



**GRADUATION STEERING COMMITTEE MEETING**  
**Conference Room, Office of the University Registrar, MSU-IIT**  
**June 30, 2023**  
**2:00 PM**

Presiding Officer: Mr. Ricardo C. Enguito, University Registrar

Attendance:

1. Ricardo C. Enguito	Chair/Rep of Committee
2. Chrisdale Pandapatan	Secretariat
	Souvenir Program, Ribbons, Academic Honors & Awards
3. Michelle Jeanne C. Caracut	Reception and Invitation
4. Rolando Candidato Jr.	Documentation
5. Abdullah Junior S. Mangarun	
6. Cheryl Encabo	Food
7. Hassanor Bansao	Security
8. Mary Joy Banawa	with Mr. Jonaim Dipatuan
9. Akima M. Bangcola	Budget
10. Alejandro Erat	PPD
11. Rex Ortega	
12. Jan Mickelle V. Maratas	
13. Cenie M. Malabanan	
14. Phyllis Marie S. Teanco	
15. Dapar Arnold N. Banding	
16. Jun Karren V. Caparoso with Ms. Cecile Tangian	
17. Eddie Toring	
18. Angeline P. Dinoro	
19. Donnavic Dumapias	
20. Ana Karla S. Macarambon	
21. Josephine I. Mariquit	
22. Mariolle Sheherazade Ajervaizan M. Mangelen	
23. Clod Lorries R. Ampatin	
24. Pierre Randal Sansarona	
25. Daisy Rowena Caberte	
26. Gennerra Callao	
27. Samsiah M. Dumarpa	
28. Norhayah M. Macaumbang	
29. Eljean Pansacala	
30. Juhaira Abdullah	

The meeting started with a prayer.

TOPIC	DISCUSSION	ACTION
Agenda: 1. Chairman’s Time 2. Committee Report 3. Cluster’s Report		

3. Potential Concerns 4. Other Matters		
	Approval of the Agenda	Done
	Reading of the Minutes of the previous meeting	Done
	Approval of the Minutes of Meeting	Done

TOPIC	DISCUSSION	ACTION
Chairperson’s Time	- Status updates on different committees	

Creatives and Promotion	Instead of a souvenir program, it will be called a graduation magazine. There will be a QR-code attached so it would be digitally available.	
Food	The point person will be determined to observe an orderly distribution of food	Clusters/departments shall submit the list of point person to the food in-charge
Clusters Update 1-4	Commencement Speakers per cluster were already confirmed	Clusters shall send a private message to Sir Enguito for the names of the speakers
Program	-Sir Giovanni has been confirmed as MC -Slides for graduates in the LED wall (OPI) -Refer to S.O. issued for cluster pre-com schedules	
Security:	-Coordinate with UICS -Coordinate with PNP	
Accommodation	-Accommodation for the guest speaker has been arranged.	
University Incident Command System	The security group will coordinate with UICS.	
Other Committees	-Lights and Sounds has been awarded to H2O -Procurement of Academic Regalla to be considered due to the lack of regallas	
Other Matters		
Adjournment:  Prepared by:  Miguel Den R. Sade Secretariat	Motion to adjourn by Ms. Honeylet	
Attested by:  <b>Ricardo C. Enguito</b> University Registrar		