



May 2, 2024

MEMORANDUM ORDER
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SUBJECT: **Creation of Working Committees for the 54th Commencement Ceremonies on June 13, 2024**

In order to ensure the effective and successful conduct of the 54th Commencement Ceremonies on June 13, 2024, the following Committees are hereby created:

STEERING COMMITTEE

Chair:	Ricardo C. Enguito	
Co-Chair:	Mark Anthony J. Torres	
Members	Cecilia B. Tangian	Jan Mickelle V. Maratas
	Mary Joy D. Banawa	Abdullah Junior S. Mangarun
	Maria Sheila K. Ramos	Michelle Jeanne Caracut
	Rabby Q. Lavilles	Dante D. Dinawanao
	Monera A. Salic-Hairulla	Honeylet E. Dumoran
	Maria Rizalia Y. Teves	Lilagre R. Sevilla
	Akima M. Bangcola	Gevelyn B. Itao
	Rex G. Ortega	Irish Mae F. Dalona
	Phyllis Marie S. Teanco	Armilyn K. Abragan
	Amer Hussien Manaros	Hassanor S. Bansao
	Muhammad M. Puting	Amado C. Guinto, Jr.
	Rodelito E. Dela Cruz	Jaypee S. Yongco
	Charlane N. Gabutan	Eddie G. Toring
	Noel R. Estoperez	

- Supervises the planning and conduct of all graduation activities; and
- Submits final program report to management.

Secretariat

Chair: Chrisdale C. Pandapatan
Co-Chair: Josephine I. Mariquit
Members: Miguel Den R. Sade
Clod Lorries R. Ampatin
Arlyn R. Alcopra

- Coordinates with all Committees;
- Takes the minutes of Steering Committee meetings and reports the same at the start of succeeding meetings; and
- Consolidates Committee reports and prepares the final report of the Steering Committee in coordination with the Documentation Committee.

Budget and Finance Committee

Chair: Akima M. Bangcola
Co-Chair: Sittie Raine Baud
Members: Laira O. Manan
Jaypee Yongco
Josephine I. Mariquit

- Manages funds and expenses of the graduation activities; and
- Submits the financial report of expenses to the Steering Committee.



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Reception and Invitation Committee

Chair: Honeylet E. Dumoran
Co-Chair: Maria Theresa B. Panzo

Members: Rex Godinez Ortega
Cecile Antonette Lim
Elrex Zil T. Sagpang
Samuel Kirit
Raii Le Bohn Canoy
Glaina A. Cabonelas
Christy G. Dequit

Neil Arkhe P. Azcuna
Norol-huda M. Boransing
Sohailah M. Ditucalan
Jan Christian A. Pagarigan
Mark Ronie Durog
Helen S. Bacus
Yan Ceasar R. Openiano

- Sends invitations to the graduation speaker, system and Institute officials, and other guests;
- Coordinates with the Transportation Committee on the assignment of vehicles for the guests and officials;
- Coordinates with the SPMD in readying the academic gowns to be worn by system officials, and ensures that these are given only to officials and guests who will be seated on stage;
- Ushers the Institute officials, guests and religious leaders to the HTM Lab for breakfast and lunch;
- Coordinates activities with the Program, Baccalaureate, and Transportation Committees.

Creatives and Promotion Committee

Chair: Michelle Jeanne C. Caracut

Members: Jan Christian A. Pagarigan
Raii Le Bohn K. Canoy
Jeremiah Mc Cleo D. Bala
Jorgen Gil F. Fosgate
Erik Louwe R. Sala
Maria Theresa B. Panzo

- Creates official banner and logo of event;
- Creates the backdrop of the event for use during actual commencement/summit;
- Designs and layouts the event's souvenir program, stationery, social media posts, LED TV frames, and other graphic materials needed for the event;
- Posts the event on the website and on the social media page of the University;
- Prepares leis and tokens of guests and speakers
- Designs the plaque of appreciation and leis for the Commencement and Pre-commencement guest speakers and for the Institute officials;
- Prepares ID cards/ribbons for parents, guardians, graduates, and guests; and
- Responsible for the production of the graduation magazine, *The IITians*

Program Committee

Chair: Amado C. Guinto, Jr.

