



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

29 October 2002

**MEMORANDUM CIRCULAR NO. 67**  
Series of 2002

**T O: All Staff Members Concerned**

**R E: Committees for the Baybay Crops and Crafts Fair 2002**

Herewith is the list of committees for the Fair on 23-28 December 2002 at the New Baybay Terminal, Baybay, Leyte.

Your wholehearted support and cooperation is enjoined for the success of the affair.

  
**PACIENCIA P. MILAN**  
President

## **1. Steering Committee**

Chairperson	- Dr. Paciencia P. Milan
Co-Chairperson	- Dr. Jose L. Bacusmo
Co-Vice Chairperson	- Ms. Elena P. Siddiqui
Members	- Mr. Deogracias Pernitez
	- Mr. Erlindo P. Laplana
	- Dr. Anthony V. Israel
	- Mr. Amelito Borneo

## **2. Parade and Farmers/Fisherfolks' Participation**

Chairperson	- Ms. Elena P. Siddiqui
Members	- All Personnel, OMA/OPA
	- Dr. Beverlo P. Pascual
	- Prof. Nancy V. Dumaguing
	- Dr. Henry Y. Goltiano

**Assembly Time** : 07:00 AM  
**Parade** : 08:00 AM

- 2.1 *Invite the band for the parade*
- 2.2 *Ensure farmers' participation in the parade*
- 2.3 *Take charge of the participation of farmer-exhibitor*

- 2.4 *Coordinate with the transportation committee for the pick-up of participants and their return to their places of origin*

### 3. **Site Preparation and Demolition**

- |                     |   |                           |
|---------------------|---|---------------------------|
| Chairperson         | - | Engr. Manolo B. Loreto    |
| Co-Chairperson      | - | Mr. Tony Plaza            |
| Vice-Chairperson    | - | Ms. Erlinda Mendez        |
| Co-Vice-Chairperson | - | Dr. Juan S. Labra         |
| Members             | - | Engr. Apolonio Encierto   |
|                     | - | Engr. Nestor Israel       |
|                     | - | Mr. Dominador Poliquit    |
|                     | - | Baybay Maintenance Office |
|                     | - | LUAPO                     |
|                     | - | PPO                       |

- 3.1 *Lay-out exhibit area*  
 3.2 *Put-up fence around the site*  
 3.3 *Construct booths*  
 3.4 *Install light and sound system*  
 3.5 *Install water system and make sure enough water supply is available daily*  
 3.6 *Provide stand-by power*  
 3.7 *Demolish booths and fence*

### 4. **Program and Invitation**

- |                 |   |                        |
|-----------------|---|------------------------|
| Chairperson     | - | Ms. Marites A. Sales   |
| Co-Chairpersons | - | Ms. Mildred L. Nayre   |
|                 | - | Ms. Belinda Lumakin    |
| Members         | - | Ms. Marjorie B. Obando |
|                 | - | Mrs. Melinda Pesquera  |

- 4.1 *Take charge of the opening program*  
 4.2 *Invite guests for the opening program*  
 4.3 *Invite exhibitors (excluding farmers)*

### 5. **Contests/Prizes**

- |                     |   |                            |
|---------------------|---|----------------------------|
| Chairperson         | - | Prof. Elizabeth D. Briones |
| Co-Vice-Chairperson | - | Ms. Cecil Joy Y. Duatin    |
| Vice-Chairperson    | - | Ms. Gloria Bancale         |
| Members             | - | Ms. Marijen V. Bandalan    |
|                     | - | Ms. Sheryl Ramirez         |
|                     | - | Ms. Melinda Pesquera       |

- 5.1 *Take charge of the flower-garden, booth, farm product, aquarium contests (including identification of categories and judges and prizes)*  
 5.2 *Submit the list of prizes needed to the centralized prizes committee/Fiesta Executive Committee*  
 5.3 *Make sure cash prizes are awarded to winners*

### 6. **Publicity and Documentation**

- |                     |   |                         |
|---------------------|---|-------------------------|
| Chairperson         | - | Mr. Jorge Omolon        |
| Vice-Chairperson    | - | Ms. Adelina O. Carreno  |
| Co-Vice-Chairperson | - | Mr. Jesus Freddy Baldos |
| Members             | - | Ms. Mora Abarquez       |

