



# Visayas State University

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## Office of the President

16 March 2011

**MEMORANDUM CIRCULAR NO. 17**

Series of 2011

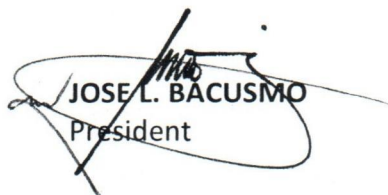
**T O: All Concerned**

**R E: Working Committees for the 2011 VSU Alumni Homecoming**

You are hereby appointed as Chairpersons, Co-Chairpersons and Members of the different working committees for the 2011 VSU Alumni Homecoming on 20-21 May 2011.

All Steering Committee members and VSU-based representatives are requested to attend a meeting on **25 March 2011, 3:00 PM** at the **Office of the Vice President for Administration and Finance (OVPAF)** for a briefing on the individual committee assignments.

Your usual cooperation is enjoined.

  
**JOSE L. BACUSMO**  
President

**VSU Staff Attending Meeting on 25 March 2011**  
**VSU GRAND ALUMNI HOMECOMING**  
 May 20-21, 2011

<b>1. Steering Committee</b>			
Chairperson:	Dr. Edgardo E. Tulin		
Co-Chairperson:	Dr. Anabella B. Tulin	Dr. Roberto C. Guarte	Dr. Othello B. Capuno
Members (in VSU):	Dr. Jose L. Bacusmo	Dr. Oscar B. Posas	Ms. Gina Aurea A. Villagonzalo
	Prof. Efren B. Saz	Prof. Winston Tabada	Prof. Francisco G. Gabunada Jr.
<b>2. Solicitation and Finance</b>		Prof. Nilda Amestoso	Ms. Gina Aurea A. Villagonzalo
<b>3. Invitation and General Program</b>		Prof. Lilian B. Nunez	
<b>4. Publicity and Documentation</b>		Ms. Marissa M. Cano	
<b>5. Registration/Secretariat</b>		Prof. Arsenio D. Ramos	
<b>6. Registration Kit</b>	Ms. Edralin Malasaga	Ms. Aniceta Lumacad	Ms. Cynthia Godoy
<b>7. Accommodation</b>		Prof. Nilda T. Amestoso	
<b>8. Reception / Ushering</b>		Dr. Salome B. Bulayog	Ms. Nicole Florentino
<b>9. Transportation and Motorcade</b>		Prof. Arsenio D. Ramos	
<b>10. Food</b>		Dr. Nena Q. Ramos	
<b>11. Venue, Lights and Sounds</b>		Dr. Feliciano G. Sinon	
<b>12. Stage Preparation</b>		Prof. Mario Baliad	
<b>13. Alumni Night</b>		Ms. Marissa M. Cano	
<b>14. Alumni King and Queen</b>		Prof. Lilian B. Nunez	
<b>15. Department/College Reunions</b>		Prof. Francisco G. Gabunada Jr.	
<b>16. Alumni Plenary and Symposium</b>		Prof. Efren Saz	
<b>17. Thanksgiving Worship and Fellowship</b>		Dr. Lijueraj J. Cuadra	
<b>18. Fun Games</b>		Dr. Milagros C. Bales	



# WORKING COMMITTEES

## VSU GRAND ALUMNI HOMECOMING

### May 20-21, 2011

#### 1. Steering Committee

Chairperson: Dr. Edgardo E. Tulin  
 Co-Chairperson: Dr. Anabella B. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno  
 Members (in VSU): Dr. Jose L. Bacusmo Dr. Oscar B. Posas Ms. Gina Aurea A. Villagonzalo  
 Prof. Efren B. Saz Prof. Winston Tabada Prof. Francisco G. Gabunada Jr.  
 Engr. Christian D. Quimbo Dr. Ruben Lampaya Ms. Luz Brenda P. Balibrea  
 Ms. Nida Noya

- Functions:**
- Provides overall supervision in the preparation and actual conduct of activities.
  - Monitors the progress of the different committees

#### 2. Solicitation and Finance

Chairperson: Ms. Lolita Poliquit  
 Co-Chairperson: Ms. Ma. Lourdes V. Santilices Ms. Nida Noya  
 Members (in VSU): Prof. Nilda Amestoso Ms. Ginas Aurea A. Villagonzalo Ms. Sonia Camarillo  
 Ms. Ira Nieva Bantasan Hon. Loreto T. Yu Ms. Concepcion Corpuz  
 Mr. Eduardo P. Monreal Ms. Anabella Flores Ms. Antonina Zabala

- Functions:**
- Initiates strategies to solicit funds in support of the homecoming.
  - Scouts possibilities for recruiting private companies/benevolent alumni for sponsorships
  - Prepares the budget for the whole affair.
  - Coordinates with the Committee chairpersons on their budget requirement.
  - Takes charge of disbursing funds.
  - Helps solicit souvenir items for the kit and prizes for the parlor games.

