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Office of the President

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MEMORANDUM CIRCULAR NO. 15

Series of 2015

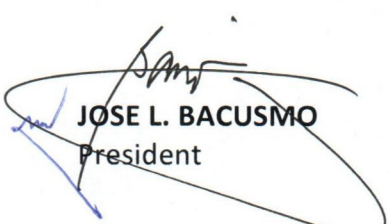
T O: All Concerned Faculty/Staff

R E: Working Committees for the 2015 VSU Alumni Grand Homecoming

This is to inform you that the 2015 VSU Alumni Grand Homecoming will be on May 15-16, 2015. To ensure the success of said activity, you are hereby designated as Chairpersons/Members of the different working committees.

In this connection, all designated chairpersons are requested to meet and mobilize their respective committees to plan and discuss their assigned tasks.

Please be guided accordingly


JOSE L. BACUSMO
President

WORKING COMMITTEES
VSU ALUMNI GRAND HOMECOMING
May 15-16, 2015

Working Committees		Duties and Responsibilities
Steering Committees		
Chairperson	Dr. Edgardo E. Tulin – BOD Chair	<ul style="list-style-type: none">Provides overall supervisions in the preparation and actual conduct of activitiesMonitors the progress of the different committeesRequest for the approval of the President for the use of VSU facilities and involvement of alumni in all activitiesOversees the flow of the entire activities of the alumni homecoming
Co-Chairperson	Prof. Elsie E. Salamat – OIC-Head, ACRO	
Members	Jill Lacandazo-Magsambol (Batch ‘90 Coordinator) Ms Patricia Pala-Santiago (Batch ‘91 Coordinator)	
Program and Invitation		
Chairperson	Prof. Elsie E. Salamat	<ul style="list-style-type: none">Prepares and prints invitation letters and general program of activities of the alumni homecomingSends out invitation letters with the general program to the alumniConducts personal visits to invite VSU alumni in various agencies in the region
Co-Chairperson	Mr. Vincent Borneo	
Members	Mr. Reynaldo B. Salamat All other designated Coordinators ACRO Staff	
Secretariat /Registration		
Chairperson	Ms. Corazon Patindol-Palileo	<ul style="list-style-type: none">Establishes and carries out a mechanism for a systematic registration of alumniPrepares attendance sheets, registration formsMakes a summary report of all attendees for presentation during the Alumni NightPrepares, ID’s, meal ticketsFacilitates of ticket booking (plane & boat)
Co-chairpersons	Ms. Nicole Florentino Ms. Angelica Ganas-Garsuta	
Members	Ms. Julie Ann Cinco-Avila Ms. Myra Ann Cinco-Vallar Prof. Rose Poliquit Ms. Fatima Baliña Ms. Edralyn Malasaga Prof. Lilian Nuñez Dr. Lijueraj J. Cuadra Ms. Jennifer E. Ando ACRO Staff	
Finance		
Chairperson	Ms. Amira Orabe	<ul style="list-style-type: none">Consolidates the budget for the entire affairCoordinates with the committee chairpersons on their budget requirementTakes charge of disbursing fundsLiquidates cash advances for the homecoming activitiesPrepares financial report & presents it to the body
Co-Chairperson	Prof. Francisco Gabunada (VSUAAI Treasurer)	
Members	Ms. Jill Lacandazo- Magsambol Ms. Marianne Abiera Ms. Irma Javier-Timkang Dr. Fe Gabunada Prof. Brenda Ramoneda	
Photo Booth & Videoke Challenge		
Chairperson	Mr. Taz Lagumbay	<ul style="list-style-type: none">Coordinates in the installation of photo booth with the PB operatorArranges and prepares photo booth and videoke placementsTakes charge/responsible for the orderly conduct of the activitiesFacilitator/anchor videoke challenge
Members	Ms. Angelica Ganas-Garsuta Mr. Jebon Bontog Ms. Marifi Pedrera-de Asis Mr. Hernando L. Mondal Mr. Raul L. Abit	
Reception/Accommodation/Ushering		
Chairperson	Mr. Randy Omega	<ul style="list-style-type: none">Prepares a complete list of all available lodging facilities in VSU and neighboring placesGuides attendees to their selected lodging houses after registrationTakes charge of the booking of their accommodationWelcomes and ushers visiting alumni and
Co-Chairperson	Ms. Argina M. Pomida	
Members	Ms. Ma. Nena Sumalinog-Agapito Ms. Michelle Apsay-Labarda Ms. Corazon L. Alvarez Ms. Diana Christita Gamutan	

