



4 March 2024

MEMORANDUM CIRCULAR NO. 34
Series of 2024

T O: All Concerned

R E: Working Committees for the 2024 Farmers and Fisherfolks' Day

The much-awaited VSU Centennial Founding Anniversary celebration is set on April 18-27, 2024. One of the highlights is the **Farmers and Fisherfolks' Day on April 27, 2024**. For a successful conduct of this event, you are hereby designated as 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.

DANIEL LESLIE S. TAN
OIC-President

WORKING COMMITTEES
2024 FARMERS AND FISHERFOLKS' DAY

**Theme: Building Networks for Technology Innovation, Adoption
and Commercialization**

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Dennis P. Peque Co-Chair: Dr. Antonio P. Abamo Prof. Alan B. Loreto Dr. Ivy C. Emnace Members: Dr. Romel B. Armecin Dr. Marisel A. Leorna Dr. Edgardo E. Tulin Prof. Marlon M. Tambis Mr. Jerome Arribado Engr. Eldon de Padua Dr. Robelyn Piamonte Engr. Celestial Maniego	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: Dr. Antonio P. Abamo Co-Chair: Ms. Elmera Y. Bañoc Members: Ms. Marianne Joyce De Caiman Mr. Cris Julius Nayre Ms. Shirley T. Nayre Ms. Angel Marie Llarenas Mr. Linus Masandag Mr. Gabriel Cillado Ms. Chona Liston	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, plagues, certificates and tokens
3. REGISTRATION AND RAFFLE DRAW Chairperson: Dr. Pauline S. Caintic Co-Chair: Ms. Tiffany P. Baguio Ms. Chona A. Brit (Students participation) Members: Ms. Marjorie (Guests and Visitors/LGUs) Ms. Jhann Mae Marquez Ms. Novie Christine Ms. Emilyn G. Caña Ms. Merlyn Tapayan Mr. Prely Aguilar Mr. Alberto N. Banayag Mr. Artemio T. Nayre Mr. Jerry B. Posas Mr. Nicasio Lingatong Mr. Nonie F. Piad, Jr. ViCARP Staff All OVPREI Laborers	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 FFD Day.

4. STUDENT PARTICIPATION Chairperson: Ms. Christy T. Tauy Co-Chair: Ms. Chona A. Brit Members: College Deans Mr. Junito Panonce Presidents of recognized student organizations	<ol style="list-style-type: none"> 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: Atty. Rysan Guinocor Co-Chair: Mr. Roden Troyo Members: Dr. Elwin Jay V. Yu ROTC Head Landscaping Personnel Mr. Zandro Israel Mr. Rolan Tan Mr. Arturo Alba, Jr. 6 emergency laborers	<ol style="list-style-type: none"> 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.
6. FARM SKILLS COMPETITION/GAMES/DULANG PINOY Chairperson: Dr. Charis L. Rivera Co-Chair: Ms. Mary Jean Sapan Members: Dr. Feliciano G. Sinon IHK Faculty Mr. Irish N. Catacutan Mr. Teodomero Ratilla BPED Students	<ol style="list-style-type: none"> 1. Prepare/organize games for farmers 2. Maintain the smooth participation all throughout the execution of the games.
7. FARM PRODUCTS CONTEST ("Indigay sa Abot") Chairperson: Dr. Rotacio S. Gravoso Co-Chair: Dr. Rosario A. Salas Members: Prof. Arsenio D. Ramos Mr. Eddie Israel Mr. Louis Prado Mr. Cris Julius Nayre DecSO and DYDC Staff	<ol style="list-style-type: none"> 1. Set the guidelines and criteria for the Contest 2. Award prizes to deserving contestants
8. BOOTH SPECIAL AWARDS Chairperson: Dr. Rotacio S. Gravoso Co-Chair: Dr. Dilberto O. Ferraren Members: Dr. Mark C. Ratilla Dr. Guiraldo Fernandez, Jr. Mr. Bryan Gapasin	<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.
9. SEARCH FOR THE OUTSTANDING FARMER Chairperson: Dr. Antonio P. Abamo Co-Chair: Ms. Elmera Y. Bañoc Members: UGMAD Evaluators and Members Extension Staff	<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.

