



# Visayas State University

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Office of the President

24 August 2009

**MEMORANDUM CIRCULAR NO. 44**

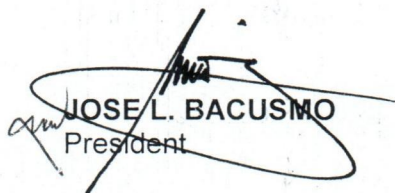
Series of 2009

**T O: All Concerned**

**R E: Working Committees for the 25<sup>th</sup> Regional SCUAA Games**

In order to ensure adequate planning and preparation, the following committees are created for the 25<sup>th</sup> Regional SCUAA Games on October 25 -30, 2009. The Chairpersons are requested to convene their respective committees to discuss their assignments.

Our university being the host institution needs your cooperation and support for the success of this activity.

  
**JOSE L. BACUSMO**  
President



**WORKING COMMITTEES FOR THE 25<sup>th</sup> REGIONAL SCUAA GAMES 2009**

Visayas State University  
Visca, Baybay, Leyte

Name of Committee	Designations	Name of Faculty/Staff	Functions / Responsibilities
<b>Coordinating</b>	Chairperson	Dr. Jose L. Bacusmo	<ul style="list-style-type: none"> <li>Oversee the entire SCUAA preparation</li> <li>Orchestrate the timely delivery of tasks and responsibilities of the different committees</li> </ul>
	Members	Dr. Roberto C. Guarate	
		Dr. Othello B. Capuno	
		Dr. Oscar B. Posas	
		Dr. Edgardo E. Tulin	
		Prof. Aleli A. Villocino	
<b>Finance</b>	Chairperson	Dr. Roberto C. Guarate	<ul style="list-style-type: none"> <li>Ensure that proper funding for each SCUAA activity will be appropriated</li> <li>Coordinate with the Marketing and Promotions Committee in the proper use of funds</li> <li>Properly audit and make a written report of all SCUAA-related expenses</li> </ul>
	Co-Chairpersons	Ms. Norma V. Cala	
		Ms. Roberta C. Lemos	
	Members	Ms. Erlinda S. Esguerra	
		Ms. Corazon U. Nuevo	
		Ms. Milagrosa L. Gamotin	
<b>Marketing and Promotions</b>	Chairperson	Dr. Lourdes B. Cano	<ul style="list-style-type: none"> <li>In charge of marketing and promoting the SCUAA activities for sponsorships to different companies, businesses and/or individuals</li> <li>Report to the Finance Committee all funds generated</li> <li>Procure trophies, plaques, medals and other awards for the different events and competitions</li> </ul>
	Co-Chairpersons	Prof. Milagros C. Bales	
		Prof. Rufina F. Capuno	
	Members	Ms. Adelina O. Carreno	
		Ms. Luzvisminda A. Ternura	
		Engr. Alex P. Tulin	
		Ms. Ma. Cristina U. Ramirez	
		Prof. Aleli A. Villocino	
		Mr. Marnel Leona	
		Ms. Avril Adrienne B. De Guzman	
		Mr. Ulderico B. Alviola	
		Prof. Alan B. Loreto	
		Mr. Nevin A. Pacada	
<b>Souvenir Program</b>	Chairperson	Mr. Daniel M. Tudit, Jr.	<ul style="list-style-type: none"> <li>In-charge of the overall production of the Souvenir Program</li> <li>Coordinate with the Marketing and Promotions Committee with regards to advertisers</li> <li>Solicit messages for the Souvenir Program in coordination with the Office of the President</li> </ul>
	Members	Ms. Antonietta D. Israel	
		Ms. Vivian V. Balbarino	
		Mr. Onofre M. Betonio, Jr.	
		Ms. Faye Aileen S. Mascariñas	
		Ms. Elvira B. Gorre	
<b>Souvenir/Give-aways for Guests</b>		Mr. Domingo P. Flandez	<ul style="list-style-type: none"> <li>Prepare and distribute gift packs for the guests</li> </ul>
	Chairperson	Dr. Othello B. Capuno	
	Co-Chairperson	Ms. Fe Remedios L. Diaz	
	Members	Ms. Honey Sofia V. Colis	
<b>Invitation</b>		Prof. Alan B. Loreto	<ul style="list-style-type: none"> <li>Send invitation to guests re: SCUAA Games-related activities</li> <li>Coordinate with the Reception, Accommodation, Transportation and the Documentation/Publicity Committees in relation to the needs of the guests</li> </ul>
	Members	Ms. Honey Sofia V. Colis	
		Ms. Josefina M. Larrosa	
		Ms. Elizabeth B. Albiso	
		Ms. Melianida C. Faelnar	
<b>Reception of BOR Members and SUC Presidents</b>	Chairperson	Mr. Daniel M. Tudit, Jr.	<ul style="list-style-type: none"> <li>In-charge of the reception of the BOR Members, SUC Presidents for the duration of their stay</li> <li>Coordinate with the Accommodation, and Transportation Committee for the needs of the guests</li> </ul>
	Co-Chairperson	Ms. Vivian V. Balbarino	
		Ms. Antonietta D. Israel	
		Mr. Onofre M. Betonio, Jr.	
<b>Accommodation</b>	Chairperson	Prof. Alan B. Loreto	<ul style="list-style-type: none"> <li>Ensure proper accommodation of the invited guests</li> </ul>
	Co-Chairpersons	Ms. Vilma Olleras	
		Ms. Rebecca B. Napiere	



