



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

25 January 2010

MEMORANDUM NO. 11
Series of 2010

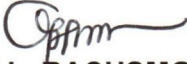
T O: All Concerned

R E: Working Committees for the Campus Idols Summit 2010

The VSU Alumni Association, Inc. (VSUAA, Inc.) will sponsor the **Campus Idols Summit 2010**. The activity is an amateur singing competition for students in Region 8. Aside from raising funds for VSUAA, Inc., the contest aims to heighten environmentalism among the students.

To ensure smooth implementation of this project, we have organized working committees to take charge of the different functions. To clarify the functions of each committee, all committee members are requested to attend a meeting on **26 January 2010, 4:00 o'clock in the afternoon at the Department of Agronomy and Soil Science**.

Your cooperation is expected.


JOSE L. BACUSMO
President *orc 1/25/10*

CAMPUS IDOLS SUMMIT

1 March 2010

Working Committees

COMMITTEES	FUNCTIONS
STEERING Chair: Mr. Bernardo Tocmo Co-Chair: Prof. Efren Saz Members: Dr. Edgardo Tulin Dr. Roberto Guarte Dr. Winston Tabada Ms. Ginas Villagonzalo Dr. Victor Asio Dr. Rotacio Gravoso Dr. Editha Cagasan	<ol style="list-style-type: none"> Oversees the implementation of the Campus Idols Summit 2010. Ensures availability of funds for the show.
COORDINATION Dr. Rotacio Gravoso Dr. Editha Cagasan	<ol style="list-style-type: none"> Coordinates the different working committees of the Campus Idols Summit 2010. Serves as local persons for the contest.
FINANCE, MARKETING AND PROMOTIONS Chair: Dr. Editha Cagasan Co-Chairs: Ms. Honey Sofia Colis Dr. Anabella Tulin Members: Ms. Adelina Carreno Ms. Ginas Villagonzalo Ms. Ansyl Dalion Ms. MARRISA Cano Ms. Felisa Un Dr. Beatriz C. Jadina Ms. Hazel Bellezas Ms. Luzvisminda Ternura	<ol style="list-style-type: none"> Spearheads the campaign for sponsorship. Designs and prints tickets for sponsors, donors, benefactors and spectators. Designs and distributes passes/badges for working committees. Designs and produces promotional materials on the contest. Furnishes the Production Group and Documentation Committee with the list of sponsors. Advertised and promotes the sales of tickets. Assigns ticket outlets and in-charge. Controls the ticket sales. Takes charge of selling tickets at the Gym during the show. Prepares financial statement for the Campus Idols Summit 2010.
CONCEPT DESIGN AND PRODUCTION Dr. Rotacio Gravoso Prof. Jude Nonie Sales Mr. Joselle Cayetano Ms. Liza Leonora Montesclaros-Galvez Mr. Ulderico Alviola	<ol style="list-style-type: none"> Designs the overall concept of the Finals Night. Prepare the repertoire of the show. Decides on the numbers that will be shown on stage.

COMMITTEES	FUNCTIONS
PRODUCTION DIRECTORS Ms. Liza Leonora Montesclaros-Galvez Prof. Jude Nonie Sales	<ol style="list-style-type: none"> 1. Supervises the rehearsals, making it sure that the concept is implemented. 2. Responsible for achieving a good quality Finals Night.
CHIEF CHOREOGRAPHERS Ms. Liza Leonora Montesclaros-Galves Mr. Jovel Aberilla	<ol style="list-style-type: none"> 1. Creates dance steps that may be needed. 2. Responsible for the smooth entrance and exits of the performers. 3. Chooses the host/s for the show.
MUSICAL DIRECTORS Mr. Joselle Cayetano Ms. Carmela Yamada	<ol style="list-style-type: none"> 1. Chooses background music for the show. 2. Prepares the musical pieces, including accomplishments of the contestants, for the show. 3. Responsible for playing the musical pieces during the show.
PRODUCTION SCRIPTWRITERS Dr. Rotacio Gravoso Ms. Pia Fleur Khristine Labastilla	<ol style="list-style-type: none"> 1. Prepares the script for the Finals Night. 2. Responsible for training the host/s. 3. Provides copies of the script to the production directors, musical directors, stage set and lights and sounds, stage, house and floor management.
STAGE SET AND SCENERY CONCEPT AND DESIGN Chairs: Prof. Jude Nonie Sales Ms. Liza Leonora M. Galvez Co-Chair: Mr. Domingo Flandez Members: Banaag Visual Arts Group	<ol style="list-style-type: none"> 1. Designs the stage backdrop for the show. 2. Assigns lightsmen for the show.
INTERMISSION NUMBERS COORDINATOR Chair: Dr. Sergio Abit Jr. Members: Mr. Lemuel Preciados Prof. Aleli Villocino Ms. Ma. Virjie Subere Ms. Alma Rosillo D'Gigzters	<ol style="list-style-type: none"> 1. Identifies and requests performers for the intermission numbers. 2. Coordinates with Wardrobe Custodians as to the appropriateness of the costumes of the intermission performers. 3. Coordinates with the production directors as to the no. of intermissions to present.

