



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

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MEMORANDUM NO. 02-13-2017 (04)

TO : ALL CONCERNED
FROM : THE UNIVERSITY PRESIDENT
SUBJECT : Assignments for the 110th CLSU Foundation Day Celebration
DATE : February 13, 2017

With **Engr. Adorable P. Pineda**, PMO Director, as the Overall Planning Committee Chair of the **110th CLSU Foundation Day Celebration**, you are hereby assigned to carry out the specific responsibilities/assignments as indicated in **Attachment "A"** hereof.

Your usual cooperation is very much appreciated and please be guided accordingly.


TERESO A. ABELLA
University President

cc: Records
File

2178/1703

2/21/17

7. **Logistics Committee**

Chair : Engr. Renato B. Dela Cruz
Co-Chairs : Engr. Carlo Raul C. Divina
 : Mr. Procopio F. Nacis
Members : All Personnel under the Physical Plant and Site Development Services Division
Terms of Reference : Fabrication, installation & dismantling of events decorations; cleaning preparation & restoration of event venues; provision for power generator; provision for transportation; and, plan out & effect the preparation of streamers, back-drops & posters, as necessary

8. **Audio-Visual Committee**

Chair : Prof. Ernesto T. Jimenez, Jr.
Co-Chair : Mr. Joaquin V. Ignacio
Members : All Personnel of the CERDS Audio-Visual Unit
Terms of Reference : Provisions for sound system and video documentation of the activities

9. **Reception & Ushering Committee**

Chair : Dr. Myrna R. Umagat
Co-Chair : Mr. John Closter F. Olivio
Members : Select CAS Faculty Members
Terms of Reference : Ushering and reception for all events and preparation of corsage & leis, as necessary

10. **Escorting Committee**

Chair : Prof. Eufemio R. Calang, Jr.
Members : All Officers, CLSU ROTC Unit
Terms of Reference : Provisions for Honor Guards and Color/Wreath Bearers for the activities, as needed.

11. **Fireworks Committee**

Chair : Mr. Jose Ariel DG Barza
Members : Select PPSDS and UBAP personnel
Terms of Reference : Prepare the request for fireworks (500 pieces of kwitis only) for the convocation; organize and lead a group in executing hereof

12. **Documentation**

Chair : Dr. Jocelyn R. Dollente
Co-Chair : Dr. Matilde Melicent S. Recto
Members : Select PAO & CERDS Personnel
Terms of Reference : Still pictures, video and narrative documentation of all activities

13. **Food Committee**

Chair : Dr. Jocelyn L. Aveno
Co-Chair : Ms. Thelma M. Marcelo
Members : All RET Cafeteria Personnel
Terms of Reference : Food preparation for all activities, as necessary and the Testimonial Dinner

14. **Finance & Procurement Committee**

- Chair : Ms. Evelyn Y. Hilario - *2/14/17*
- Co-Chairs : Ms. Paulina A. Valeriano - *2/14/17*
- : Mr. Nichol Andre M. Bartolome - *2/14/17*
- : Mr. Ronnie L. Gutierrez - *2/14*
- Members : All BAC & Procurement Personnel
- Terms of Reference : Budgeting, financing & procurement provisions

15. **Security and Traffic Management Committee** - *2/09/17*

- Chair : Mr. Ramon J. Valentino
- Members : All USF Personnel
- Terms of Reference : Traffic management and provision for security during the activities