#### 3. Invitation and General Program

Chairperson: Prof. Lilian B. Nunez  
 Co-Chair: Dr. Anabella B. Tulin  
 Members (in VSU): Ms. Ginas Aurea A. Villagonzalo Ms. Jinky de la Torre Ms. Tellita Gina Mazo  
 Ms. Janice Monderondo ALUMNI COMMUNICATORS

- Functions:**
- Plans, designs and facilitates the printing of the general program of activities.
  - Prepares and sends invitation letters to alumni and to their respective office heads/supervisors to allow them to attend the homecoming on official time.
  - Coordinates with Engr. Winston Tabada for the recent addresses of the alumni from the database compiled.
  - Taps the assistance of chapter officers/ coordinators for the distribution of invitations and other information about the homecoming
  - In coordination with the Secretariat and Alumni Board, invites and sends programs to VSU key officials and guests.
  - Coordinates with the Publicity Committee.

#### 4. Publicity and Documentation

Chairperson: Ms. Marissa M. Cano  
 Co-Chair: Dr. Rotacio C. Gravoso  
 Members (in VSU): Dr. Editha G. Cagasan Mr. Ulderico Alviola Mr. Genaro Godoy  
 Mr. Vicente Cordero Mr. Raul Abit Ms. Irish Coco  
 Ms. May Ann Estoy Mr. Jerum Sedaya Ms. Tellita Gina Mazo  
 Ms. Janice Monderondo

- Functions:**
- Posts announcements/posters starting February, as well as streamers at the VSU campuses two weeks before the homecoming.
  - Disseminates the homecoming program of activities thru TV and radio.
  - Secures permit from Baybay Mayor's Office for hanging of streamers at different strategic places outside the VSU campus.
  - Documents the activities of the two-day affair. Prepares a photo album and video documentation in CD for turnover to the VSUAAI Secretary after the affair.
  - Presents the 2010 alumni homecoming video during the registration or welcome program.
  - Coordinates with the Hall Preparation Committee and Alumni Plenary Committee on this matter.



<b>5. Registration/Secretariat</b>			
Chairperson:	Prof. Arsenio D. Ramos		
Co-Chair:	Ms. Elissa Paler		
Members (in VSU):	Prof. Rosalina D. Poliquit	Ms. Elsa Ulmpad	Ms. Edralin Malasaga
	Ms. Honey Sofia V. Colis	Mr. Neil Moises Cereno	Mr. Emmanuel Josain
	Ms. Tellita Gina Mazo	Ms. Janice Monderondo	ALUMNI SCHOLARS
	Ms. Fatima T. Balina	Mr. Danielo Cabahit	Ms. Teresita G. Ilaya
	Mr. Fiel Almendra		
<b>Functions:</b>	<ul style="list-style-type: none"><li>Establishes and carries out a mechanism for systematic registration of alumni.</li><li>Prepares attendance sheets, registration forms, and pledge forms for major projects of the VSUAA.</li><li>Secures tables and chairs to be used during the registration and coordinate with the Transportation Committee for the hauling of these.</li><li>Mobilizes the alumni scholars for the encoding of accomplished forms.</li><li>Takes charge in getting the attendance &amp; summary of attendees for presentation during the Alumni Night.</li><li>Sees to it that there is continuous service of the committee during the two-day affair.</li></ul>		
<b>6. Registration Kit</b>			
Chairperson:	Ms. Luz Brenda P. Balibrea		
Co-Chair:	Mr. Fiel Almendra		
Members (in VSU):	Ms. Edralin Malasaga	Ms. Aniceta Lumacad	Ms. Cynthia Godoy
	Luzon-based Batch '81	Mr. Eusebio Lina Jr.	Mr. Rogelio Montalban Jr.
<b>Functions:</b>	<ul style="list-style-type: none"><li>Takes charge of the souvenir items, e.g. bag, shirt, ballpen, etc.</li><li>Prepares registration kit and endorse the same to the Registration Committee a day before the homecoming..</li></ul>		
<b>7. Accommodation</b>			
Chairperson:	Prof. Nilda T. Amestoso		
Co-Chair:	Ms. Aniceta Lumacad		
Members (in VSU):	Dr. Lijueraj J. Cuadra	Ms. Vilma Olleras	Ms. Rhodora P. Suco
	Mr. Dario Lina	Mr. Jorge Valenzona	Mr. Benjamin Cinto
	Ms. Mericel Cua	Ms. Elizabeth Peque	Ms. Joanne Tonacao
	Ms. Cherrylou Dy	Ms. Angel Paradero	Ms. Rebecca Napiere
	Ms. Elizabeth Payod	Mr. Roldan Piedraverde	Mr. Cielo Oliveros
	Mr. Arnilo Polo	Mr. Narciso Florentino	
<b>Functions:</b>	<ul style="list-style-type: none"><li>Prepares a complete list (with specifications) of all lodging facilities in the University and in other areas (i.e., Kilim, Baybay Poblacion, Ormoc)</li><li>Makes plans for a well-organized accommodation at the different lodging facilities in the University.</li><li>Facilitates or guide the attendees to their selected lodging house or dorm, whenever necessary, after they register.</li><li>Makes a checklist/directory of where the alumni are billeted (may be part of the Attendance Sheet)</li></ul>		
<b>8. Reception / Ushering</b>			
Chairperson:	Ms. Imelda S. Brendt		
Co-Chair:	Ms. Concepcion F. Corpuz		
Members (in VSU)	Ms. Rosalinda Saz	Dr. Ma. Theresa P. Loreto	Ms. Nicole Florentino
	Dr. Annie Gravoso	Dr. Salome B. Bulayog	Ms. Heremerose Escobido
	Ms. Flora Mae Duatin	Ms. Honey Sofia V. Colis	Ms. Lolit Jubay
	Prof. Rufina F. Capuno	Ms. Dianne Gamutan	Ms. Daisy Cachuela
	Ms. Cheryl Batistel	Ms. Winefreda Oclinaria	Host Batches ('81, 84)
		Ms. Luzviminda A. Ternura	
<b>Functions:</b>	<ul style="list-style-type: none"><li>Welcomes and ushers visiting alumni and guests especially during the major activities of the two-day affair (welcome program, alumni night, fellowship, and symposium).</li></ul>		
<b>9. Transportation and Motorcade</b>			
Chairperson:	Prof. Arsenio D. Ramos		
Co-Chair:	Ms. Judith Paredes		
Members (in VSU)	Mr. Eusebio Olleras	Prof. Climaco D. Espina	Mr. Rev Rhizza Aure
	Dr. Eutiquio Sudaria	Dr. Pastor P. Garcia Sr.	Mr. Virgelio Alao
	Mr. Allan Ramal	Mr. Dany Ramos	Mr. Jaime Nunez
<b>Functions:</b>	<ul style="list-style-type: none"><li>Makes arrangements with the PPO for the use of vehicles for hauling of tables and chairs, sound system and other paraphernalia to the venue.</li></ul>		