COMMITTEES	FUNCTIONS
WARDROBE CUSTODIANS Chair: Ms. Lilia Vega Members: Prof. Rosa Ophelia Velarde Prof. Milagros Bales Ms. Ma. Virjie Subere Ms. Alma Rosillo Ms. Melinda Petalcorin	<ol style="list-style-type: none"> 1. Advises contestants and performers on the appropriateness of their costumes. 2. Ensures that attire of the contestants does not border immorality.
COORDINATION, FOOD, AND ACCOMODATION OF CONTESTANTS AND COACHES Chair: Ms. Heide Sebial-Lasquites Members: Dr. Ernesto Bulayog Mr. Rizal Tanaid Ms. Elsa Umpad Ms. Marilyn Sebial-Dalen Mr. Randy Omega	<ol style="list-style-type: none"> 1. Prepares menu and serve accommodation appropriate for the contestants and coaches. 2. Assigns a member to serve as "big brother" to the contestants and coaches.
SELECTION, INVITATION AND RECEPTION OF JUDGES Chair: Dr. Rotacio Gravoso Members: Prof. Alan Loreto Dr. Victor Asio Ms. Luz Geneston-Asio	<ol style="list-style-type: none"> 1. Chooses and invites, judges of the contest. 2. Conducts briefings regarding the contest to the judges. 3. Prepares itinerary and papers needed for the transportation of the judges.
CRITERIA, STATISTICS, COMPUTER SYSTEMS INSTALLATION AND TABULATION OF RESULTS Chair: Dr. Winston Tabada Co-Chairs: Dr. Remberto Patindol Engr. Marionito Gonzales Members: Ms. Magdalena Cesar Mr. Charlie Mark Cutamora Engr. Marlon Sacedon Ms. Mary Jane Jabinez Ms. Jessamine Cuevas Mr. Jude Rola	<ol style="list-style-type: none"> 1. Install computer system for the judges. 2. Prepares grading sheet, either in soft or hard copy for the judges. 3. Computes rating and advises the Floor Management Committee of the winners for each round. 4. Briefs judges on the use of the computer and software that will be used in rating the contestants.

COMMITTEES	FUNCTIONS
LIGHTS AND SOUNDS Chair: Engr. Apolonio Encierto Co-Chair: Mr. Dominador Poliquit Mr. Clemence Borela Mr. Pedro Gucela Mr. Eric Latras Mr. Roberto Arpociple Other GSO Electricians	<ol style="list-style-type: none"> 1. Installs lights needed for the show. 2. Ensures that the sound system is of good quality.
AWARDS AND PARAPHERNALIA Chair: Dr. Beatriz Jadina Co-Chair: Ms. Gloria Bancala Ms. Cecile Duatin Mr. Nathaniel Rosolada Mr. Salvador Catre	<ol style="list-style-type: none"> 1. Prepares the awards – Cheque in styro, trophies, etc. 2. Prepares the platform for the awards. 3. Hands in the award to the award presenters.
STAGE MANAGEMENT Chair: Ms. Heremerose Escobido Members: Mr. Art Russel Flandez Dr. Quiza Quilicot	<ol style="list-style-type: none"> 1. Responsible for maintaining order at the back of the stage 2. Makes sure that props needed by performers are available on time for the numbers.
HOUSE MANAGEMENT Chair: Ms. Marissa Cano Members: Ms. Lilian Nuñez Engr. Macuin Delantar Mr. Andrew Mazo	<ol style="list-style-type: none"> 1. Makes available to the contestants such items as mirrors, dress stands, etc. 2. Ensures safety of the dressing rooms. 3. Posts sequence of the program at the backstage on both wings.
FLOOR MANAGEMENT Chair: Prof. Argina Pomida Co-Chair: Ms. Gilda Nayre Members: Ms. Rose Pascual Ms. Rosalina Poliquit	<ol style="list-style-type: none"> 1. Helps ensure smooth flow of the show. 2. Prepares results of the contest for announcement by the hosts.