Co-Chair: Karen R. Veloso

Members: Sittie Noffaisah Pasandalan
Renebel O. Labadisos
Ernesto C. Zaldua, Jr.
Fitzgerald Torralba
Leo N. Santillana
Nestor Cuevas Jr.
Jaypee S. Yongco

Liv Dawn Ortezuela Carupo
Chiedel San Diego
Sittie Janiffa Umpa
Arlem Abanes
Ana Karla Macarambon
All Assistant Deans



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Facilitates the smooth flow of Commencement Ceremonies;

- Ensures that members of the Kalimulan usher guests and Institute officials to their designated places during the Commencement Ceremonies; and
- Coordinates activities with the Committees for Reception and Invitation.

Documentation Committee

Chair: Cecilia B. Tangian

Co-Chair: Eric Louwe R. Sala

Members: Merceditha C. Alicando

Safa D. Manala-o

Jenelyn B. Yabo

Jan Christian A. Pagarigan

Vanessa Joy N. Ilago

Benjamin V. Tubo

KONICA Personnel

- Takes charge of the documentation, i.e., photos, video, etc. of graduation activities;
- Prepares photo documentation output: photos properly placed in all albums - one for the Institute and another for the Commencement Speaker;
- Assigns accredited photographers for the graduation activities;
- Ensures that all accredited photographers are easily identifiable during the Commencement Ceremonies by wearing black outfit;
- Ensures that an evaluation of the Commencement Ceremonies is conducted, and submits a report on the evaluation.

Flowers and Stage Decorations Committee

Chair: Abdullah Junior S. Mangarun

Members: Fe C. Palermo (CASS)

Irene A. Barcelona (CON)

Sittie Jubairah T. Silang (CSM)

Lucia B. Besin (CEBA)

Sittie Noronehar D. Disocor (COE)

Bolivia R. Dagohoy (COE)

Vanessa Joy N. Ilago (CAELL)

Gianina Bianca B. Opema (CED)

Asnilyn Madale (CED)

Blace delos Angeles (CCS)

- Plans and organizes the use of flower decorations for the commencement ceremonies;
- Responsible for selecting floral designs, arrangements, and decorations that complement the event's overall theme;
- Manages to collect funds from the graduating students for budget allocation, such as for their snacks, flowers, and stage decorations;
- Oversees the set-up and installation of flowers and decorations.
- Distribute snacks to all graduating students.

Committee on Souvenir Program, Ribbons, Academic Honors and Awards

Chair: Chrisdale C. Pandapatan

Co-Chair: Josephine I. Mariquit

Members: All Asst Deans

Rachel S. Mangubat

Miguel Den R. Sade

Pierre Randal Sansarona



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- Coordinates with the different Schools and Colleges in determining the recipients of academic honors and other awards;
- Submits the list of awardees to the APC for approval;
- Procures good quality medals for all awardees;
- Designs the souvenir program, ribbons, and ID cards for the guests, parents, and members of working committees;
- Prepares and supervises the printing of programs for the Graduation Ceremonies; and
- Distributes the souvenir programs and ribbons to the graduates, faculty members, BOR members, guests and guest speaker.

Extra-Curricular Awards Committee:

Chair: Phyllis Marie S. Teanco
Co-Chair: Genevieve D. Benegrado
Members: All Assistant Deans
Josephine I. Mariquit

- Disseminates guidelines for extra-curricular awards after these have been determined;
- Evaluates documents of nominees for the awards;
- Deliberates the acceptability of the recipient/s of extra-curricular awards;
- Recommends the list of would-be-awardees to the Institute body for approval; and
- Submits the final list of awards to the Committee on Academic Honors and Awards, and to the APC for approval.

Alay sa Graduates Committee

Chair: Charlene N. Gabutan
Co-Chair: Phyllis Marie S. Teanco
Reynald P. Kyamko
Juvanni A. Caballero
Members: All ACC Personnel
All OGC Personnel
All OSDS Personnel

Marshals Committee

Chair: Gevelyn B. Itao (COE)
Co-Chair: Lady Jane Fanuncio
Members: Saakia A. Ananggo (IASU)
Michael Lloyd A. Bation (CEBA)
Jeremiah Bagalanon (GCC)
Royce Gumayao (CHS)
Christopher Dumadag (CED)
Felipe R. Sumalpong (CSM)
Chinet Overstreet (COE)
Leo N. Santillana (CED)
Jonaim D. Dipatuan (CASS)
Karlo Gayao (CHS)
Leonardo Estaño (CSM)
Orlando D. Sumalpong, Jr.(COE)
Lad H. Labrada (COE)
Haron Hakeen Lua (CCS)
Maria Pia M. Sison (SIS)

- Supervises rehearsals for the graduation ceremony;
- Monitors attendance during the Commencement Ceremony; and
- Distributes food to chairs of graduates and council members.



