



26 February 2024

**MEMORANDUM CIRCULAR NO. 32**  
Series of 2024

**T O: VSU Concerned VSU Faculty and Staff**  
**R E: Working Committees for Philippine Quality Award Conferment Ceremony**

The Visayas State University is an awardee of the Philippine Quality Award (PQA) Regionalization Program by the Department of Trade and Industry. Part of the process is a Conferment Ceremony.

For VSU, our schedule for the Conferment Ceremony is on 13 March 2024. To ensure smooth implementation of the ceremony, we are creating the working committees.

To orient us on our tasks as working committees, please come to a meeting on **01 March 2024, 3:00 o'clock in the afternoon**, at the **OP Board Room**.

Anticipating your usual cooperation.

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

**CONFERMENT CEREMONY OF THE PHILIPPINE QUALITY AWARD FOR VSU**  
9:00 AM, 13 March 2024, VSU Convention Center  
**WORKING COMMITTEE**

Committee	Composition		Functions
1. Steering & Co-ordination	Chair: Members:	Dr. Daniel Leslie S. Tan Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Dr. Dilberto O. Ferraren Dr. Aleli A. Villocino Dr. Rotacio S. Gravoso	<ul style="list-style-type: none"> <li>Coordinate all activities related to the Conferment Ceremony.</li> <li>Decide on the program.</li> </ul>
2. Finance	Chair: Members:	Ms. Louella C. Ampac Ms. Alicia M. Flores Mr. Nick Freddy R. Bello Ms. Pamela P. Oraño	<ul style="list-style-type: none"> <li>Make funds available for the ceremony.</li> <li>Facilitate preparation and release of budget.</li> </ul>
3. Publicity, Program, Invitation, & Student Participation	Chair: Members:	Dr. Aleli A. Villocino Dr. Rotacio S. Gravoso Dr. Christina A. Gabrillo Dr. Joel Rey U. Acob Ms. Chona A. Brit Mr. Paul Vincent L. Fornis (UIMC) DYDC Staff	<ul style="list-style-type: none"> <li>Organize the program and coordinate the implementation of the ceremony.</li> <li>Extend invitation to guests and key VSU officials.</li> <li>Ensure student participation.</li> </ul>
4. Food	Chair: Members:	Ms. Honey Sofia V. Colis Ms. Jennifer E. Ando Guest House Staff/Caterer	<ul style="list-style-type: none"> <li>Prepare and serve food to the participants.</li> <li>Lead the table setting.</li> </ul>
5. Stage Decoration and Hall Preparation	Chair: Members:	Mr. Roden D. Troyo Landscaping Staff QAC Staff	<ul style="list-style-type: none"> <li>Put up stage decoration appropriate for the occasion.</li> <li>Arrange chairs and tables for guests and participants.</li> </ul>
6. Multimedia Set Up, Lights and Sounds	Chair: Members:	Engr. Marlon G. Burlas Staff of Electrical and Sounds Office	<ul style="list-style-type: none"> <li>In coordination with the Stage Decoration and Multimedia Support Committee, Install LED Wall at the venue.</li> <li>Provide good sound system and appropriate lighting.</li> </ul>
7. Multimedia Support & Documentation	Chair: Members:	Dr. Ulderico B. Alviola Dr. Christina A. Gabrillo UIMC Staff QAC Staff	<ul style="list-style-type: none"> <li>Design the backdrop.</li> <li>Decide on the stage arrangement.</li> <li>Provide video and photo documentation</li> <li>Arrange for the live coverage of the ceremony both through radio and Facebook.</li> </ul>
8. Ushering & Tokens	Chair: Members:	Ms. Corazon A. Padilla	<ul style="list-style-type: none"> <li>Organize a group of ushers.</li> <li>Prepare and put on the lies on the guests and key VSU officials.</li> <li>Arrange transportation that will ferry guests from the Guest House to the Convention Center and vice versa.</li> </ul>