



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

16 November 2005

MEMORANDUM CIRCULAR NO. 55
Series of 2005

T O: All LSU Faculty and Staff Concerned

R E: University-Wide Christmas Party on December 15, 2005

In the spirit of the yuletide season and to foster unity and wholesome relationship among faculty and staff, a university-wide Christmas Party shall be held on December 15, 2005 at the LSU Gymnasium.

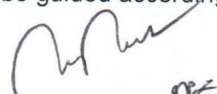
In view of this, the following working committees are created to plan and facilitate the successful conduct of this affair:

- 1. Over-all Planning and Coordination:**
 - Dr. Manuel Palomar - Chairperson
 - Dr. Jose Alkuino, Jr. - Co-Chairperson
 - Dr. Jose Bacusmo - Co-Chairperson
 - Prof. Thelma Zafra - Member
 - Ms. Norma Cala - Member
 - Dr. Lourdes Cano - Member
 - Deans of Colleges - Members
- 2. Hall Preparation/Demolition:**
 - Engr. Nestor Israel - Chairperson
 - Engr. Mario Lilio Valenzona - Co-Chairperson
 - All PPO Personnel - Members
- 3. Transportation Committee:**
 - Engr. Celso Gumaod - Chairperson
 - Mr. Florencio Macariola - Member
 - Ms. Perseveranda Patolilic - Member
- 4. Groupings, Table Arrangement & Coordination with Dept./Centers/Offices:**
 - Ms. Norma Cala - Chairperson
 - Dr. Edgardo Tulin - Co-Chairperson
 - Dr. Jose Bacusmo - Co-Chairperson
 - Prof. Mario Baliad - Co-Chairperson
 - Landscape Crew/Personnel - Members
- 5. Food Preparation for Guests:**
 - Mrs. Rebecca Napiere - Chairperson
 - All Guest House Personnel - Members
- 6. Parlor Games:**
 - Prof. Aleli Villocino - Chairperson
 - All IHK Staff - Members

7. **Solicitation Committee for Prizes (Parlor Games):**
 - Dr. Lourdes Cano - Chairperson
 - Ms. Ma. Cristina Ramirez - Co-Chairperson
 - All Property Office Personnel - Members
 - All PSO Personnel - Members
 - LSU Cebu Office Staff - Members
8. **Program Preparation & Management:**
 - Mr. Daniel Tudtud, Jr. - Chairperson
 - Ms. Vivian Balbarino - Member
 - Ms. Zenaída Gerona - Member
 - Ms. Antonieta Israel - Member
9. **Group Presentation:**
 - Prof. Thelma Zafra - Chairperson
 - Mr. Jesus Freddy Baldos - Co-Chairperson
 - Prof. Rosa Ophelia Velarde - Member
 - Mr. Ludito Ramirez - Member
 - All CAC Staff - Member
 - LSU VFA & VAPA President - Members
10. **Stage Decoration:**
 - Prof. Milagros Bales - Chairperson
 - Engr. Mario Lilio Valenzona - Co-Chairperson
 - Prof. Elizabeth Briones - Member
 - Mr. Domingo Flandez - Member
 - All PPO & DOH Laborers - Members
11. **Light and Sound:**
 - Engr. Apolonio Encierto - Chairperson
 - Mr. Dominador Poliquit - Member
 - All PPO Electricians - Members
12. **General Utility (including cleaning of Gymnatorium CR and surroundings):**
 - Engr. Nestor Israel - Chairperson
 - Mr. Eduardo Asilom - Member
 - Mr. Jose Capuno - Member
 - Mr. Francisco Valenzona - Member
 - Mr. Petronilo Nuñez - Member
 - Mr. Carlos Valenzona - Member
 - Mr. Felix Abanera - Member
 - Mr. Filadelfo Llano - Member
 - Mr. Gil Impas - Member
 - Mr. Mario Bantugan - Member
 - Mr. Peter Belarmino - Member
 - Mr. Jerry Posas - Member
 - Mr. Siegfredo Bande - Member

For this purpose, a meeting among all committee Chairpersons and the Co-Chairpersons and Members of the Over-All Planning and Coordination Committee will be held on November 24, 2005 at 3:00 p.m., OVPAF Conference Room.

Please be guided accordingly.


 f PACIENCIA P. MILAN
 President *over 11/14/05*