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	Members	Ms. Rhodora Suco Ms. Isabelita V. Sedrome Ms. Ginas Aurea A. Villagonzalo Dr. Eduardo Apilar	<ul style="list-style-type: none"> <li>Coordinate with the Food Committee and Transportation Committee for the basic food and transport requirements of the guests</li> </ul>
<b>Transportation</b>	Chairpersons	Mr. Remegio M. Sanico	<ul style="list-style-type: none"> <li>In-charge of the SCUAA-related transport needs of the guests and other units</li> <li>Ensure that transport vehicles are in good running condition</li> </ul>
	Co-Chairperson	Prof. Alan B. Loreto	
	Members	Mr. Jovenal B. Belarmino	
		Prof. Ramon R. Orias	
		Mr. Florencio Macariola	
		Mr. Amiel Armada	
		All VSU Drivers	
<b>Lights and Sounds</b>	Chairperson	Engr. Apolonio M. Encierto	<ul style="list-style-type: none"> <li>Install lights in the kitchen, comfort/shower rooms of all units housing the different athletic delegations prior to their arrival</li> <li>Repair/install lights in the New Athletic Oval, VSU Gymnasium for the Opening Night, Ms. SCUAA, Paalam Night, etc</li> <li>Coordinate with the Ms. SCUAA Pageant Committee regarding Light and Sounds requirement</li> <li>Coordinate with the Institute of Human Kinetics re: public address system</li> </ul>
	Co-Chairperson	Mr. Dominador G. Poliquit	
	Members	Mr. Clemence A. Borela	
		Mr. Rolando F. Bacalso	
		Mr. Pedro Gucela	
		Mr. Eric Latras	
		Mr. Roberto Arpociple	
		VSU Utilities Division Staff	
<b>Hall and Stage Preparation, Decoration and Restoration</b>	Chairperson	Engr. Nestor M. Israel	<ul style="list-style-type: none"> <li>Ensure the cleanliness of the hall and different comfort rooms in the VSU Gymnasium and other venues where activities will be held</li> <li>Prepare the backdrop for the different activities</li> <li>Put up proper modest decoration of the stage where activities will be held</li> <li>Restore the hall and stage of the different venues</li> </ul>
	Co-Chairpersons	Prof. Elizabeth D. Briones	
		Engr. Mario Lilio Valenzona	
		Prof. Mario E. Baliad	
	Members	Ms. Cecil Joy Duatin	
		Mr. Domingo P. Flandez	
		Mr. Misael Cerna	
		Mr. Lito Caña	
		Ms. Gloria E. Bancale	
		Prof. Milagros C. Bales	
		All PPO Staff	
<b>Grounds Maintenance</b>		Prof. Mario E. Baliad	<ul style="list-style-type: none"> <li>Maintain the cleanliness of the campus grounds</li> <li>Coordinate with the Hall and Stage Preparation, Decoration and Restoration Committee</li> </ul>
		Mr. Remegio M. Sanico	
		SDMU Personnel	
		Landscaping Personnel	
<b>Waste Management Committee</b>	Chairperson	Prof. Alfredo Dingal	<ul style="list-style-type: none"> <li>In-charge in the inspection and maintenance of cleanliness of the athletic grounds and other venues of competition</li> </ul>
	Co-Chairpersons	Engr. Celso Gumaod	
		Prof. Mario Baliad	
		Prof. Manolo B. Loreto, Jr.	
	Members	Mr. Dominador Rosal	
		Landscaping Personnel	
		SWM Personnel	
		Emergency laborers (to be hired)	
<b>Security and Traffic Management</b>	Chairperson	Engr. Celso F. Gumaod	<ul style="list-style-type: none"> <li>Ensure the security and safety of the different athletic delegations and invited guests on campus</li> <li>Manage the traffic of vehicles on campus and at the entrance gates</li> </ul>
	Co-Chairperson	Mr. Venerando B. Jose	
	Members	1Lt. Florencio Sacdalan	
		VSU Security Guards	