COMMITTEES	FUNCTIONS
<p>DOCUMENTATION AND COMMEMORATIVE VIDEO DESIGN AND PRODUCTION</p> <p>Chair: Mr. Ulderico Alviola Co-Chair: Mr. Genaro Godoy Ms. Anabelle Gerona Members: Mr. Jed Asaph Cortes Mr. Hadrian Aguilar Mr. Ian Kim Gahoy DYAC Technical Staff</p>	<ol style="list-style-type: none"> 1. Prepares a commemorative video of the Campus Idols Summit 2010 featuring the performances during the Finals Night and the sponsors. 2. Produces the video presentations required during the Finals Night. 3. Provides video documentation during the Finals Night.
<p>MULTIMEDIA SET-UP</p> <p>Chair: Engr. Sean Villagonzalo Co-Chair: Mr. Arnel Gucela Mr. Jerome Godoy Mr. Nicola Carreno Mr. Louis Prado Mr. Wilfredo Dacera</p>	<ol style="list-style-type: none"> 1. Acquires the multimedia equipment needed for the show. 2. Sets up the multimedia system. 3. Assist in the operation of the multimedia system.
<p>TRANSPORTATION</p> <p>Chair: Dr. Rommel Armeccin Co-Chair: Mr. Remigio Sanico Mr. Jovenal Belarmino Mr. Rizal Tanaid Members: GSO Drivers</p>	<ol style="list-style-type: none"> 1. Attends to the transportation needs (within the campus) of the contestants on Feb. 27-March 1, 2010 and the judges <i>on March 1.</i> 2. Prepares and arranges vehicles for the Multimedia System and Home Management Groups on Feb. 27-March 1, 2010.
<p>REFRESHMENTS</p> <p>Chair: Mr. Rizal Tanaid Co-Chairs: Mr. Randy Omega Ms. April Coniu Ms. Gemma Platino-Modina 4 BSHRTM Students Mr. Nathaniel Rosolada</p>	<ol style="list-style-type: none"> 1. Decides on the menu for the snacks during the rehearsals and Finals Night. 2. Prepares and serves refreshments during the rehearsals on Feb. 18 and during the Finals Night on Feb. 19, 2010.

COMMITTEES	FUNCTIONS
RAMP AND STAGE SCENERY CONSTRUCTION AND DEMOLITION Chair: Engr. Nestor Israel Co-Chair: Engr. Mario Valenzona Mr. Silvestre Cagande Members: Selected GSO Carpenters	<ol style="list-style-type: none"> 1. In coordination with the Production Directors, designs and puts up the ramps and stage scenery for the Finals Night. 2. Keeps the ramp and stage decors after the show. (backdrop)
USHERING Chair: Dr. Beatriz S. Belonias Co-Chair: Dr. Ma. Juliet C. Ceniza Members: Dr. Pamela Abit Dr. Erlinda Vasquez Ms. Elmera Banoc Dr. Sergio Abit, Jr. Ms. Doreen Lauzon-Avila Dr. Annie Gravoso Ms. Riezel Gergorio Mr. Randy Omega Mr. Jayson Godoy Ms. Jenny Troyo	<ol style="list-style-type: none"> 1. Welcomes and guides sponsors, guests and spectators (except for in the bleachers). 2. Assigns the sitting arrangement of the venue for the VIP's, judges, Univ. officials, alumni officers, sponsors, presenters and guests. 3. In coordination with the Finance, Promotions and Marketing Committee, reserves tickets and seats for the finalists parents (2 complimentary tickets for each contestant)
VENUE PREPARATION AND DEMOLITION Chairs: Prof. Mario Baliad Mr. Santos Villocino Mr. Ulysses Cagasan Members: Selected GSO Laborers	<ol style="list-style-type: none"> 1. In coordination with the Marketing and Promotions Committee, arranges the chairs at the Gym. 2. Puts the chairs back to the storage area after the contest. 3. Maintains the cleanliness of the comfort rooms.
SECURITY Chair: Engr. Celso Gumaod Co-Chair: Prof. Manolo Loreto, Jr. Members: VSU Security Force Selected ROTC Cadets	<ol style="list-style-type: none"> 1. Ensures the peace and order of the contest and safety of contestants, judges, organizers and spectators. 2. Controls the crowd at the entrance gate and at the bleachers.