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Office of the President

19 April 2010

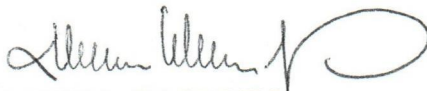
MEMORANDUM CIRCULAR NO. 20
Series of 2010

T O: All Concerned

R E: Working Committees for the 2010 JOBS FAIR.

Our university will host the 2010 JOBS FAIR on April 23, 2010 at the VSU Gym. The attached working committees are created to ensure the success of this event. The Chairpersons/Co-chairpersons is directed to convene their respective committees discuss their assignments for this activity.

Your cooperation is enjoined.


for **JOSE L. BACUSMO**
President MC 4/19/10

2010 JOBS FAIR
April 23, 2010; VSU Gym

WORKING COMMITTEES AND RESPONSIBILITIES

Committee	Name of Person	Responsibilities
1. Steering Chairperson: Co-Chair: Members:	Dr. Jose L. Bacusmo Dr. Oscar B. Posas Prof. Manolo B. Loreto All College Deans	<ul style="list-style-type: none">• Oversees the preparation of the Jobs Fair• Checks the progress of the different working committees
2. Program and Invitation Chairperson Co-Chair: Members:	Ms. Carmencita S. Reyes Ms. Chona A. Brit Ms. Meriam M. Luna Mr. Filadelfo Llano	<ul style="list-style-type: none">• Prepares the over-all program of the Jobs Fair• Sends invitations to the different cooperating and participating agencies• Distributes programs to respective colleges• Prepares labels/signage for booths, tables and bulletin boards in coordination with the Venue Comm.• Prepares certificates
3. Registration Chairperson: Co-Chair: Members:	Ms. Miriam M. Dela Torre Mr. Vicente A. Gilos Ms. Joan Tonacao Ms. Angelita Paradero Dr. Melinda L. Lavega	<ul style="list-style-type: none">• Prepares all registration documents and attendance sheets prescribed by the DOLE and POEA• Registers all participants in the Jobs Fair including participating and coordinating agencies• Coordinates with the Secretariat in the preparation of Masterlist of Participants
4. Reception Chairperson: Co-Chair:	Ms. Christie Cyrene T. Tauy	<ul style="list-style-type: none">• Assists participating agency personnel in maintaining

Members:	Prof. Julita A. Gapuz Prof. Nilda T. Amestoso Prof. Rufina C. Capuno Prof. Epifania G. Loreto Mr. Randy G. Omega Dr. Evelyn S. Cortes Engr. Florentino F. Morales, Jr. Ms. Ivy C. Emnace Mr. Nichell Villarta Mr. Neil Sereno	smooth order in respective booth <ul style="list-style-type: none"> Coordinates with other committees for whatever need by the agencies or the applicants
5. Venue Preparation and Demolition: Chairperson: Co-Chair: Members:	Engr. Nestor Israel Engr. Mario Valenzona Mr. Jesus M. Abenoja Mr. Silvestre Cagande USSO Carpenters	<ul style="list-style-type: none"> Prepares the Gym in accordance to the required set up and arrangement for a Job Fair Restores the Gym after the Fair
6. Publicity and Documentation Chairperson: Co-Chair: Members:	Mr. Jesus Freddy M. Baldos Mr. Ulderico Alviola Ms. Adelina O. Carreno Ms. Marissa M. Cano Mr. Junito A. Panonce Ms. Mirian Tan Mr. Rolando Bacalso	<ul style="list-style-type: none"> Prepares 3 streamers Hangs streamers in a strategic places Coordinates with PESO-Baybay, DYAC and PCVI for publicity Documents the Jobs Fair Prepares an article for the publication in the Obelisk Contacts mediamen for press conference
7. Food Chairperson: Co-Chair: Members:	Ms. Rebecca B. Napiere Ms. Meriam M. Luna Ms. Isabelita Sedrome Mr. Rizal Tanaid Mr. Filadelfo S. Llano	<ul style="list-style-type: none"> Prepares and serves 2 sets of snacks (am and pm) enough for all participating and coordinating agencies personnel and for the working committees Prepares breakfast and lunch

		enough for the participating and cooperating agencies personnel
8. Transportation Chairperson: Co-Chair: Member:	Mr. Remegio Sanico Mr. Junito A. Panonce Mr. Jovenal Belarmino	<ul style="list-style-type: none"> • Dispatches vehicle to fetch and conduct participating agencies personnel from and to Tacloban City • Dispatches vehicle for hauling materials before and during the Fair
9. Electrical and Electronic System: Chairperson: Co-Chair: Members:	Engr. Apolonio Encierto Engr. Leodegario Ramos Mr. Dominador Poliquit Mr. Rolando Bacalso Mr. Clemence Borela Mr. Juan De Asis	<ul style="list-style-type: none"> • Prepares and operates the sound systems at the Gym • Sees that a standby generator be available or special connection be made from the power house to the Gym in case of power failure • Sets up photocopying machines at the lobby of the Gym
10. Secretariat Chairperson: Co-Chair: Members:	Prof. Winston A. Tabada Ms. Chona A. Brit Ms. Magdalene Cesar Mr. Michael Dag-uman	<ul style="list-style-type: none"> • Prepares at least three (3) units laptop for data encoding • Encodes data required by DOLE and POEA to be submitted at the end of the Fair.