



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

MEMORANDUM NO.: 01-06-17 (04)

048

TO: ALL CONCERNED
From: University President
Date: January 6, 2017
SUBJECT: Hosting of the Employees' Night

The University is designated as the head institution and host for this year's **Employees Night** to be held on January 13, 2017. The event is one of the highlights in commemorating the 4th Uhay Festival and 6th Charter Anniversary of the Science City of Muñoz.

Relative hereto, the following are hereby enjoined to perform specific task/s for the event, to wit:

1. **Prof. Dana G. Vera Cruz** – Event – in- charge (venue design and arrangement);
2. **Engr. Renato B. Dela Cruz, Engr. Carlo Raul C. Divina, and PPSDS Personnel** – venue preparation and restoration;
3. **Prof. Adonis Voltaire M. Villanueva and select CLSU GAP Members** – rendition of prayer dance, and intermission number (indigenous dance);
4. **Prof. Milagros A. Santos and OSA Personnel** – rendition of the opening number
5. **Mr. Enrico R. Baltazar** – arrangement of vehicles to ferry CLSU delegations and performers to and from the venue (*vehicles to be stationed at the CLSU main gate starting at 5:15 p.m.*), assign a vehicle to RET Cafeteria;
6. **Ms. Thelma M. Marcelo and RET Cafeteria Personnel** – preparation and serving of food for the agency heads, guests, performers, and CLSU delegations;
7. **Ms. Evelyn Y. Hilario** – financial concerns;
8. **Mr. Ronnie L. Gutierrez** – in-charge of raffle prizes, and procurement concerns;
9. **Mr. Ramon J. Valentino, Sr.** – security concerns;
10. **Mr. Parsons N. Hail, Ms. Maria Luisa C. Marmol, and Ms. Jinky A. Parugrug** – program hosts;
11. **Dr. Myrna R. Umagat and Select Faculty and Staff** – ushering;
12. **Dr. Emmanuel V. Sicat and PHILSCAT Personnel** - registration; and
13. **4VPs** – donation of five (5) gift raffles from each VPs (worth P500.00/gift).

You are further enjoined to attend the meeting scheduled on January 9, 2017, 10:00 a.m. at the Administration Conference Room to finalize matters.

Your usual cooperation is very much appreciated.

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1/7/17

Cc:

- Records
- File

TERESO A. ABELLA
President