



9 January 2024

**MEMORANDUM NO.** 22  
Series of 2024

**T O:** Dr. Aleli A. Villocino  
Dr. Allen Glennie P. Lambert  
Prof. Ernesto F. Bulayog  
Dr. Elwin Jay V. Yu  
Ms. Louella C. Ampac  
Ms. Alicia M. Flores  
Dr. Nerelito P. Pascual  
Ms. Shaina Mae Lacaba

**R E:** Committee on Gift Giving to Children

The **Coastal Clean-up Day** which is one of the major activities for our VSU Centennial celebration will be conducted on **April 19, 2024** at the different coastal areas of Baybay City. Part of this whole day activity is the gift giving of the children in the area. As suggested during the previous VSU Centennial committee, gifts for children would be hygiene kits, slippers, and school supplies.

In relation to this, Dr. Aleli A. Villocino is assigned to serve as Chairperson and the rest as members to constitute the committee that will organize the gift giving activity. Specifically, your committee is tasked to do the following:

1. Identify the gift/s for distribution to children;
2. Identify fund sources for this activity;
3. Coordinate with the different barangays for participants' count; and
4. Organize the gift distribution.

For your information and action.

  
**DANIEL LESLIE S. TAN**  
OIC-President