



20 March 2018

MEMORANDUM CIRCULAR NO. 24
Series of 2018

T O: All Concerned

R E: Working Committees for the 2018 Farmers and Fisherfolks' Day

On April 14 – 27, 2018 we will celebrate our 94th Founding Anniversary. One of the highlights is the Farmers and Fisherfolks' Day on April 27, 2018. For a successful conduct of this event you are hereby designated Chairpersons, Co-Chairpersons and Members of the different working committees. The Chairpersons are requested to convene their respective committees to discuss plans and preparations on their assigned tasks.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President

WORKING COMMITTEES
2018 FARMERS AND FISHERFOLKS' DAY

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chair: Prof. Efren B. Saz Dr. Jose L. Bacusmo Members: Dr. Victor B. Asio Prof. Manolo B. Loreto, Jr. Dr. Erlinda A. Vazquez Dr. Feliciano G. Sinon Dr. Ma. Juliet C. Ceniza Dr. Rommel B. Armecin Dr. Elvira C. Torres	1. Plan for the smooth implementation of the FFD activities. 2. Oversees the implementation of all activities during the FFD 3. Make funds available for the FFD activities.
2. PROGRAM, INVITATION AND BOOTH RESERVATION Chairperson: Prof. Efren B. Saz Co-Chair: Ms. Adelina O. Carreno Members: Ms. Hannah May P. Cala Ms. Ma. Fatima B. Estrosas Ms. Shirley T. Nayre Ms. Ma. Louella C. Tambis Mr. Jerry B. Posas Mr. Artemio T. Nayre Mr. Ricardo Bornias Mr. Nonie F. Piad, Jr.	1. Prepare the FFD program. 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm farmers' forum speakers. 4. Design tarpaulins to welcome guests and participants. 5. Invite and confirm awardees, guests and participants. 6. Set the guidelines for booth reservation. 7. Prepare IDs, plaques, certificates and tokens
3. REGISTRATION AND RAFFLE DRAW Chairperson: Ms. Maria Verjie Q. Subere Co-Chair: Ms. Crislin B. Cruz (Farmers/Fisherfolk) Ms. Chona A. Brit (Students participation) Ms. Lilia P. Vega (Guests and Visitors/LGUs) Members: Ms. Leonarda A. Maurillo Ms. Roseli-Fatima J. Sosmeña Mr. Alberto N. Banayag Mr. Artemio T. Nayre Mr. Jerry B. Posas Mr. Nicasio Lingatong Mr. Nonie F. Piad, Jr. Ms. Emilyn G. Caña Ms. Amor Marie P. Bibera Ms. Evangeline B. Tapayan Student Organizations representatives c/o USSO	1. Registration of participants to the FFD 2. Provide additional information and referrals on inquiries made by participants 3. Manage the raffle draws. 4. Haul tables, chairs and pertinent papers , snacks for FFDday.
4. STUDENT PARTICIPATION Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chair: Ms. Christy T. Tauy Members: College Deans Ms. Chona A. Brit Mr. Junito Panonce Ms. Marwen Castañeda Presidents of recognized student organizations	1. Ensure the active participation of students in the various activities 2. See that students involved are properly advised and briefed on their responsibilities; 3. Provide directions to students on assignments and persons to report to.
5. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE Chairperson: Mr. Alfredo G. Dingal Co-Chair: Dr. Jose L. Bacusmo Members: Prof. Mario Baliad Prof. Manolo B. Loreto, Jr. & ROTC Mr. Ruel B. Calipayan Landscaping Personnel Mr. Primo Tumulak Mr. Zandro Israel 6 emergency laborers	1. Ensure the orderliness and cleanliness of the university grounds before, during and after the anniversary celebrations. 2. Provide proper signages to guide the guests and participants where to go.