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Audio-Visual Committee

Chair: Rabby Q. Lavilles
Co-Chair: Carlo R. Jacinto
Members: Kristian Kirk L. Origenes
Antonio Dalogdog Jr.
Allan P. Bicada
Junil P. Rarugal
John Ralph Cababat

- Ensures availability of the needed equipment. e.g., LCD/DLP projector and other video equipment with the assurance that these are in good working condition for the Commencement Ceremony; and
- Coordinates with the Internet Connectivity and Livestreaming Committee for smooth implementation of live feeds of the ceremonies.

Internet Connectivity and Livestreaming Committee

Chair: Dante D. Dinawanao
Co-Chair: Nenen S. Borinaga
Members: Vincent Q. Malales Maria Camilla Ann Llamas
Ranie Boy B. Agad Nathaniel Fabricante
Gene Diane Sabejon

- Ensures internet connectivity to the venue for the entire duration of the ceremony.
- Manages the live streaming of the ceremony via Zoom and on social media.

Physical Arrangement and Decoration of Gymnasium Committee (OK)

Chair: Rodelito E. Dela Cruz
Co-Chair: Ramel Calo
Members: Jeralph Patayon Jose Patilan
Rey Manlangit Marijo Pagente-Tamoso

With the assistance of the following:

3 electricians during commencement ceremony
10 helpmate a day before and during the commencement ceremony
2 aircon technicians

- Ensures availability of the Institute gymnasium and other venues for all graduation-related activities;
- Takes care of preparing and decorating the stage for the graduation activities;
- Prepares and installs the streamers at the Institute's entrance, in front of the gymnasium, at the display frame adjacent to the Library and in front of the CEBA Building at least one week before graduation.
- Installs *sambulayang* and *piyampayong* in the campus at least three days before Graduation. The same shall also be installed outside the campus near the entrance gate.
- Decorates venue and prepares required facilities such as tables, chairs, etc.;
- Coordinates with the Creatives and Promotion Committee for texts of streamers/banners and stage backdrop;
- Coordinates with other committees for the smooth conduct of all graduation activities;
- Posts all schedules of related events on an announcement board to be placed near the Guardhouse; and
- Takes charge of the clean-up during the pre- and post-graduation activities.



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Power, Light, and Ventilation Committee

Chair: Noel R. Estoperez

Co-Chair: Junil Bien A. Mamalias

Members: Jeralph B. Patayon

Melvin Tariao

Junny Nadayag

Bryan R. Tiguman

Columbus B. Dahilog

Ervin Otero

Lolito Antipuesto

Reckless Dagandang

Jomar Tomboc

- Communicates to ILPI to ensure uninterrupted service during Commencement Ceremony;
- Ensures that the venues for all graduation-related activities are appropriately illuminated and well-ventilated; and
- Provides generator in case of a power outage.

Transportation Committee

Chair : Rodelito E. Dela Cruz

Co-Chair : Lad H. Labrador

Members : Salama M. Bangkero

Danilo J. Dalo

Darwin B. Arañez

Raul L. Siaboc

Noel R. Burgon

- Prepares vehicles to meet the Guest Speaker and other guests, and take them to and from the Institute;
- Provides at least three (3) on-call Institute vehicles (with their official drivers) during the Commencement Ceremonies; and
- Ensures that the vehicles are in good condition.

Food Committee

Chair: Lilagre R. Sevilla

Co-Chair: Gilceline L. Dingding

Members: John Michael Dela Cruz

Jasmin L. Dagumo

Josephine I. Mariquit

Stephen C. Fajardo

Gerrich Aldin C. Babanto

Cheryl C. Encabo

Beatriz Fina A. Cañedo

- Coordinates with appropriate Committees regarding preparation of snacks and meals for graduation-related activities; and
- Reserves venues for the breakfast and lunch of Institute officials and guests.