	BALAY ALUMNI STAFF Ms. Arianne Napiere Ms. Lorraine Salabao Ms. Guada Babilonia TUKLAS GIRLS (VSU Alumni @ Biotech Lab.)	guests especially during the major activities (Alumni Night)
Food and Drinks		
Chairperson	Ms. Melissa Herbolingo-Vitualla	<ul style="list-style-type: none">Identifies possible caterers for the activityCoordinates with the caterers for the menu for each meal and snacksMonitors and coordinates closely with the Registration Committee as to the number of participants for food reservationsSees to it that there's a standby water, coffee, milk, tea, cups, and teaspoonsSee to it that drinking water is provided during alumni night until the end of the activity.
Co-chairperson	Dr. Nancy Dumaguing	
Members	Ms. Evelyn Guitoria-Cardines Ms. Sarah Agcang-Enecio Ms. Jill Lacandazo-Magsambol Dr. Ruth O. Escasinas Dr. Lorina Galvez Dr. Nelen P. Lambert Ms. Rosario Canoy Dr. Berta Ratilla	
Thanksgiving Mass		
Chairperson	Dr. Milagros Bales	<ul style="list-style-type: none">Arranges for the holding of the holy mass at the venueCoordinates and inform the parish priestProvides lectors, choir, servers, mass offerers, etc.Coordinates with the Hall Preparation Committee
Co-Chairperson	Engr. Ruth Monge	
Members	Ms. Christine Diaz Ms. Patricia Pala-Santiago Dr. Manolo Loreto Ms. Rosario Canoy Mr. Teddy Ratilla Mr. Eusebio Olleras	
Publicity and Documentation		
Chairperson	Mr. Freddy Baldos	<ul style="list-style-type: none">Disseminates the holding of the alumni homecoming through various media outfits and via online through the VSU Alumni homepagePrepares streamers and tarpaulins to be hanged in the venue and strategic places inside and outside VSU campusTakes charge of the photo and video documentationDocuments the activities of the entire affair. Prepares a photo album, video and article for turnover to VSUAAI Secretary after the affair.
Members	Mr. Ludito Ramirez All host representatives Mr. Randy Omega Dr. Editha Cagasan Dr. Christina A. Gabrillo Ms. Sheila Lemos	
Venue/Hall Preparation (Registration, VSU Resort, Convention Hall)		
Chairperson	Dr. Arsenio Ramos	<ul style="list-style-type: none">Negotiates for the free use of the venues (VSU Garden Beach Resort, Convention Center) and the amenities.Sees to it that all venues are properly arranged and decorated (backdrop, stage, flowers, and plants)Sees to it that all venues are provided with enough chairs, tables and tents
Co-Chairperson	Mr. Hernando L. Mondal	
Members	Dr. Roel Suralta Mr. Allan Brit Mr. Jevan Nemenzo Ms. Marita Olar Ms. Jane Paalisbo-Arcillas Mr. Felix Ocon	
Lights and Sounds		
Chairperson	Mr. Nelson Quilario	<ul style="list-style-type: none">Contact and negotiates possible lights and sound system for their services during the affair
Co-Chairperson	Mr. Raul Abit	
Members	Mr. Paulino Masan Forestry Freshmen Hosts ACRO Staff	
Transportation		
Chairperson	Mr. Eusebio Olleras	<ul style="list-style-type: none">Sees to it that vehicles are always available during the activity (especially during campus tour, alumni night)Makes arrangement for the use of vehicles
Co-Chairperson	C/Insp. Orlando Gardiola	
Members	Mr. Jose Ramel CAñeta Mr. Rey Valledor	