<p>6. FARM SKILLS COMPETITION/GAMES/DULANG PINOY</p> <p>Chairperson: IHK Director</p> <p>Co-Chair: Mr. Andrew Mazo</p> <p>Members: Dr. Eutiquio E. Sudaria Ricarido C. Nanggan Dr. Julius V. Abela Mr. Teodomero Ratilla MAPEH Majors</p>	<ol style="list-style-type: none"> 1. Prepare/organize games for farmers 2. Maintain the smooth participation all throughout the execution of the games.
<p>7. FARM PRODUCTS CONTEST ("Indigay sa Abot")</p> <p>Chairperson: Dr. Christina A. Gabrillo</p> <p>Co-Chair: Dr. Rosario A. Salas</p> <p>Members: Prof. Arsenio D. Ramos Ms. Carmela A. Yamada Mr. Eddie Israel Mr. Louis Prado Mr. Fabian Alberio Ms. Ma. Fatima B. Estrosas DecSO and DYDC Staff</p>	<ol style="list-style-type: none"> 1. Set the guidelines and criteria for the Contest 2. Award prizes to deserving contestants
<p>8. BOOTH SPECIAL AWARDS</p> <p>Chairperson: Dr. Editha G. Cagasan</p> <p>Co-Chair: Dr. Dilberto O. Ferraren</p> <p>Members: Prof. Manolo B. Loreto, Jr. Dr. Guiraldo Fernandez, Jr. Mr. Mark C. Ratilla</p>	<ol style="list-style-type: none"> 1. Set guidelines for the contest. 2. Coordinate with the office of the Extension staff for the availability of funds for prizes and tokens 3. Identify judges. 4. Announce winners and give the awards.
<p>9. SEARCH FOR THE OUTSTANDING FARMER</p> <p>Chairperson: Prof. Efren B. Saz</p> <p>Co-Chair: Ms. Adelina O. Carreno</p> <p>Members: Dr. Milagros C. Bales Prof. Arsenio Ramos Prof. Reny G. Gerona Dr. Humberto Montes, Jr. Dr. Manuel D. Gacutan/Julius V. Abela Mr. Stephen James Chavez Mr. Genaro G. Godoy Ms. Hannah May P. Cala Ms. Ma. Fatima B. Estrosas Ms. Inna Mae A. Sto. Tomas</p>	<ol style="list-style-type: none"> 1. Accept nominations and perform first round screening. 2. Conduct field inspections and interviews. 3. Determine winners. 4. Prepare citations. 5. Assist in the invitation and billeting of awardees.
<p>10. FIELD LAYOUT, BOOTH CONSTRUCTION & RESTORATION</p> <p>Chairperson: Prof. Manolo B. Loreto, Jr.</p> <p>Co-Chair: Engr. Marlon Burlas</p> <p>Members: Engr. Florentino Morales, Jr. Mr. Federico Godoy Mr. Dioscoro M. Bolatete, Jr. Mr. Gaspar Arpoceple Mr. Marlon Dampios Mr. Junard C. Gucela SDMU Personnel</p>	<ol style="list-style-type: none"> 1. Plan and assign respective area for exhibitors 2. Lay-out and construct aesthetically all possible booth. 3. Coordinate with the Office of the Director of Extension for the materials to be used
<p>11. HALL AND STAGE PREPARATION AND RESTORATION (Farmers' Forum at the VSU Gymnasium)</p> <p>Chairperson: Prof. Mario Baliad</p> <p>Co-Chair: Prof. Alfredo G. Dingal</p> <p>Members: Engr. Eutiquio E. Sudaria Mr. Federico Godoy Mr. Renato Roca NCRC and Landscape Laborers</p>	<ol style="list-style-type: none"> 1. Prepare the hall for the farmer's forum 2. Decorate the stage. 3. Restore the Hall after the completion of the activity
<p>12. ACCOMMODATION</p> <p>Chairperson: Prof. Francisco Gabunada</p> <p>Co-Chair: Ms. Argina Pomida</p> <p>Members: ATI Dorm Manager Ms. Josefina Larrosa Ms. Jessamine Ecleo Dr. Nancy V. Dumaguig VSU Hostel and Guest House Staff</p>	<ol style="list-style-type: none"> 1. Coordinate with the Office of the Director of Extension on the names of persons to be accommodated. 2. Arrange with accommodation facilities available at VSU. 3. Coordinate with the Accommodation Committee for Overall Anniversary celebration.

<p>13. RECEPTION (Gym)</p> <p>Chairperson: Ms. Elmera Y. Bañoc Co-Chair : Ms. Maria Louella C. Tambis Members : Ms. Ma. Lilia P. Vega Ms. Roseli-Fatima J. Sosmeña Ms. Pauline S. Caintic Ms. Fe Remedios L. Diaz Ms. Noela Sollano Mr. Randy Omega HRTM selected students</p>	<ol style="list-style-type: none"> 1. Meet and guide guests and participants to their respective seats. 2. Prepare ribbons, lies, etc. for the guests.
<p>14. PUBLICITY/DOCUMENTATION</p> <p>Chairperson: Mr. Ulderico Alviola Co-Chair : Mr. Jed Asaph D. Cortes</p> <p><i>News gathering/ and new Media Publication</i> Ms. Sheila B. Lemos</p> <p><i>Videography</i> Mr. Genaro G. Godoy</p> <p><i>Tarpaulin Installation</i> Prof. Mario Baliad</p> <p><i>Graphic Design</i> Mr. Norman Villas Mr. Ian Gahoy Mr. Stephen James Chavez Mr. Fernando Montajes Mr. Misael Cerna Mr. Toni Marc Dargantes</p>	<ol style="list-style-type: none"> 1. Prepare publicity materials such as streamers/tarpaulin, posters, etc. 2. Prepare equipment and other needs for documentation of the entire event. 3. Document the entire event.
<p>15. TRANSPORTATION</p> <p>Chairperson: Engr. Marlon Burlas Co-Chair: Ms. Fe Remedios L. Diaz Members: Ms. Shirley Nayre Mr. Remegio Sanico Ms. Marilou Sta. Iglesia Mr. Jerry Posas</p>	<ol style="list-style-type: none"> 1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event. 2. Manage the provision of transportation when and where it is needed.
<p>16. LIGHTS, SOUNDS AND AV EQUIPMENT</p> <p>Chairperson: Engr. Apolonio Encierto Co-Chair: Engr. Sean O. Villagonzalo Members: Mr. Clementino Borela Mr. Toni Mark Dargantes Mr. Arnel P. Gucela Mr. Jerome G. Godoy VSU Utilities Division Staff</p>	<ol style="list-style-type: none"> 1. Provide quality audio-visual support for the venue. 2. Restore properly all equipment after the event.
<p>17. FARMERS' FORUM</p> <p>Chairperson: Prof. Efren B. Saz Co-Chair: Dr. Dennis Peque Members: Dr. Dario Lina Dr. Milagros C. Bales Dr. Erlinda A. Vasquez Dr. Marlito Bande Dr. Lucia M. Borines Prof. Reny G. Gerona Dr. Humberto Montes, Jr. Dr. Rommel B. Armechin Ms. Jedess Miladel N. Salomon Ms. Adelina O. Carreno</p>	<ol style="list-style-type: none"> 1. Invite panelists for the forum 2. Provide name tags for resource persons 3. Facilitate the Question and Answer portion of the forum. 4. Manage the overall conduct of the activity.