Security Committee

Chair: Hassanor S. Bansao

Co-Chair Abdellah Odin

Members: Cesar M. Casuco

Leonardo V. Tolibas

Abubacar M. Macaraya

Paul H. Dagondon

Cairoden M. Arindig

Mohamad G. Marohom

Arnold O. Ramil

All SID Personnel

- Secures all Institute officials, guests, and Institute constituents during the graduation activities;
- Manages traffic inside the campus, and clears the road leading to the gymnasium during the Graduation Ceremony; and
- Issues number-coded parking tickets to ensure orderly parking of vehicles during the Graduation Ceremony.



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Colors Committee

Chair: Eddie G. Toring
Co-Chair: Alma N. Banding
Members: Jaypee A. Pedro
10 ROTC Staff Cadet Officers
3 Band Members

- Ensures that flags and color guards are provided at the gymnasium and that they are on their posts for the processional and recession during the commencement ceremony; and
- Ensures that the Philippine, MSU and MSU-IIT flags are provided and properly installed on appropriate stands.

Procurement and Supply Committee

Chair: Amer Hussien B. Manaros
Co-Chair: Armilyn K. Abragan
Members: Owen L. Lopez Elmer Borling
John Michael Dela Cruz Miguel Den R. Sade

- Ensures that procurement activities are initiated immediately;
- Fast-tracks procurement process of requested materials necessary for the Graduation Ceremony;
- Monitors deliveries of requested items/materials for the Graduation Ceremony;
- Coordinates with various Committees on the deliveries of their requested items/material; and
- Facilitates the issuance of Academic Regalia to candidates for graduation.

Health Services Committee

Chair: Muhammad M. Puting
Co-chair: Abdullah Junior S. Mangarun
Members: Cecilia C. Cepe Mikka Angela S. Salazar
Adonis M. Omadle Saliha A. Lomondot
Sittie Azisah M. Puting Aslimah Disoma
Emelio T. Lozano, Jr. Salih Mahathir A. Amer

- Ensures that the Institute's medical staff and rescue team are prepared to respond to emergencies during all graduation-related activities;
- Assigns medical personnel at the venues for graduation-related activities;
- Ensures that medical kits are available; and
- Assigns medical personnel at the clinic during the pre- and post-graduation exercises.

University Incident Command System

Chair: Jaypee S. Yongco
Co-Chair: Diapar Arnold N. Banding
Incident Commanders: Muhammad M. Puting
Hassanor S. Bansao
John Alfred M. Liwanag
Lad H. Labrada
University Safety Officer: Adonis M. Omadle
University Asst. Safety Officer: Melgie A. Alas
Planning Section Chief: Peter D. Suson
Logistics Section Chief:
All UICS Team

- To quickly and effectively respond to and recover from disaster



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Protocol Committee:

Chair: Mark Anthony J. Torres

Co-Chair: Karen R. Veloso

Members:

Sulpecia L. Ponce
Ruben L. Abucayon
Amado C. Guinto, Jr.
Carlo Stephen O. Moneva
Neil M. Martin
Jed B. Otano
Jocelyn P. Vilela
Mark Ronie O. Durog
Elmar B. Albios
Jaypee S. Yongco

- Briefs the Guests, Institute Officials, and Commencement Program Committees on the Protocol to be observed such as flow of program, order of processional/recessional, seating arrangements, etc.
- Prescribes the dress code and checks on how the academic regalia is worn; and
- Coordinates with the concerned Committees in ensuring proper decorum of faculty and students during the ceremonies.

Accommodation Committee:

Chair: Rex G. Ortega

Members:

Selah O. Cabasag
Jowayriah Arumpac
Shirley Genielo
Jasmine Solaiman
Acmida Dalangit
Danilo J. Dalo
Eddeb Patarandang
Acmad C. Dilausan

Diosdado Canada
Sahjodin Manta
Mark Liao
Sohailah Ditucalan
Roel H. Pepito
Elrex Zil T. Sagpang
Rogelio D. Gatchalian, Jr.

All Committees are directed to manage their own activities, and to submit the budget needed for carrying out their assigned tasks.

After the event, the respective Committees are expected to submit their reports to the Secretariat for consolidation. The Steering Committee prepares the final program report.

This Order takes effect immediately, and shall remain in force until the culmination of the said activity, unless revoked by competent authority.


ALIZEDNEY M. DITUCALAN
Chancellor

Distribution:

All concerned

MEMO-OC2024: June2024GradCommittees