	Dr. Arsenio Ramos Mr. Hernando Mondal ACRO Staff	for hauling of tables, chairs, sound system and other paraphernalia to be used at different venues
Alumni Treats		
Chairperson	Ms. Melissa Herbolingo	<ul style="list-style-type: none">Arranges with the VSU Beach Resort management for the holding of the activitySecures ways to provide logistical support (i.e. transportation, snacks, venue) to participantsCoordinates with the service providers for the orderly conduct of their services
Co-Chairperson	Ms. Elizabeth Salamanca	
Members	Ms. Dimna Camarines-Guipon Ms. Grace Raynera-Montes Ms. Evelyn Guitoria-Cardines Ms. Evangeline Esmero Ms. Filomena Neri Mr. Noel Gerilla	
Alumni Night		
Chairperson	Ms. Janet Peña-Sinon	<ul style="list-style-type: none">Arranges for the sequence of activities during alumni nightIdentifies personalities and their part of responsibility in the programCoordinates with food committee and venue committee for seating arrangement by batchTakes charge of alumni Night DecorationConceptualize the decoration of the stage fitted for the occasion Presentations: <ul style="list-style-type: none">Current Hosts: Batch '90 & '91 coordinator)Incoming Hosts: Batch '92 & '93
Co-Chairperson	Prof. Elsie E. Salamat	
Members	Mr. Ludito Ramirez Mr. Randy Omega Ms. April Conui Ms. Patricia Pala-Santiago Ms. Corazon Alvarez Ms. Jeane Gonzales-Ebit Prof. Rose Poliquit Ms. Nicole Florentino Prof. Argina Pomida	
Alumni King and Queen		
Chairperson	Prof. Elsie E. Salamat	<ul style="list-style-type: none">Identifies batches responsible for putting up candidates.Conducts canvassing of votesResponsible for providing coronation paraphernalia such as cape, crown, sash, corsage, scepter and etc.Responsible for providing ballots envelope for each candidate pair
Co-Chairperson	Dr. Roberta D. Lauzon	
Members	Prof. Flora Mia Duatin Dr. Annie P. Gravoso Dr. Fe Gabunada Ms. Andreli D. Pardales Prof. Francisco Gabunada Ms. Reina Arabiana ACRO Staff	
Laro ng Lahi/Ball Games		
Chairperson	Mr. Cris Linconada	<ul style="list-style-type: none">Identifies specific events, games, surprises, sports, etc.Plans the mechanics and takes charge in the conduct of the gamesProvides materials/equipment neededCoordinates with finance committee re: budget for door prizes
Co-Chairperson	Mr. Allan Brit	
Members	Mr. Nilo Radam Ms. Jeanita Torniado Ms. Arlyn Cadavos Mr. Edilberto Artiga Mr. Leo A. Mamolo Mr. Gerald Rivera	
Zumba Dancing and Unity Run/Walk		
Chairperson	Ms. Jill Lacandazo-Magsambol	<ul style="list-style-type: none">Coordinate with IHK for Zumba dancing/exerciseIdentify the route for the “Fun Walk”
Members	Ms. Sarah Muñoz Mr. Raymund Igcasama MAPEH Majors c/o IHK	
Welcome Dinner/Program		
Chairperson	Dr. Roel Suralta	<ul style="list-style-type: none">Identifies moderators for the activity/programMonitors and coordinates closely with the Registration Committee as to the number of participants for food reservationsCoordinates with caterer and venue committee for seating arrangement by batch
Co-Chairperson	Prof. Elsie E. Salamat	
Members	Mr. Reigh Monreal Ms. Nicole Florentino BSA Freshmen Batch Hosts	