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Office of the President

1 August 2012

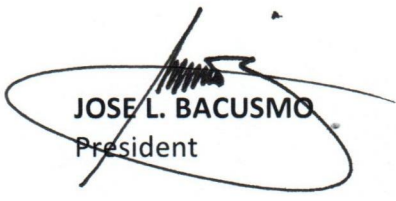
MEMORANDUM CIRCULAR NO. 48
Series of 2012

T O: All Concerned

R E: Working Committees for the 1st VSU Coconut Festival

In order to ensure the success of the 1st VSU Coconut Festival, the attached working committees are created to take charge of the different functions. The Chairpersons are requested to convene their respective committees to plan out their assigned tasks.

Your usual cooperation is enjoined.


JOSE L. BACUSMO
President

“1st VSU COCONUT FESTIVAL”
Working Committees

Theme: “Kalubihang Malamboon, Masanagong Kaugmaon”

August 9, 2012, 8:00 a.m., Convention Center, VSU, Baybay City

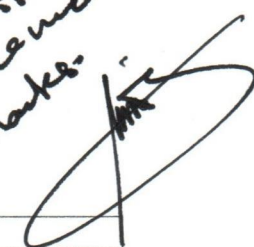
COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Othello B. Capuno Co-Chair: Prof. Efren B. Saz Dr. Maria Juliet C. Ceniza Members: Prof. Rosa Ophelia D. Velarde Dr. Eutiquio E. Sudaria	1. Plan for the smooth implementation of the 2012 Coconut Festival activities. 2. Oversee the implementation of all the activities during the Coconut Festival. 3. Make funds available for the Coconut Festival activities.
2. PROGRAM AND INVITATION Chairperson: Dr. Maria Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia D. Velarde Members: Ms. Edralin M. Malasaga Ms. Elvira B. Gorre Ms. Paulina Posas	1. Prepare the Coconut Festival Program 2. Monitor and ensure smooth flow of the program. 3. Invite and confirm speakers and coconut farmer participants to the coconut forum.
3. SECRETARIAT AND REGISTRATION COMMITTEE Chairperson: Prof. Tessie C. Nuñez Co-Chair: Ms. Edralin Malasaga Members: Ms. Paulina P. Abing Ms. Aprilynn Leros	1. Prepare IDs, certificates and tokens, and name labels for guests and speakers at the presidential table 2. Registration of participants. 3. Provide additional info materials and referrals on inquiries made by the participants
4. HALL AND VENUE PREPARATION AND SOUNDS (Convention Center and NCRC Booth) Chairperson: Prof. Mario Baliad Co-Chair: Mr. Rosito Diaz Members: All NCRC Laborers	1. Prepare and decorate the venue (Convention center and NCRC Booth) for the Coconut Forum and other activities. 2. Coordinate for the sounds, microphones and others. 3. Restore the hall after completion of the activity. 4. Install tarpaulins in the venue
5. AUDIO VISUAL MATERIAL/EQUIPMENT PREPARATION Chairperson: Mr. Edwin T. Ocoy Members: Mr. Marcos B. Posas Mr. Chito Leonor Mr. Miguel Honrada	1. Prepare needed AV equipment for the forum 2. Restore properly all equipment after the event
6. TRANSPORTATION COMMITTEE Chairperson: Dr. Eutiquio E. Sudaria Members: Mr. Marcos B. Posas Mr. Chito L. Leonor (Please coordinate with the University Anniversary Transportation Comm.)	1. Make arrangements for the transportation of the speakers and guests before, during and after the event. 2. Manage the provision of transportation when and where it is needed

<p>7. FOOD AND SNACKS COMMITTEE Chairperson: Ms. Marisel A. Leorna Co-Chair: Ms. Pamela Urdaneta Members: Ms. Alma Sudaria Ms. Lilia Quinones</p>	<p>1. Coordinate for food and snacks serving in the venue.</p>
<p>8. RECEPTION AND USHERING OF GUESTS Chairperson: Prof. Reny G. Gerona Co-Chair: Prof. Rufina F. Capuno Members: Ms. Phoebe Calungsod Ms. Ana Asumpta Perez Ms. Charise Limbo Ms. Nancy Donayre Ms. Robelyn Aureo NCRC Ladies</p>	<p>1. Receive and usher guests and participants to their respective seats. 2. Prepare leis, etc. for the guests.</p>
<p>9. DOCUMENTATION COMMITTEE Chairpersons: Mr. Jed Asaph Cortes Mr. Jesus Freddy Baldos Co-Chair: Ms. Marissa Cano Members: Mr. Genaro Godoy Ms. Jedess C. Nuñez</p>	<p>1. Prepare equipment and other needs for the documentation of the entire event. 2. Document the entire Coconut Forum and festival activities.</p>
<p>10. ACCOMMODATION Chairperson: Prof. Alfredo G. Dingal Co-Chair: Dr. Maria Juliet C. Ceniza Members: Ms. Pamela H. Urdaneta</p>	<p>1. Coordinate with guest houses for the names of guests to be accommodated and arrange with in-charge of accommodation facilities..</p>
<p>11. EXHIBITS/DISPLAY (Tacloban and VSU) Chairperson: Prof. Mario E. Baliad Co-Chair: Ms. Marisel A. Leorna Members: Ms. Edralin M. Malasaga Prof. Alfredo G. Dingal Prof. Tessie C. Nuñez Mr. Jeremias S. Vestra Mr. Edwin T. Ocoy</p>	<p>1. Prepare and set up exhibit and display during the Coconut Festival (Tacloban and VSU – NCRC Booth) 2. Invite private handicraft makers to display products at the NCRC Booth</p>
<p>12. PARADE, GAMES, CONTESTS AND PAKULO ACTIVITIES Chairperson: Dr. Eutiquio E. Sudaria Co-Chair: Mr. Jeremias S. Vestra Members: Ms. Edralin M. Malasaga Prof. Mario E. Baliad Prof. Alfredo G. Dingal</p>	<p>1. Coordinate the parade of the farmers and participants 2. Plan for the games, contests and competition for the activity 3. Prepare and coordinate prizes for the winners</p>
<p>13. PRIZES AND AWARDS COMMITTEE Chairperson: Dr. Maria Juliet C. Ceniza Co-Chair: Prof. Rosa Ophelia D. Velarde Members: Prof. Alfredo G. Dingal Mr. Jeremias S. Vestra Prof. Tessie C. Nuñez</p>	<p>1. Coordinate with Games, Contests and Pakulo Committee for prizes of the winners 2. Coordinate with OVPRE for sources of prizes for the games and other contests</p>

"1st VSU COCONUT FESTIVAL"

Theme: "Kalubihang Malamboon, Masanagong Kaugmaon"

August 9, 2012, Convention Center, VSU, Baybay City

Handwritten note:
Honey,
Pls. issue
a memo
Thanks.


I. Working Committees for the 2012 VSU Coconut Festival

COMMITTEE	Functions
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