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		Pangasugan and Guadalupe Barangay Tanods	<ul style="list-style-type: none"> <li>• Issue proper gate pass to vehicles used by different athletic delegations</li> <li>• Coordinate with PNP Baybay, 19<sup>th</sup> IB PA, and the Barangay Tanods</li> </ul>
<b>Commercial Exhibitors Coordination</b>	Chairperson	Dr. Edgardo E. Tulin	<ul style="list-style-type: none"> <li>• Coordinate and control all commercial exhibitors and peddlers for the duration of the SCUAA Games</li> <li>• Plan and designate an area where exhibitors can set up booths and determine appropriate rent/fees</li> </ul>
	Co-Chairperson	Dr. Sulpecio C. Bantugan	
	Members	Engr. Celso F. Gumaod	
		IGP-Board of Management	
<b>Opening Program</b>	Chairperson	Mr. Jovel Aberilla	<ul style="list-style-type: none"> <li>• Plan and discuss with the Coordinating, Finance and other committees involved in the Opening Program</li> </ul>
	Co-Chairperson	Ms. Mary Jean Sapan	
	Members	Mr. Joselle Cayetano	
		Selected CAC Staff (c/o Prof. TCZ)	
<b>Parade/Motorcade</b>	Chairperson	Dr. Rolando H. Arpilleda	<ul style="list-style-type: none"> <li>• Plan and discuss with the Coordinating, Finance and other committees for the Parade/ Motorcade</li> </ul>
	Co-Chairperson	Prof. Norberto F. Canada	
	Members	Dr. Pastor Garcia	
		Mr. Remegio M. Sanico	
		Mr. Raul Abit	
		Mr. Jesus Giron	
		1Lt. Florencio Sacdalan	
		Mr. Ricarido Nanggan, Jr.	
<b>Solidarity (Welcome) Night</b>	Chairperson	Dr. Oscar B. Posas	<ul style="list-style-type: none"> <li>• Plan and discuss with the Coordinating, Finance, Food and other committees for the Solidarity (Welcome) Night – Barn Dance style</li> <li>• In charge of beverage selection and proper serving, in coordination with the Solidarity Night Committee</li> </ul>
	Co-Chairpersons	Prof. Thelma C. Zafra	
		Dr. Beatriz S. Belonias	
	Members	Ms. Quincy Jane B. Espina	
		Prof. Rufina F. Capuno	
		Dr. Ma. Juliet C. Ceniza	
		Dr. Ma. Theresa P. Loreto	
		Dr. Rotacio S. Gravoso	
		Mr. Romiel Matthew T. Sanico	
		Ms. Neldelyn S. Lingling	
<b>Ms. SCUAA Pageant</b>		Ms. Clemence Arabiana	<ul style="list-style-type: none"> <li>• Organize the Ms. SCUAA competition</li> <li>• Coordinate with the Marketing and Promotions, Finance, Coordinating and other committees involved in the Ms. SCUAA</li> </ul>
		Selected HRTM Students	
	Chairperson	Prof. Jude Nonie Sales	
	Co-Chairpersons	Prof. Thelma C. Zafra	
<b>Paalam Night</b>		Dr. Beatriz S. Belonias	<ul style="list-style-type: none"> <li>• Plan and discuss with the Coordinating, Finance, Food and other committee for the Paalam Night</li> </ul>
	Members	All CAC Committee Members	
	Chairperson	Ms. J-Annie Gonzales	
	Co-Chairperson	USSC Officers	
	Members	Ms. Christie Cyrene T. Tauy	
		Prof. Aleli A. Villocino	
<b>Reception &amp; Accommodation of Athletic Delegations</b>		Prof. Reny G. Gerona	<ul style="list-style-type: none"> <li>• Assign appropriate student dormitories per delegation</li> <li>• Assign coordinators/assistants for each dormitory to oversee the cleanliness as well as restoration of the dormitories after the games</li> <li>• Constantly monitor the waste management of the athletic delegations</li> </ul>
		Prof. Epifania G. Loreto	
	Chairperson	Prof. Manolo B. Loreto, Jr.	
	Co-Chairperson	Prof. Thelma C. Zafra	
	Members	Engr. Nestor M. Israel	
		Engr. Mario Lilio Valenzona	
		Mr. Remegio M. Sanico	
		Mr. Jesus Abenoja	
		Dr. Nelen P. Lambert	



