



Visayas State University

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Office of the President

16 March 2011

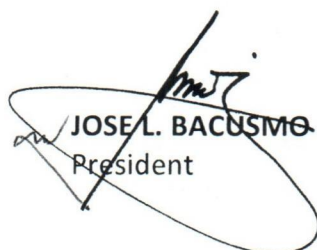
MEMORANDUM NO. 109

Series of 2011

T O: All Concerned

R E: Meeting for Chairpersons of the Working Committees for the 2011
VSU Main Campus Commencement Exercises

The Commencement Exercises for this school year is scheduled on **5 April 2011** at the **VSU Gymnasium**. To ensure adequate planning and preparation for this activity, the following Chairpersons are requested to attend a meeting on **March 17, 2011, 10:00 am** at the **President's Office**.


JOSE L. BACUSMO
President

**Chairpersons of the different working committees for the
58th Commencement Exercises on April 5, 2011**

- | | | |
|--|---|--------------------------|
| 1. Academic Caps & Gowns for Students | - | Dr. Lolita Orge |
| 2. Academic Gowns for Speaker/Guests, Faculty and Graduate Students | - | Engr. Alex Tulin |
| 3. Honors and Awards | - | Dr. Oscar Posas |
| 4. Programs/Ribbons and Distribution Committee | - | Mr. Daniel Tudtud, Jr. |
| 5. Commencement Rites | - | Dr. Oscar Posas |
| 6. Invitation | - | Prof. Alan Loreto |
| 7. Stage Preparation/Decoration (Backdrop, Plants, Flowers, Seats, Tables, Rostrums)/Restoration | - | Engr. Nestor Israel |
| 8. Lights and Sounds | - | Engr. Apolonio Encierto |
| 9. Accommodation | - | Prof. Alan Loreto |
| 10. Accommodation of Parents at the College Dorms | - | Prof. Manolo Loreto, Jr. |
| 11. Transportation | - | Mr. Remegio Sanico |
| 12. Hall Preparation (Seats for Graduates, Parents, Faculty and Guests) and Restoration | - | Ms. Linda Mariscal |
| 13. Publicity (Information, Dissemination, Still Photography and Video Coverage and Streamers) and Campus Tour | - | Dr. Wolfreda Alesna |
| 14. Exhibits | - | Dr. Othello Capuno |
| 15. Guest Reception and Ushering: | | |
| - Guest House & Lunch Reception | - | Dr. Lourdes Cano |
| - Gym | - | Ms. Honey Sofia Colis |
| 16. Baccalaureate Services (April 5, 2011) | - | Ms. Shirley Nayre |
| 17. Finance | - | Dr. Roberto Guarte |
| 18. Security, Colors (Philippine Flag and VSU Banner), Formation and Crowd Marshalls | - | Engr. Celso Gumaod |
| 19. Food Preparation | - | Ms. Rebecca Napiere |
| 20. Table Setting | - | Mr. Alfie Anthony Bulfa |
| 21. Food Service | - | Ms. Chelyn Estillore |
| 22. Medical Services | - | Dr. Elwin Jay Yu |
| 23. Steering | | |

Chairperson:	Dr. Jose Bacusmo
Members:	Dr. Oscar Posas
	Dr. Roberto Guarte
	Dr. Othello Capuno
	Dr. Edgardo Tulin
	Mr. Daniel Tudtud, Jr.
	Ms. Linda Mariscal
	Prof. Alan Loreto
	Administrative Council