 ; Gymnatorium

Steering Committee

Chair : Pres. Jose L. Bacusmo
Co-Chair : Dr. Oscar B. Posas
Members : Dr. Roberto C. Guarte
Prof. Manolo B. Loreto, Jr.
Ms. Linda N. Mariscal

Over-all Program Coordination

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Co-Chair : Ms. Carmencita S. Reyes

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Co-Chair : Mr. Junito A. Panonce
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Ms. Charlyn C. Banas
Ms. Honey Sofia V. Colis
Ms. Melianida C. Faelnar
Ms. Olga G. Corales
Mr. Bon Anthony F. Costillas
Mr. Cris Edren de La Peña
Ms. Maria Vanessa E. Estillore
Ms. Heremerose E. Matutes
Mr. Fritchel John Secreto
Ms. Emilyn H. Tantoo