



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

18 February 2004

MEMORANDUM CIRCULAR NO. 22

Series of 2004

T O: All Concerned

R E: Working Committees for the 2004 LSU Main Campus
Commencement Exercises

The Commencement Exercises for this school year will be on April 2, 2004. Committees are created to facilitate the orderly conduct and success of the said affair. The different committees are requested to make their plans and the different Chairpersons and Co-Chairpersons are requested to come to a meeting on March 5, 2004, 4:00 P.M at the OVPAF Conference Room to discuss matters relative to this event.

Your usual cooperation is enjoined.


PACIENCIA P. MILAN
President

**Working Committees for the Year 2004 LSU Main Campus
Commencement Exercises**

1. Academic Caps & Gowns for Students

Chairperson: Dr. Lolita Orge
Co-Chairperson: Dr. Eunice Beray
Members: Prof. Nancy Dumaguing
Ms. Analou Montejo
Ms. Melody Petillos

**2. Academic Gowns for Speaker/Guests,
Faculty and Graduate Students**

Chairperson: Mr. Dominador Lauzon, Jr.
Co-Chairperson: Ms. Fe Calunangan
Members: All Property Office Staff

3. Honors and Awards

Chairperson: Dr. Manuel Palomar
Co-Chairpersons: Dr. Edgardo Tulin
Dr. Misael Diputado, Jr.
Members: Dr. Lina Villacarlos
Prof. Aurora Alkuino
Mr. Simeon Sedrome

4. Programs/Ribbons

Chairperson: Prof. Daniel Tudtud, Jr.
Co-Chairpersons: Dr. Perfecto Bartolini
Mr. Simeon Sedrome
Members: Ms. Antonieta Israel
All OUS/PDO Staff
All Printing Press Staff

5. Invitation

Chairperson: Prof. Jesusito Lim
Co-Chairperson: Dr. Lourdes Cano
Members: Ms. Josefina Larrosa
Ms. Elizabeth Albiso
Ms. Melianida Faelnar

6. Stage Preparation/Demolition

Chairperson: Engr. Nestor Israel
Co-Chairperson: Engr. Mario Valenzona
Members: Mr. Domingo Flandez
Mr. Silvestre Cagande
Mr. Florencio Macariola
All SDMU Staff
All PPO Carpenters

7. Lights and Sounds

Chairperson: Engr. Apolonio Encierto
Co-Chairpersons: Mr. Dominador Poliquit
Mr. Clemence Borela
Members: All PPO Electrical Staff

**8. Accommodation at the Hostel, ATI Dorm
and Bahay Alumni**

Chairperson: Dr. Roberta Lauzon
Co-Chairpersons: Mr. Paul Avila
Dr. Anabella Tulin
Members: All LSU Hostel Staff

**9. Accommodation at the Guest House
Governor's Cottage/Learning Center**

Chairperson: Dr. Nelen Lambert
Members: All Guest House Staff

**10. Accommodation at the College Dorm for
Parents**

Chairperson: Prof. Aurora Alkuino
Co-Chairperson: Ms. Carmencita Reyes
Members: Mr. Junito Panonce
Ms. Meriam dela Torre
Ms. Meriam Luna
Mr. Joel Ancheta

11. Transportation

Chairperson: Engr. Celso Gumaod
Co-Chairperson: Mr. Florencio Macariola
Members: Engr. Ramon Orias
Ms. Fe Lacerna
Ms. Luzvisminda Ternura

**12. Graduation Grounds(Seats/Tables/
Rostrums/Plants/Flowers, etc.) and
Hall Preparation**

Chairperson: Engr. Mario Valenzona
Co-Chairpersons: Prof. Elizabeth Briones
Prof. Mario Baliad
Members: Ms. Cecil Joy Duatin
Mr. Sales Loreto
All GDR Laborers

13. Publicity (Information, Dissemination and Streamers)

Chairperson: Mr. Ludito Ramirez
Co-Chairperson: Ms. Zenaida Gerona
Members: Ms. Adelina Carreno
Mr. Domingo Flandez
Mr. Jude Nonie Sales
Mr. Jesus Freddy Baldos

14. Campus Tour (Commencement Day)

Chairperson: Ms. Zenaida Gerona
Co-Chairperson: Mr. Jesus Freddy Baldos
Members: Mr. Vicente Cordero
Mr. Randy Omega

15. Exhibits

Chairperson: Dr. Jose Bacusmo
Co-Chairpersons: Dr. Angela Almendras-Ferraren
Members: Dr. Wolfreda Alesna
Dr. Lelita Gonzal
Dr. Roberto Guarte
Dr. Lutgarda Palomar
Dr. Marilyn Belarmino
Dr. Lualhati Noriel
Dr. Edwin Balbarino

16. Guest Reception at the Guest House

Chairperson: Dr. Isabel Bertulfo
Co-Chairpersons: Dr. Lualhati Noriel
Dr. Lourdes Cano
Members: Prof. Reny Gerona
Dr. Julieta Gapuz
Dr. Ma. Juliet Ceniza

17. Baccalaureate Services

Chairperson: Dr. Basilio Dabuet
Co-Chairperson: Prof. Norberto Canada
Members: Dr. Misael Diputado, Jr.
Dr. Rodolfo Escalada
Prof. Remedios Russel
Dr. Julie Tan

18. Finance

Chairperson: Dr. Jose Alkuino, Jr.
Co-Chairperson: Ms. Norma Cala
Members: All Finance Committee
Members

19. Security, Colors, Formation and Marshall (Philippine Flag and ViSCA Banner)

Chairperson: Dr. Juan Labra
Co-Chairperson: Engr. Manolo Loreto
Members: Mr. Venerando Jose
All LSU Security Guards
Selected ROTC Cadets

20. Food Preparation

Chairperson: Dr. Nelen Lambert
Co-Chairpersons: Dr. Lutgarda Palomar
Prof. Jocelyn Urgello
Ms. Rebecca Napiere
Members: Prof. Jovita Dabuet
Prof. Alicia Masendo
Ms. Alicia Andrade
All Guest House Staff

21. Commencement Rites

Chairperson: Prof. Daniel Tudtud, Jr.
Co-Chairperson: Ms. Linda Mariscal
Members: Mr. Ernesto Bulayog
Ms. Bebiana Balbarino
Mr. Nathaniel Rosolada
Engr. Manolo Loreto
All College Deans
All College Secretaries
Department Heads
Marshalls

22. Table Setting and Utensils Preparation

Chairperson: Dr. Roberta Lauzon
Co-Chairperson: Ms. Rebecca Napiere
Members: Prof. Jocelyn Urgello

23. Food Service

Chairperson: Ms. Rebecca Napiere
Members: Ms. Andreli Pardales
Ms. Flora Mia Duatin
Ms. Luzvisminda Ternura
Ms. Josefina Larrosa
Ms. Elizabeth Albiso
Ms. Melianida Faelnar
HN 137 Students c/o Prof.
Jocelyn Urgello
All Guest House Staff

**23. Commencement Ushering and Reception
(at the Gymnatorium)**

Chairperson: Prof. Marita Galinato
Co-Chairpersons: Ms. Carmencita Reyes
Ms. Wenifreda Oclinaria
Members: Ms. Elvira Soria
Ms. Evelyn Bestil
Ms. Myrna Pancito
Mr. Randy Omega
Ms. Melody Petilos
Ms. Avril Adrianne de Guzman

24. Steering

Chairperson: Dr. Paciencia Milan
Co-Chairpersons: Dr. M. K. Palomar
Prof. Daniel Tudtud, Jr.
Ms. Linda Mariscal
Members: Administrative Council