- Ms. Belinda Lumakin
- Ms. Ma. Isabel M. Cano
- OMA Staff
- DYAC Staff

- 6.1 *Prepare streamers and posters for the activity*
- 6.2 *Provide radio coverage*
- 6.3 *Photo documentation*

## **7. Transportation**

- |                  |                        |
|------------------|------------------------|
| Chairperson      | - Mr. Dan Constantino  |
| Co-Chairperson   | - Engr. Celso Gumaod   |
| Vice-Chairperson | - Ms. Fe L. Diaz       |
| Members          | - Ms. Shirley T. Nayre |
|                  | - PPO Staff            |

- 7.1 *Arrange transportation for the booth construction materials, exhibits and snacks*
- 7.2 *Arrange transportation of farmers, fisherfolks and participants from their place of origin to Baybay and return*

## **8. Security**

- |             |                                    |
|-------------|------------------------------------|
| Chairperson | - Police Supt. Robert M. Mangaccap |
| Members     | - Baybay PNP Personnel             |
|             | - Baybay Barangay Tanod            |

- 8.1 *Provide security for the exhibit area throughout the duration of the fair*

## **9. Snacks**

- |             |                     |
|-------------|---------------------|
| Chairperson | - Ms. Mora Abarquez |
| Members     | - OMA/OPA Personnel |

- 9.1 *Prepare snacks for the guests and participants of the opening program and parade*

## **10. Opening Program Site Preparation and Techno Demonstrations**

- |                |                           |
|----------------|---------------------------|
| Chairperson    | - Mr. Jorge Omolon        |
| Co-Chairperson | - Mr. Arnie Poliquit      |
| Members        | - Ms. Belinda Lumakin     |
|                | OMA/OPA Personnel         |
|                | Baybay Maintenance Office |

- 10.1 *Prepare site for the opening program (including stage and decoration, rostrum, chairs for visitors and other related materials)*
- 10.2 *Prepare site for techno demonstrations*
- 10.3 *Prepare schedule of techno demonstrations*
- 10.4 *Take charge/facilitates conduct of techno-demonstrations*
- 10.5 *Invites resource persons*



# **BAYBAY CROPS AND CRAFTS FAIR 2002**

23-28 December 2002

New Baybay Terminal

Baybay, Leyte

## **I. WORKING COMMITTEES**

### **1. Steering Committee**

Chairperson: Dr. Paciencia P. Milan  
Co-Chairperson: Dr. Jose L. Bacusmo  
Vice-Chairperson: Mrs. Elena P. Siddiqui  
Members: Mr. Deogracias Pernitez  
Mr. Erlindo P. Laplana  
Dr. Anthony V. Israel  
Mr. Amelito Borneo

### **2. Parade and Farmers/Fisherfolks' Participation**

Chairperson: Ms. Elena P. Siddique  
Members: All Personnel, OMA/OPA  
Dr. Beverlo P. Pascual  
Prof. Nancy V. Dumaguing  
Dr. Henry Y. Goltiano

- 2.1. Invite the band for the parade
- 2.2. Ensure farmers' participation in the parade
- 2.3. Take charge of the participation of farmer-exhibitors
- 2.4. Coordinate with the transportation committee for the pick-up of participants and their return to their places of origin

**Assembly Time** : 07:00 AM

**Parade** : 08:00 AM

### **3. Site Preparation and Demolition**

Chairperson: Engr. Manolo B. Loreto  
Co-chairperson: Mr. Tony Plaza  
Vice-Chairperson: Ms. Erlinda Mendez  
Co-Vice-Chairperson: Dr. Juan S. Labra  
Members: Engr. Apolonio Encierto  
Engr. Nestor Israel  
Mr. Dominador Poliquit  
Baybay Maintenance Office  
LUAPO  
PPO