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		VLHS Faculty and Staff	
		USSO Staff	
		Dorm Advisers and Assistant Advisers	
Reception and Ushering of Guests	Chairperson	Dr. Edgardo E. Tulin	<ul style="list-style-type: none"><li>• Properly usher guests and participants to their assigned areas, seats in the different activities/socials of the SCUAA Games</li><li>• Assign receptionists per delegations during the Solidarity Night</li></ul>
	Co-Chairperson	Dr. Lourdes B. Cano	
		Dr. Ma. Juliet C. Ceniza	
	Members	VSU Beauties	
		Dr. Lualhati Noriel	
		Dr. Anabella B. Tulin	
		Prof. Rufina Capuno	
		Prof. Reny Gerona	
		Ms. Pia Fleur N. Labastilla	
		Ms. Melody C. Petilos	
		Ms. Grace Lao	
		Ms. Joan Rosemarie A. Banzon	
		Ms. Analyn M. Mazo	
		Ms. Lorna B. Abamo	
		Mr. Arvin C. Balala	
		Mr. Rommel M. Dumalag	
		Mr. Art Russel R. Flandez	
		Mr. Arvin B. Pura	
Documentation(Still and Video) , Streamers, On-line Promotions, Broadcast	Chairperson	Dr. Wolfreda T. Alesna	<ul style="list-style-type: none"><li>• In-charge in developing marketing and promotions materials, multimedia presentations, welcome streamers/tarpaulins for the SCUAA Games</li><li>• Prepare a video presentation of the history of SCUAA</li><li>• Plan and organize different groups for documentation (video and still photography) and publicity of the SCUAA games</li><li>• Assign faculty/staff/student announcers to handle the PA systems for the duration of the games</li><li>• In-charge of on-line promotions</li></ul>
	Co-Chairperson	Dr. Rotacio S. Gravoso	
	Members	Ms. Avril Adrienne de Guzman	
		Ms. Adelina O. Carreno	
		Ms. Marissa M. Cano	
		Ms. Carmela A. Yamada	
		Dr. Editha G. Cagasan	
		Mr. Jesus Freddy M. Baldos	
		Mr. Genaro G. Godoy	
		Mr. Ulderico B. Alviola	
		Ms. Maria Anabella D. Gerona	
		Mr. Narciso C. Bathan	
		VSU Visual Artist Group	
		DYAC Programming & Technical Staff	
Campus Tour Coordination	Chairperson	Dr. Annabella B. Tulin	<ul style="list-style-type: none"><li>• Organize a campus tour for delegations, guests and visitors</li><li>• Assign committee members to serve as tour guides</li></ul>
	Co-Chairpersons	Mr. Raul Abit	
		Ms. Cecil Joy Duatin	
		Mr. Jesus Freddy Baldos	
		Prof. Mila C. Bales	
	Members	Mr. Randy Omega	
		Mr. Marlito Bande	
		Mr. Manuel Gacutan	
		Mr. Teodomero Ratilla	
		Prof. Tessie Nunez	
		Ms. Ma. Elsa M. Umpad	
		Center Directors	
Health and Medical Services	Chairperson	Dr. Elwin Jay V. Yu	<ul style="list-style-type: none"><li>• Provide basic medical services to officials and athletes during the games</li></ul>
	Co-Chairperson	Dr. Josephine O. Zafico	