- Prepares and processes trip tickets for the alumni campus tour and motorcade.
- Secures permit from the Baybay Mayor's Office for the motorcade.
- Plans for a successful, colorful, and lively conduct of motorcade to Baybay and back to the VSU campus.
- Prepares and decorates vehicles(s) for the Alumni King & Queen entourage.

#### 10. Food

Chairperson:

Dr. Nena Q. Ramos

Co-Chair:

Ms. Ivy Ann Mojado

Members (in VSU):

Ms. Maricel Leorna

Ms. Vilma Olleras

Ms. Lingling Valencia

Ms. Julia A. Bantugan

Ms. Ivy Emnace

Ms. Heide Lasquites

Ms. Caroline Igasan

Ms. Elisa Ramos

Ms. Nora Dajab

Ms. Teresita Prado

Ms. Emma Fernandez

#### Functions:

- Plans menu for the different meals and snacks to be served during the two-day affair.
- Contacts caterer(s) and make reservations.
- Monitors and coordinates closely with the Registration Committee as to the number of registered alumni for food reservation and estimates.
- Coordinates with the caterer(s) on the system of food service.
- Coordinates with the Hall Preparation and Light & Sound Committee for the arrangement of chairs and tables.
- Sees to it that there is always standby drinking water and possibly coffee.

#### 11. Venue, Lights and Sounds

Chairperson:

Dr. Feliciano G. Sinon

Co-Chair:

Dr. Roberto C. Guarte

Members (in VSU):

Mr. Nilo Leorna

Mr. Edwin Ocoy

Mr. Daniel Ecleo Jr.

Mr. Federico Godoy

Dr. Rommel Armecin

Mr. Jess Giron

Mr. Randy Omega

Prof. Alan B. Loreto

Mr. Felix Ocon

Ms. Winefreda T. Oclinaria

Dr. Sulpecio C. Bantugan

#### Functions:

- Negotiates for the free use of the venues (VSU Garden Beach Resort & Convention Center) and other amenities.
- Plans and coordinates with relevant VSU offices re physical layout required for the two-day affair.
- Prepares and decorates the VSU Garden and Beach Resort and specific venues for the Alumni Plenary, Fellowship, Alumni Night, and Symposium.
- Negotiates with sound system operators for their services during the two-day affair.

