



7 August 2023

**MEMORANDUM CIRCULAR NO. 125**  
Series of 2023

**T O: All Concerned**

**R E: Working Committees for Student Onboarding Academic Year 2023-2024**

To ensure the success of the Student Onboarding Academic Year 2023-2024 activity scheduled on August 16 – 17, 2023, you are hereby designated to compose the attached working committees. The Committee Chairpersons are advised to meet with their respective groups to plan their course of action relative to their assignment.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *8/8/23*

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000

**Student Onboarding Working Committee  
Academic Year 2023-2024  
August 16-17, 2023**

**A. Program, Invitations and Prizes**

Chairperson: Mr. Norbert John O. Villas  
Co-Chairperson: Ms. Sheila Marie C. Lemos  
Members: Ms. Meriam L. Luna  
Mr. Junard A. Gucela  
Mr. Jhon Ray Gardon

**B. Venue Preparation**

Chairperson: Engr. Mario Lilio P. Valenzona  
Co-Chairperson: Prof. Joy A. Bellen  
Members: Mr. Marlon V. Dampios  
ROTC Officers  
GSD Personnel  
USSC – Baybay Officers

**C. Stage Preparation and Decoration**

Chairperson: Mr. Roden D. Troyo  
Co-chairpersons: Mr. Mizael B. Cerna  
Engr. Marlon G. Burlas  
Members: DOH Laborers  
PPO Carpenters

**D. Sound System**

Chairperson: Engr. Marlon G. Burlas  
Co-Chairperson: Engr. Eric Sajulga  
Members: Mr. Claudio Ababat  
ILFMU Staff

**E. Snack Committee**

Chairperson: Ms. Sheila Marie C. Lemos  
Co-Chairperson: Ms. Rubelyn P. Fernandez  
Members: Admission Staff  
SHoTS

**F. Certificates and Attendance**

Chairperson: Ms. Geraldine T. Baro  
Co-Chairpersons: Ms. Mariel L. Garrido  
Members: Ms. Sheira May T. Camacho  
ULC Staff  
USSC President  
USSC Secretariat

**G. Group Dynamics**

Chairperson: Ms. Christy Cyrene T. Tauy  
Co-Chairperson: Ms. Chona A. Brit  
Members: Ms. Mary Ann G. Cobico  
Peer Leaders

**H. Campus Tour**

Chairperson: Ms. Cristy Cyrene T. Tauy  
Co-Chairpersons: c/o Ms. Tauy  
Members: c/o Ms. Tauy

**I. Emergency Preparedness Plan, Safety & Security**

Chairperson: Dr. Julius V. Abela  
Co-Chairperson: Prof. Joy A. Bellen  
Members: UDRRMSSO Personnel  
Crisis Management Committee

**J. Transportation**

Chairperson: Engr. Marlon G. Burlas  
Co-Chairperson: Mr. Vincent Paul Asilom  
Members: VSU Drivers

**K. Health, Emergency & Rescue**

Chairperson: Dr. Elwin Jay V. YU  
Co-Chairpersons: Dr. Merry Christ'l S. Guinocor  
Dr. Christelle Venus F. Capuno  
Members: USHER Staff  
ROTC Officers

**L. Multimedia ( Videography, Livestream, Installation of Video Monitor, and Online Evaluation)**

Chairperson: Dr. Ulderico B. Alviola  
Co-chairperson: Mr. Jed Asaph D. Cortes  
Members: UIMC Staff  
PPO Electrical Staff

**M. Welcome Night**

Chairperson: Mr. Jhon Ray Gardon  
Co-chairperson: Mr. Ryan Ilaida  
Members: USSC Secretary  
USSC Advisers  
CSSC Officers

**Student Onboarding Working Committee**  
**Academic Year 2023-2024**  
**August 16-17, 2023**

**N. Steering Committee**

Chairperson: Dr. Aleli A. Villocino  
Co-chairperson: Ms. Chona A. Brit  
Members: Mr. Raymund M. Igcasama  
Prof. Joy A. Bellen  
Mr. Vicente A. Gilos  
Hon. Princess Rey Ann Lene  
E. Romo  
Mr. Jhon Ray Gardon  
USSC Officers Baybay  
Campus