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	Members	Ms. Erleta S. Pinero VSU Hospital Staff Nursing Faculty and Students	<ul style="list-style-type: none"> <li>• Ensure proper health practices, such as waste disposal, of all delegations</li> </ul>
<b>Food for Guests</b>	Chairperson	Dr. Roberto C. Guarte	<ul style="list-style-type: none"> <li>• Prepare enough food for invited guests as determined by the Invitation Committee</li> <li>• Oversee food preparation and ensure timely serving of food to the guests</li> </ul>
	Co-Chairperson	Ms. Rebecca B. Napiere	
	Members	Mr. Prisco Vidal	
		Guest House Kitchen Crew	
<b>Food for VSU Delegation and Officiating Officials</b>	Chairperson	Dr. Eunice I. Beray	<ul style="list-style-type: none"> <li>• Prepare the menu, does the marketing of food for the VSU delegation and officiating officials</li> <li>• Oversee food preparation and ensure timely serving of food to the athletic delegation</li> </ul>
	Co-Chairperson	Dr. Nelen P. Lambert	
	Members	Ms. Neldelyn S. Lingling	
		Ms. Magnolia Lao	
		Ms. Regina Canono	
		Ms. Myrna Pancito	
		Mr. Prisco Vidal	
		BSHRTM Faculty	
<b>Thanksgiving Mass</b>	Chairperson	Prof. Norberto F. Canada	<ul style="list-style-type: none"> <li>• Plan the Thanksgiving Mass (officiating priest, choir, schedule, venue and other details)</li> </ul>
	Co-Chairperson	Prof. Manolo B. Loreto, Jr.	
	Members	Ms. Cynthia Dolores V. Godoy	
		Ms. Shirley T. Nayre	
		Ms. Bernardita P. Bibera	
		Ms. Eva Subere	
<b>SCUAA Logo</b>	Chairperson	Prof. Jude Nonie Sales	<ul style="list-style-type: none"> <li>• Design the SCUAA Logo</li> </ul>
	Members	Mr. Domingo Flandez	
		Mr. Narciso Bathán	
		Mr. Misael Cerna	
		Mr. Lito Caña	
<b>SCUAA Jingle</b>	Chairperson	Mr. Joselle R. Cayetano	<ul style="list-style-type: none"> <li>• Compose (lyrics and musical arrangements) the SCUAA Jingle</li> <li>• Assign a choral group to interpret the jingle</li> </ul>
	Members	Mr. Ulderico Alviola	
		Mr. Jed Asaph Cortes	
<b>SCUAA Games</b>	Chairperson	Prof. Aleli A. Villocino	<ul style="list-style-type: none"> <li>• In-charge in scrutinizing the documents submitted by athletes to determine their qualifications</li> <li>•</li> </ul>
	Screening	Ms. Linda N. Mariscal	
		SUC Registrars	
		Sports Directors	
	Game Scheduling	Prof. Vicente B. Antipaso	
		Mr. Ricarido C. Nanggan, Jr.	
	Officiating	Prof. Aleli A. Villocino	
	Sports Facilities and Venues	Prof. Vicente B. Antipaso	
	Equipment and Supplies	Mr. Marnel A. Leona	
		Mr. Diosdado M. Torrecampo	
	Secretariat	Prof. Winston M. Tabada	
		DCST Faculty and Staff	
		Ms. Connel D. Antipaso	
	Game/Event Announcers	Prof. Norberto Canada	
		Mr. Raul Abit	
		Ms. Avril Adrienne de Guzman	
		Ms. Annabel Gerona	
		Mr. Eldie Parac	
		DECSO Members	
	Broadcast	Ms. Adelina O. Carreno	

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	Announcers		
		Ms. Marissa E. Cano	
		Ms. Carmela A. Yamada	
		Prof. Norberto F. Canada	
	Awards, Trophies and Medals	Ms. Quincy Jane B. Espina	• Purchase trophies, medals and plaques for the winners
		Engr. Alex Tulin	
		SPMO staff	
	Victory and Awarding Ceremony	Ms. Mary Jean M. Sapan	
		Mr. Jovel M. Aberilla	
		Ms. Cecil Joy Y. Duatin	
		SCUAA Beauties	
		PEHM Majors	
	Officials, Coaches and Athletes ID's	Mr. Joselle R. Cayetano	
	SCUAA Games Kit	Ms. Florife A. Gatchalian	
		Ms. Araceli M. Managbanag	
	Protest	Atty. Niño Divino M. Polo	
		Mr. Amelito Borneo	
		Prof. Abel Flores (representative from the Sports Directors)	