



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



Management  
System  
ISO 9001:2015

www.tuv.com  
ID: 9108658749

**MEMORANDUM CIRCULAR NO. 261**

Series of 2024

**TO: All Concerned Faculty and Staff**

**RE: Working Committees for the Regional SCUAA Games 2024**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: November 18, 2024**

Please find attached Working Committees for the **Regional SCUAA Games 2024** which will be held on **December 8-13, 2024 at North West Samar State University (NWSSU)**.

To ensure the success of the said activity, you are hereby designated to compose the attached working committees. The Committee Chairpersons are advised to meet with your respective groups to plan your course of action relative to their assignment.

For your guidance and compliance.

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 3  
**FM-OOP-02**  
V05 06-06-2024  
No. 24-261

**REGIONAL SCUAA GAMES 2024**  
**Visayas State University Delegation**  
**Working Committees**

**Steering Committee:**

Chairperson: Dr. Prose Ivy G. Yepes  
Members: Dr. Rotacio A. Gravoso  
Dr. Santiago T. Peña Jr.  
Dr. Moises Neil M. Serioño  
Dr. Aleli A. Villocino  
Dr. Elwin Jay V. Yu  
Dr. Andrew A. Mazo

**Document Screening:**

Chairperson: Prof. Mary Jean M. Sapan  
Co-chairperson: Ms. Irish N. Catacutan  
Members: Registrars  
Varsity Coaches

**Transportation: (VSU-Calbayog-VSU)**

Chairperson: Engr. Marlon G. Burlas  
Co-chairpersons: Mr. Vincent B. Asilom  
Members: Mr. Jessril Varron  
Mr. Ralph Julius Buen  
Mr. Allen Conde  
VSU Drivers

**Food:**

Chairperson: Ms. Queen-Ever Y. Atupan  
Co-chairperson: Ms. Maria Venus O. Dulce  
Members: Ms. Jessamine Ecleo  
Mr. Lester Loyola  
Ms. Ma. Fe Baslan  
Ms. Lalaine Dy  
Cash Division Personnel  
Kitchen Staff

**Mess Officer:** Ms. Ma. Roberta S. Miraflor

**Equipment Preparation and Retrieval:**

Chairperson: Mr. Marvin B. Bandalan  
Co-chairperson: Mr. Arturo B. Alba Jr.  
Members: Mr. Mark Adam Gonzaga  
Mr. Jose Roldan Garcitos  
Mr. Dennis T. Managbanag  
Mr. Dominador T. Roca  
Coaches & Asst. Coaches

**Parade Marshal:** VSU Security Force

**Pakulo/Cheers:**

Chairperson: Mr. Gary B. Donayre  
Co-chairperson: Ms. Myra Mae Comica  
Member: Mr. Carl John Paul Abergido

**Performance Recorders:**

Chairperson: Ms. Charis B. Limbo-Rivera  
Co-chairperson: Ms. Hannah A. Pedrera  
Members: Ms. Sheena Eunice Tabudlong  
USSC Officers

**SCUAA Uniform: (sizing, receiving, sorting and distribution)**

Chairperson: Dr. Louie P. Gula  
Co-chairperson: Mr. Neil Michael M. Cavite  
Members: Ms. Sheena Eunice Tabudlong

**Accommodation (officials, kitchen crew, drivers, athletes, coaches & Asst coaches & other officials)**

Chairperson: Ms. Emelie Casing  
Co-Chairperson: Mr. Joselle Cayetano  
Ms. Anna Beth Varron  
Members: Coaches & Asst. Coaches

**Documentation:**

Chairperson: Dr. Ulderico B. Alviola  
Co-chairperson: Mr. Paul Vincent L. Fornis  
Members: 3 Amaranth Representatives

**Order and Discipline:**

Chairperson: Mr. Edilberto A. Artiga Jr. II  
Co-chairperson: Mr. Lyndon L. Maningo  
Members: Coaches and Asst. Coaches  
VSU Security Force (2)

**Cleanliness:**

Chairperson: Mr. Michael Anfernee Gorre  
Co-chairperson: Mr. Jose Roldan Garcitos  
Members: Mr. Rodark Mar Unajan  
Mr. Dennis T. Managbanag  
Mr. Mark Adam Gonzaga  
Mr. Dominador T. Roca

**Finance:**

Chairperson: Ms. Louella C. Ampac  
Co-chairperson: Ms. Alicia M. Flores  
Member: Ms. Queen-Ever Y. Atupan

**Medical:**

Chairperson: Dr. Elwin Jay V. Yu

Co-chairperson: Dr. Venus Capuno

Members: USHER staff

**Orientation/Briefing of Athletes & Coaches,  
Processing of Excuse Letter/Allowance,  
Issuance of OP Memo and other  
correspondence**

Chairperson: Dr. Andrew A. Mazo

Members: Mr. Edilberto A. Artiga Jr. II  
IHK Secretary