18. FARMERS PARTICIPATION Chairperson: Dr. Pastor Garcia Co-Chair: Ms. Noela C. Sollano Mr. Argil Jan P. Nayre Members: Dr. Ma. Juliet C. Ceniza Dr. Eduardo O. Mangaoang Dr. Erlinda A. Vasquez Dr. Feliciano G. Sinon Dr. Zenaida C. Gonzaga Ms. Hazel Taganas Ms. Lilia P. Vega	<ol style="list-style-type: none"> 1. Inform and invite partner farmers and groups to the event 2. Provide assistance to participants in the registration and participation of the different FFD activities as the need arises.
19. ARC CONSTRUCTION Chairperson: Engr. Mario Valenzona Co-Chair: Mr. Allan Salentes Members: Prof. Alan B. Loreto Mr. Remegio Sanico Mr. Misael Cerna PPO Laborers	<ol style="list-style-type: none"> 1. Design and construct the arc. 2. Remove the arc after the event.
20. SECURITY AND TRAFFIC FORCE Chairperson: Engr. Celso Gumaod Co-Chair: Mr. Antonio Bandalan Mr. Jaime Lasquites Mr. Jeremy Caintic Members: Security Force/ ROTC Commandant	<ol style="list-style-type: none"> 1. Prepare a security plan for the event. 2. Ensure the security of guests and participants. 3. Provide VIP parking 4. Coordinate with local authorities.
21. FARMERS' PARADE AND COMPETITION, AND SPORTS CONTEST Chairperson: Dr. Pastor P. Garcia Co-Chair: Mr. Ricarido Nanggan Members: Mr. Raul Abit Engr. Celso Gumaod Mr. Jess Geron IHK MAPE Students (parade and sports Competition, and awarding Ceremony at the Oval Stage)	<ol style="list-style-type: none"> 1. Prepare the parade route 2. Assign marshals. 3. Oversee the smooth flow of the parade 4. Coordinates with registration Committee Chairman regarding Competition and awarding of prizes
22. LIVELIHOOD CARAVAN Chairperson : Ms. Adelina O. Carreno Co-Chairman: Dr. Ivy Emnace Members : Prof. Mario Baliad Ms. Jhoanna Torrenueva Mr. Mark C. Ratilla Ms. Ma. Fatima B. Estrosas	<ol style="list-style-type: none"> 1. Prepare a plan for the activity. 2. Invite resource persons. 3. Prepare the venue. 4. Manage the activity
23. FOODS / SNACKS FOR FARMERS Chairperson: Ms. Fe Remedios L. Diaz Co-Chair: Ms. Shirley T. Nayre Members: Ms. Marilou L. Sta. Iglesia Ms. Pauline S. Caintic Ms. Arsenia B. Posas Mr. Prisco Vidal HRTM Students volunteer Emergency Laborers	<ol style="list-style-type: none"> 1. Prepare snacks for the farmers. 2. Assign volunteers to assist during the distribution of snacks
24. FIRST AIDE/HEALTH SERVICES Chairman: Dr. Josephine O. Zafico Co-Chair: Dr. Merry Christ'l T. Supnet-Guinocor Ms. Maria Niña Corazon C. Ceniza Members: Infirmary Staff College of Nursing Staff & Students Representatives	<ol style="list-style-type: none"> 1. Prepare needed first aid medicines in case of emergency 2. Attend to patient when necessary 3. Provide standby ambulance