10. FIELD LAYOUT, BOOTH CONSTRUCTION & RESTORATION Chairperson: Engr. Marlon Burlas Co-Chair: Mr. Federico Godoy Members: Engr. Florentino Morales, Jr. Mr. Dioscoro M. Bolatete, Jr. Mr. Gaspar Arpoceple Mr. Marlon Dampios Ms. Doreen Alba SDMU Personnel	<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
11. HALL AND STAGE PREPARATION AND RESTORATION (VSU Gymnasium) Chairperson: Mr. Roden Troyo Co-Chair: Mr. Lucio Pole, Jr. Dr. Derek Alviola Members: Mr. Federico Godoy Mr. Dennis Managbanag Landscape Personnel and OCN Laborers	<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
12. ACCOMMODATION Chairperson: Dr. Allen Glenn Lambert Co-Chair: Ms. Maria Elsa M. Umpad Ms. Marjorie Escuadra Members: ATI Dorm Manager Ms. Jessamine Ecleo Ms. Shirley Nayre Ms. Marianne Joyce De Caiman VSU Hostel and Guest House Staff	<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.
13. RECEPTION (VSU Gymnasium) Chairperson: Ms. Elmera Y. Bañoc Co-Chair: Ms. Maria Louella C. Tambis Members: Ms. Tiffany P. Baguio Ms. Caroline Anduyan RAISE Ladies and Gents Mr. Randy Omega HRTM selected students	<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.
14. PUBLICITY/DOCUMENTATION Chairperson: Dr. Ulderico Alviola Co-Chair : Mr. Neil Bryan Fulachi <p style="text-align: center;">News gathering/ and new Media Publication Amaranth Staff</p> <p style="text-align: center;">Videography Mr. Genaro G. Godoy</p> <p style="text-align: center;">Tarpaulin Installation Engr. Marlon Burlas</p> <p style="text-align: center;">Graphic Design UIMC Staff Extension Staff</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.
15. TRANSPORTATION Chairperson: Engr. Marlon G. Burlas Co-Chair: Mr. Paul Vincent Asilom Center Directors	<ol style="list-style-type: none"> 1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event.

Members:	Ms. Shirley T. Nayre Ms. Marilou Sta. Iglesia Mr. Jerry Posas Center Drivers	2. Manage the provision of transportation when and where it is needed.
16. LIGHTS, SOUNDS AND AV EQUIPMENT	Chairperson: Engr. Clint Sarvida Co-Chair: Engr. Sean O. Villagonzalo Members: Mr. Clementino Borela Electrical Staff VSU Utilities Division Staff	1. Provide quality audio-visual support for the venue. 2. Restore properly all equipment after the event.
17. FARMERS' FORUM	Chairperson: Dr. Antonio P. Abamo Co-Chair: Center Directors Dr. Dennis Peque Members: Dr. Marlito Bande Dr. Romel B. Armecin Mr. Charlie Andan DA Representative DOST Representative DTI Representative Chamber of Commerce (CEO of Alto Peak) Dr. Arsenio Ramos	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: Mr. Jerome Arribado Co-Chair: Ms. Chona Liston Members: Center Directors Dr. Feliciano G. Sinon Dr. Zenaida C. Gonzaga Mr. Linus Masandag Eco-FARMI Staff	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 and DEMOLITION	Chairperson: Engr. Mario Valenzona Co-Chair: Prof. Alan B. Loreto Engr. Phloem Galupo Members: Mr. Allan Salentes Arch. Elvin Cabanero Mr. Misael Cerna PPO Laborers	1. Design and construct the arc. 2. Remove the arc after the event.
20. SECURITY AND TRAFFIC FORCE	Chairperson: Dr. Julius Abela Co-Chair: Mr. Virgilio Escasinas Mr. Alex Elorcha Mr. Jeremy Caintic Members: Security Force/ ROTC Commandant KABALIKAT group (Dr. Dario Lina)	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: Mr. Jerome Arribado Co-Chair: Engr. Eldon de Padua Members: Ms. Celestial Maniego Dr. Dario Lina Dr. Charis L. Rivera Mr. Claudio Ababat Mr. Bobby Valdeviezo Fraternity/Sorority	1. Prepare the parade route 2. Assign marshals. 3. Oversee the smooth flow of the parade 4. Coordinates with registration 5. Committee Chairman regarding Competition and awarding of prizes

22. FOODS / SNACKS FOR FARMERS Chairperson: Ms. Shirley T. Nayre Co-Chair: Ms. Caroline Anduyan Members: Ms. Marilou Sta. Iglesia Ms. Jen B. Posas All OVPREI Staff 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
23. HEALTH SERVICES/USHER Chairman: Dr. Elwin Jay Yu Co-Chair: Dr. Merry Christ'I T. Supnet-Guinocor Dr. Kristel Venus F. Capuno Dr. Michelle Tolibas Members: Infirmary Staff College of Nursing Staff & Student 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