



12 July 2017

MEMORANDUM CIRCULAR NO. 52
Series of 2017

T O: All Concerned

R E: Working Committees for the Jackfruit Fiesta

You are hereby designated Chairpersons, Co-Chairpersons and Members of the different Working Committees for the **Jackfruit Fiesta on August 8 – 9, 2017** as one of the highlight activities of the 93rd VSU Founding Anniversary.

The Chairpersons are requested to meet with their respective committees to plan and coordinate regarding this activity.

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President



**VISAYAS CONSORTIUM FOR AGRICULTURE, AQUATIC
AND RESOURCES PROGRAM**

Visayas State University
Baybay City, Leyte

**Working Committees
FIESTA ON JACKFRUIT
AUGUST 8-9, 2017**

COMMITTEE	Functions
1. STEERING COMMITTEE Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Othello B. Capuno Dr. Wolfreda T. Alesna Members: Dr. Jose L. Bacusmo Prof. Efren B. Saz Dr. Elvira C. Torres	1. Plan for the smooth implementation of the Jackfruit FIESTA activities. 2. Oversees the implementation of all activities during the Jackfruit FIESTA 3. Make funds available for the Jackfruit FIESTA activities
2. COORDINATION FOR AGENCY/INSTITUTION PARTICIPATION/ PROGRAM/CERTIFICATES Chairperson: Dr. Wolfreda T. Alesna Co-Chair: Prof. Ms. Elmera Y. Banoc Members: Mr. Stephen James M. Chavez	1. Coordinate and inform each member agency to participate the Jackfruit FIESTA 2. Send and follow up invitation letter 3. Prepare the Jackfruit FIESTA program. 4. Monitor and ensure smooth flow of the program. 5. Design tarpaulins to welcome guests and participants. 6. Set the guidelines for booth reservation. 7. Prepare IDs, plaques, certificates and tokens
3. REGISTRATION Chairperson: Ms. Pauline S. Caintic Co-Chair: Ms. Maria Verjie Q. Subere Members: Ms. Hazel Grace Taganas Ms. Maria Edna Pastoril Ms. Marilou Sta. Iglesia	1. Man the registration of the participants to the Jackfruit FIESTA 2. Provide additional information and referrals on inquiries made by participants
4. LODGING/ACCOMMODATION FOR PARTICIPANTS Chairperson: Ms. Connel Antipaso Co-Chair: Ms. Noela Sollano	1. Coordinate with the Office of the Director of Extension on the names of persons to be accommodated 2. Arrange with accommodation facilities available at VSU.
5. FOOD RESERVATIONS Chairperson: Ms. Ms. Pauline S. Caintic Co-Chair: Ms. Jona Saulan	1. Facilitate and coordinate with guest house for food preparation 2. Assign volunteers to assist during the distribution of snacks
6. TRANSPORTATION Chairperson: Ms. Arsenia Posas Co-Chair: Ms. Fe Remedios Diaz	1. Make arrangements for transportation of speakers, guests, officials and staff before, during and after the event. 2. Manage the provision of transportation when and where it is needed.
7. BOOTH CONSTRUCTION/EXHIBITS Chairperson: Engr. Sean Villagonzalo Members: Mr. Nicasio Lingatong Mr. Ricardo Bornias RACO and RMIS staff	1. Design and construct the booth. 2. Remove the booth after the event.. 3. Display Jackfruit products at the booth. 4. Mount tarpaulins and posters at the booth

<p>8. SANITATION MANAGEMENT/TOILET AND GROUND MAINTENANCE Chairperson: Prof. Alfredo Dingal Co-Chair: Engr. Celso Gumaod Mr. Mario Baliad Members: Prof. Manolo B. Loreto, Jr. Mr. Dominador Rosal Landscaping Personnel 6 emergency laborers</p>	<ol style="list-style-type: none"> 1. Ensure the orderliness and cleanliness of the university grounds before, during and after the anniversary celebrations. 2. Provide proper signages to guide the guests and participants where to go
<p>9. FACILITIES FOR THE COOKFEST AND COORDINATOR Chairperson: Dr. Nancy Dumaguing Co-Chair: Dr. Ivy Emnace Members: Dr. Lorina Galvez Ms. Maria Louella Tambis</p>	<ol style="list-style-type: none"> 1. Plan and coordinate the cookfest activities 2. Design and submit costing for the venue and materials for cookfest.
<p>10. PRIZES FOR THE VARIOUS CONTESTS Chairperson: Ms. Arsenia Posas Member : Ms. Shirley Nayre</p>	<ol style="list-style-type: none"> 1. Prepare the prizes for the various activities
<p>11. JACKFRUIT PINAKA CONTEST Chairperson: Dr. Christina A. Gabrillo Co-Chair: Ms. Jennifer E. Ando Ms. Jen B. Posas</p>	<ol style="list-style-type: none"> 1. Set the guidelines and criteria for the Contest and 2. Award prizes to deserving contestants
<p>12. PUBLICITY/DOCUMENTATION Chairperson: Mr. Jed Asaph Cortes Mr. Genaro Godoy-<i>Videography</i> Prof. Mario Baliad-<i>Tarpaulin Installation</i> Mr. Kim Kenneth Roa-<i>Photography</i> Members: Mr. Jade Moreno Mr. Wowie Velarde</p>	<ol style="list-style-type: none"> 1. Prepare publicity materials such as streamers/tarpaulin, posters, etc. 2. Prepare equipment and other needs for documentation of the entire event. 3. Document the entire event.
<p>13. LIGHTS, SOUNDS AND AV EQUIPMENT Chairperson: Engr. Apolonio Encierto Co-Chair: Engr. Sean Villagonzalo Members: Mr. Clementino Borela Mr. Stephen James Chavez VSU Utilities Division Staff</p>	<ol style="list-style-type: none"> 1. Provide quality audio-visual support for the venue. 2. Restore properly all equipment after the event.
<p>14. KAUGMARAN Chairperson: Ms. Adelina O. Carreno Co-Chair: Dr. Aleli A. Villocino Members: Prof. Jesusito Lim Ms. Fatima Estrosas</p>	<ol style="list-style-type: none"> 1. Set the guidelines and criteria for the contest and award prizes contestants
<p>15. RISK MANAGEMENT Chairperson: Dr. Ivy Emnace Co-Chair: Dr. Josephine Zafico Members: Engr. Celso Gumaod</p>	<ol style="list-style-type: none"> 1. Ensure the safety of each participants 2. Respond to any circumstance that may cause danger
<p>16. CERTIFICATES, LABELS, TOKENS, SCORE SHEET Chairperson: Ms. Maria Louella C. Tambis Members: Ms. Jhoanna Torrenueva Ms. Charlene G. Ocon</p>	<ol style="list-style-type: none"> 1. Prepare the certificates, labels, tokens, score sheets
<p>17. JACKFRUIT FIESTA QUEEN Chairperson: Mr. Randy Omega Members: Ms. Elmera Y. Banoc SHOTS organization</p>	<ol style="list-style-type: none"> 1. Prepare the venue 2. Coordinate member agencies to nominate contestant