



CENTRAL LUZON STATE UNIVERSITY

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Office of the President

MEMORANDUM NO. 03-02-2017 (01)

TO : STEERING COMMITTEE MEMBERS
CHAIRS & VICE CHAIRS
DEAN, OSA
CHAIR, USSC

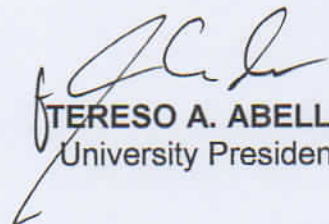
FROM : THE UNIVERSITY PRESIDENT

SUBJECT : 110th CLSU Founding Anniversary Meeting

DATE : March 02, 2017

You are hereby enjoined to attend the meeting scheduled at 3:00 PM on March 3, 2017 at the Administration Conference Room to finalize and calendar the events for the celebration.

Please be guided accordingly.


TERESO A. ABELLA
University President

Cc: 4 VPs
Records
File

Attachment to Memorandum No. 02-13-2017 (04)

**110th CLSU Foundation Day Celebration
Committees and Assignments****1. Steering Committee**

Ex-Officio Chair : Dr. Tereso A. Abella
Ex-Officio Co-Chair : Dr. Melissa E. Agulto
Ex-Officio Members : Dr. Edgar A. Orden
Dr. Fe L. Porciuncula
Dr. Cheryl G. Ramos

2. Overall Planning Committee

Chair : Engr. Adorable P. Pineda
Co-Chair : Prof. Jay B. Villafria
Members : All Faculty Members, Department of Social Science
Terms of Reference : Overall concept planning & supervision for the 110th CLSU
Foundation Day Celebration

3. Events Management Committee

Chair : Prof. Dana G. Vera Cruz
Co-Chair : Prof. Celyrah B. Castillo
Members : All Faculty Members, Department of Home Management
Select BSHRM Students
Terms of Reference : Venue and program design, and event management

4. Souvenir Program Committee

Chair : Dr. Matilde Melicent S. Recto
Co-Chair : Mr. Zoilo A. Cunanan
Members : All University Printing Press Personnel
Terms of Reference : Layout and Printing in coordination with the Events
Management Committee

5. Invitation Committee

Chair : Mr. Jaypee S. De Guzman
Co-Chair : Ms. Luz C. Abundo
Members : All University & Board Secretary's Office Personnel
Terms of Reference : Sending of letters of invitation to the retirees & service
awardees; and, preparation of plaques & request for the
procurement hereof, including the corresponding pins

6. Awards Committee

Chair : Dr. Edgar A. Orden
Co-Chairs : Dr. Melissa E. Agulto
Dr. Fe L. Porciuncula
Dr. Cheryl G. Ramos
Members : All Members & Secretariat of the CLSU Program on Awards
and Incentives for Service Excellence (PRAISE) Committee
Terms of Reference : Selection of PRAISE Awardees & who will give testimonies,
and sending of invitation to awardees and individuals who give
their testimonies; and, preparation of plaques & request for
the procurement hereof, including the corresponding pins &
other appropriate token for the awards

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