- 3.1. Lay-out exhibit area
- 3.2. Put-up fence around the site
- 3.3. Construct booths
- 3.4. Install light and sound system
- 3.5. Install water system and make sure enough water supply is available daily
- 3.6. Provide stand-by power
- 3.7. Demolish booths and fence

### **4. Program and Invitation**

Chairperson: Ms. Marites A. Sales  
Co-Chairpersons: Ms. Mildred L. Nayre  
Ms. Belinda Lumakin  
Members: Ms. Marjorie B. Obando  
Mrs. Melinda Pesquera

- 4.1. Take charge of the opening program
- 4.2. Invite guests for the opening program
- 4.3. Invite exhibitors (excluding farmers)

## Contests/Prizes

- |                      |                            |      |   |
|----------------------|----------------------------|------|---|
| Chairperson:         | Prof. Elizabeth D. Briones | 5.1. | Take charge of the flower-garden, booth, farm product, aquarium contests (including identification of categories and judges and prizes) |
| Co-Vice Chairperson: | Ms. Cecil Joy Y. Duatin    | 5.2. | Submit the list of prizes needed to the centralized prizes committee/Fiesta Executive Committee   |
| Vice-Chairperson:    | Ms. Gloria Bancala         | 5.3. | Make sure cash prizes are awarded to winners  |
| Members:             | Ms. Marijen V. Bandalan    |      |   |
|                      | Ms. Sheryl Ramirez         |      |   |
|                      | Ms. Melinda Pesquera       |      |   |

## 6. Publicity and Documentation

- |                      |                         |      |  |
|----------------------|-------------------------|------|--|
| Chairperson :        | Mr. Jorge Omolon        | 6.1. | Prepare streamers and posters for the activity |
| Vice-Chairperson :   | Ms. Adelina O. Carreno  | 6.2. | Provide radio coverage                         |
| Co-Vice-Chairperson: | Mr. Jesus Freddy Baldos | 6.3. | Photo documentation                            |
| Members              | Ms. Mora Abarquez       |      |  |
|                      | Ms. Belinda Lumakin     |      |  |
|                      | Ms. Ma. Isabel M. Cano  |      |  |
|                      | OMA Staff               |      |  |
|                      | DYAC Staff              |      |  |

## 7. Transportation

- |                   |                      |      |   |
|-------------------|----------------------|------|---|
| Chairperson :     | Mr. Dan Constantino  | 7.1. | Arrange transportation for the booth construction materials, exhibits and snacks                                |
| Co-Chairperson:   | Engr. Celso Gumaod   | 7.2. | Arrange transportation of farmers, fisherfolks and participants from their place of origin to Baybay and return |
| Vice-Chairperson: | Ms. Fe L. Diaz       |      |   |
| Members:          | Ms. Shirley T. Nayre |      |   |
|                   | PPO staff            |      |   |

## 8. Security

- |              |                                  |      |   |
|--------------|----------------------------------|------|---|
| Chairperson: | Police Supt. Robert M. Mangaccap | 8.1. | Provide security for the exhibit area throughout the duration of the fair |
| Members      | Baybay PNP Personnel             |      |   |
|              | Baybay Barangay Tanod            |      |   |

## 9. Snacks

- |               |                   |      |  |
|---------------|-------------------|------|--|
| Chairperson : | Ms. Mora Abarquez | 9.1. | Prepare snacks for the guests and participants of the opening program and parade |
| Members:      | OMA/OPA Personnel |      |  |

## 10. Opening Program Site Preparation and Techno Demonstrations

- |                 |                           |       |   |
|-----------------|---------------------------|-------|---|
| Chairperson :   | Mr. Jorge Omolon          | 10.1. | Prepare site for the opening program (including stage and decoration, rostrum, chairs for visitors and other related materials) |
| Co-Chairperson: | Mr. Amie Poliquit         | 10.2. | Prepare site for techno demonstrations  |
| Members         | Ms. Belinda Lumakin       | 10.3. | Prepare schedule of techno demonstrations   |
|                 | OMA/OPA Personnel         | 10.4. | Take charge/facilitates conduct of techno-demonstrations  |
|                 | Baybay Maintenance Office | 10.5. | Invites resource persons  |