#### 12. Stage Preparation

Chairperson:

Prof. Mario Baliad

Co-Chair:

Mr. Felix Ocon

#### Functions:

- Decorates the stage for the Alumni Night

#### 13. Alumni Night

Chairperson:

Ms. Marissa M. Cano

Co-Chair:

Ms. Nida Noya

Members (in VSU):

Ms. Argina M. Pomida

Prof. Ernesto Bulayog

Ms. Ma. Lilia Vega

Ms. Ira Nieva Bantasan

Ms. Fatima T. Balina

Mr. Lemuel Preciado

Prof. Elsie Salamat

Ms. Susan Eslopor

Ms. Lorna B. Abamo

Ms. Elsie Tausa

Prof. Milagros C. Bales

#### Functions:

- Plans for the smooth conduct of the Alumni Night celebration.
- Coordinates with the Hall Preparation and Lights & Sound Committee on the preparation of the venue and installation of necessary equipment for the Alumni Night.

#### 14. Alumni King and Queen

Chairperson:

Lilian B. Nunez

Co-Chair:

Dr. Milagros C. Bales

Members (in VSU):

Ms. Argina M. Pomida

Dr. Annie Gravoso

AREA COORDINATORS

Ms. Rowena Sinon

Ms. Ginas Aurea A. Villagonzalo

Ms. Andreli Pardales

Mr. Edgar Panares

Mr. Allan Ramal

Ms. Doryn Jan Avila

#### Functions:

- Informs and encourages the different Chapter officers to put up a candidate.
- Prepares and sends to Chapter president/ coordinator the guidelines/mechanism for counting of proceeds.
- Sets deadline for submission of names of candidates.



- Conducts two canvassings: 5PM and during the Alumni Night.
- Prepares canvass results to be signed by committee members.
- Endorses proceeds to VSUAA Treasurer.
- Prepares the paraphernalia for the King & Queen coronation.

#### 15. Department/College Reunions

Chairperson: Prof. Francisco G. Gabunada Jr.

Co-Chair: Dr. Teofanes Patindol

Members (in VSU):

Dr. Pedro Armenia

Dr. Remberto Patindol

Engr. Florentino Morales

Dr. Eunice Beray

Dr. Antonio P. Abamo

Dr. Arturo Pasa

Dr. Victor B. Asio

Dr. D. L. Alcober

Prof. Manuel Casangcapan

Dr. Beatriz S. Belonias

Dr. Nicandro Marquez

Dr. Ma. Theresa P. Loreto

#### Functions:

- Arranges with the University President and other officials for the conduct of department or college reunions.
- Plans with department chairpersons on possible ways of conducting the department/college reunion (e.g. meeting, conference, socials, etc.) including tracking of department alumni and submission of activity report to the Secretariat after the activity.
- Secures ways to provide logistical support (i.e. transportation, snacks, venue) to each group
- Coordinates with the Publicity and Documentation Committee.

#### 16. Alumni Plenary and Symposium

Chairperson: Prof. Efren Saz

Co-Chair: Dr. Fe Gabunada

Members (in VSU):

Dr. Lijueraj J. Cuadra

Ms. Vergie Subere

Ms. Monalisa V. Lauraya

Dr. Lina Abogadie

Dr. Milagros C. Bales

Dr. Canesio Predo

Ms. Ma. Lourdes V. Santilices

Prof. Rosa Ophelia D. Velarde

Ms. Lolita Poliquit

#### Functions:

- Plans for the conduct of the Alumni Plenary.
- Invites and informs persons of their roles in the Alumni Plenary.
- Coordinates with the Publicity and Documentation on the documentation of the activity.
- Makes arrangements with the prospective symposium speaker(s)
- Attends to the logistical requirement of the Symposium
- Coordinates with Publicity Committee re communication materials for symposium
- Coordinates with Venue Committee re preparation of Symposium venue

#### 17. Thanksgiving Worship and Fellowship

Chairperson: Dr. Lijueraj J. Cuadra

Co-Chair: Dr. Daniel L. Tan

Members (in VSU):

Ms. Leonarda Maurillo

Ptr. Roy Magallanes

Ptr. Ildelfonso Parac

Ptr. Eugene Daylusan

#### Functions:

- Arranges for the holding of fellowship or mass at the venue.
- Coordinates with the Hall Preparation Committee

#### 18. Fun Games

Chairperson: Ms. Rowena Sinon

Co-Chair: Dr. Milagros C. Bales

Members (in VSU):

Prof. Gloria Bancale

Mr. Jeffrey Lloyd L. Cagande

Teenage children of host batches

Mr. Jaime Nunez

Ms. Cecil Joy Duatin

Mr. Hamsha Saz

Mr. Rey Evangelista

Mr. Andrew Mazo

Mr. Federico Godoy

Ms. Judith Paredes

#### Functions:

- Plans the mechanics of the games.
- Takes charge in the conduct of the games.
- Coordinates with the Finance Committee on the materials needed and prizes.