



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

7 November 2001

MEMORANDUM CIRCULAR NO. 72
Series of 2001

T O: All Staff Members Concerned

R E: Committees for the Baybay Agro-Industrial Fair and Garden Show 2001

Herewith is the list of committees for the Fair on 23-28 December 2001 at Baybay, Leyte.

Your wholehearted support and cooperation is enjoined for the success of the affair.


PACIENCIA P. MILAN
President

1. Steering Committee

- | | |
|---------------------|---------------------------|
| Chairperson | - Dr. Paciencia P. Milan |
| Vice-Chairperson | - Mr. Deogracias Pernitez |
| Co-Vice Chairperson | - Ms. Elena P. Siddiqui |
| Members | - Dr. Jose L. Bacusmo |
| | - Mr. Erlindo P. Laplana |
| | - Dr. Anthony V. Israel |
| | - Mr. Amelito Borneo |

2. Parade and Farmers/Fisherfolks' Participation during the Opening on 23 December

- | | |
|-------------|----------------------------|
| Chairperson | - Ms. Elena P. Siddiqui |
| Members | - Dr. Henry Y. Goltiano |
| | - Dr. Beverlo P. Pascual |
| | - Prof. Nancy V. Dumaguing |
| | - All Personnel, OMA/OPA |

3. Site Preparation and Demolition

- | | | |
|---------------------|---|---------------------------|
| Chairperson | - | Engr. Manolo B. Loreto |
| Co-Chairperson | - | Mr. Tony Plaza |
| Vice-Chairperson | - | Ms. Erlinda Mendez |
| Co-Vice-Chairperson | - | Dr. Juan S. Labra |
| Members | - | Engr. Apolonio Encierto |
| | - | Engr. Nestor Israel |
| | - | Mr. Dominador Poliquit |
| | - | Mr. Arsenio D. Ramos |
| | - | Mr. Marcos Posas |
| | - | Baybay Maintenance Office |
| | - | LUAPO personnel |
| | - | PPO personnel |

4. Program and Invitation

- | | | |
|----------------|---|-----------------------------|
| Chairperson | - | Ms. Mildred L. Nayre |
| Co-Chairperson | - | Ms. Belinda Lumakin |
| Members | - | Mr. Dewoowoogen P. Baclayon |
| | - | Ms. Marjorie B. Obando |
| | - | Ms. Marites A. Sales |

5. Contests/Prizes

- | | | |
|---------------------|---|----------------------------|
| Chairperson | - | Prof. Elizabeth D. Briones |
| Co-Vice-Chairperson | - | Ms. Cecil Joy Y. Duatin |
| Vice-Chairperson | - | Ms. Gloria Bancale |
| Co-Vice-Chairperson | - | Mr. Ludito V. Ramirez |
| Members | - | Ms. Marijen V. Bandalan |
| | - | Ms. Sheryl Ramirez |
| | - | Ms. Melinda Pesquerra |

6. Publicity and Documentation

- | | | |
|---------------------|---|-------------------------|
| Chairperson | - | Mr. Jorge Omolon |
| Vice-Chairperson | - | Ms. Mora Abarquez |
| Co-Vice-Chairperson | - | Ms. Adelina O. Carreno |
| Members | - | Ms. Belinda Lumakin |
| | - | Ms. Ma. Isabel M. Cano |
| | - | Mr. Jesus Freddy Baldos |
| | - | OMA Personnel |
| | - | DYAC Personnel |

7. Transportation

- | | | |
|------------------|---|---------------------|
| Chairperson | - | Mr. Dan Constantino |
| Co-Chairperson | - | Engr. Celso Gumaod |
| Vice-Chairperson | - | Ms. Fe L. Diaz |

Members - Ms. Shirley T. Nayre
PPO Personnel

8. Security

Chairperson - Baybay PNP Chief
Members Baybay PNP Personnel

9. Snacks

Chairperson - Ms. Mora Abarquez
Members - OMA/OPA Personnel

10. Opening Program Site Preparation and Techno Demonstrations

Chairperson - Mr. Arnie Poliquit
Vice-Chairperson - Ms. Lyca Sombilon
Members - OMA/OPA Personnel
Baybay Maintenance Office

11. Site Maintenance and Area Sanitation

Chairperson - Mr. Amelito Borneo
Members - Baybay Maintenance Office

12. LSU Exhibits

Dr. Lelita R. Gonzal, NARC
Dr. Roberto Guarte, NCRC Visayas
Dr. Jose R. Pardales, Jr, PhilRootcrops
Prof. Nancy V. Dumaguing, BIDANI
Dr. Felix J. Amestoso, DACFS
Dr. Misael T. Diputado, Jr., DOH
Dr. Tomas J. Fernandez, DASVM
Dr. Ma. Juliet C. Ceniza, ITE
Dr. Zosimo dela Rosa, FARMI
Dr. Oscar B. Posas, PCC

Note: Department concerned should assign representatives to put-up and watch exhibits for the entire duration, and demolish display after the fair.

FUNCTIONS OF THE DIFFERENT COMMITTEES

1. Parade and Farmers/Fisherfolks' Participation

- 1.1. Invite the band for the parade
- 1.2. Ensure farmers' participation in the parade
- 1.3. Take charge of the participation of farmer-exhibitors
- 1.4. Coordinate with the transportation committee for the pick-up of participants and their return to their places of origin

2. Site Preparation and Demolition

- 2.1. lay-out exhibit area
- 2.2. Put-up fence around the site
- 2.3. Construct booths
- 2.4. Install light and sound system
- 2.5. Install water system and make sure enough water supply is available daily
- 2.6. Provide stand-by power in cases of emergencies
- 2.7. Demolish booths and fence

3. Program and Invitation

- 3.1. Take charge of the printing of the opening program
- 3.2. Invite guests for the opening program
- 3.3. Invite exhibitors (excluding farmers)

4. Contests/Prizes

- 4.1. Take charge of the flower-garden, booth, farm product contests (including identification of categories and judges and prizes)
- 4.2. Submit the list of prizes needed to the centralized prizes committee/ Fiesta Executive Committee
- 4.3. Make sure cash prizes are awarded to winners

5. Publicity and Documentation

- 5.1. Prepare streamers and posters for the activity
- 5.2. Provide radio coverage
- 5.3. Photo documentation

6. Transportation

- 6.1. Arrange transportation for the booth construction materials, exhibits and snacks
- 6.2. Arrange transportation of farmers, fisherfolks and participants from their place of origin to Baybay and return

7. Security

- 7.1. Provide security of the exhibit area throughout the duration of the fair

8. Snacks

- 8.1. Prepare snacks for the guests and participants of the opening program and parade

9. Opening Program Site Preparation and Techno Demonstrations

- 9.1. Prepare site for the opening program (including stage and decoration, rostrum, chairs for the visitors and other related materials)
- 9.2. Prepare site for techno demonstrations
- 9.3. Prepare schedule of techno demonstrations
- 9.4. Take charge/facilitates conduct of techno-demonstrations
- 9.5. Invite resource persons of techno demonstrations

10. Site Maintenance and Area Sanitation

- 10.1. Take charge of the cleanliness and sanitation of the fair site (including provision of trash cans and garbage collection)

11. LSU Exhibits

- 11.1. Put-up and watch exhibits
- 11.2. Demolish exhibits after the fair