



January 11, 2024

MEMORANDUM ORDER

No. 2024-00025-OC

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SUBJECT: **Creation of Working Committees for the 54th Commencement Ceremonies on February 2, 2024**

In order to ensure the effective and successful conduct of the 54th Commencement Ceremonies on February 2, 2024, the following Committees are hereby created:

STEERING COMMITTEE

Chair:	Ricardo C. Enguito	
Co-Chair:	Mark Anthony J. Torres	
Members	Cecilia B. Tangian	
	Sittie Noffaisah B. Pasandalan	
	Maria Sheila K. Ramos	Jan Mickelle V. Maratas
	Rabby Q. Lavilles	Abdullah Junior S. Mangarun
	Monera A. Salic-Hairulla	Dante D. Dinawanao
	Maria Rizalia Y. Teves	Honeylet E. Dumoran
	Akima M. Bangcola	Donnavic A. Dumapias
	Cenie M. Vilela-Malabanan	Rex G. Ortega
	Phyllis Marie S. Teanco	Annielyn D. Tampus
	Joneil B. Medina	Maria Theresa B. Panzo
	Amer Hussien Manaros	Muhammad M. Puting
	Rodelito E. Dela Cruz	Amado C. Guinto, Jr.
	Charlane N. Gabutan	Jaypee S. Yongco
	Noel R. Estoperez	Eddie G. Toring
	Armilyn K. Abragan	Hassanor S. Bansao
	Irish Mae F. Dalona	

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

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	Sittie Janiffa Umpa
	Leo N. Santillana	Arlem Abanes
	Nestor Cuevas Jr.	Ana Karla Macarambon
	Jaypee S. Yongco	All Assistant Deans
	Liv Dawn Ortezuela Carupo	
	Chiedel San Diego	
	Mikhail Aleksandre Voltaire Acebuche	

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.

Budget and Finance Committee

Chair:	Akima M. Bangcola
Co-Chair:	Sittie Raine Baud
Members:	Laira O. Manan
	Emilie H. Allen
	Josephine I. Mariquit



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

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

- 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;
- 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;
- 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: Maria Theresa B. Panzo

Members: Jan Christian A. Pagarigan

Raii Le Bohn K. Canoy

Jeremiah Mc Cleo D. Bala

Jorgen Gil F. Fosgate

Erik Louwe R. Sala

- 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

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;



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- 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. Discord (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

- 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



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- 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

Evelyn I. Dominguez

All OSDS Personnel

Jaypee S. Yongco

Marshals Committee

Chair: Annielyn D. Tampus

Co-Chair: Lady Jane Fanuncio

Members: Saakia A. Ananggo (IASU)

Lilibeth J. Piedad (CEBA)

Jeremiah Bagalanon (GCC)

Michael Lloyd A. Bation (CEBA)

Christopher Dumadag (CED)

Felipe R. Sumalpong (CSM)

Chinet Overstreet (COE)

Chiedelle San Diego (CED)

Jonaim D. Dipatuan (CASS)

Karlo Gayao (CHS)

Royce Gumayao (CHS)

Leo 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.

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 Ralp 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: Cenie M. Vilela-Malabanan

Co-Chair: Dante D. Dinawanao

Members: Vincent Q. Malales

Ranie Boy B. Agad

Gene Diane Sabejon

Maria Camilla Ann Llamas

Nenen S. Borinaga

Nathaniel Fabricante



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- 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: Jerry B. Cadile

Members: Jeralph Patayon

Ramel T. Calo

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.

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 : Salamona M. Bangkero

Danilo J. Dalo

Darwin B. Arañez

Raul L. Siaboc

Noel R. Burgon



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- 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: Donnavic A. Dumapias

Co-Chair: Cheryl C. Encabo

Members: Jasmin L. Dagumo

Josephine I. Mariquit

Lilagre R. Sevilla

Gilceline L. Dingding

Gerrich Aldin C. Babanto

Bienvenido S. Catugal, Jr.

Cheryl C. Encabo

Stephen C. Fajardo

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: Paul H. Dagondon

Members: Cesar M. Casuco

Leonardo V. Tolibas

Abubacar M. Macaraya

Cairoden M. Arindig

Mohamad G. Marohom

Arnold O. Ramil

- 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.

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 recessional 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

Luzmino J. Mamauag

Elmer Borling

Miguel Den R. Sade



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- 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

Adonis M. Omadle

Sittie Azisah M. Puting

Emelio T. Lozano, Jr.

Mikka Angela S. Salazar

Saliha A. Lomondot

Aslimah Disoma

- 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

University Safety Officer:

Lad H. Labrada

University Asst. Safety Officer:

Adonis M. Omadle

Planning Section Chief:

Melgie A. Alas

Logistics Section Chief:

Peter D. Suson

All UICS Team

- To quickly and effectively respond to and recover from disaster

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

Adrian D. Auditor

Mark Ronie O. Durog

Elmar B. Albios

Jaypee S. Yongco



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- 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.

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.

Accommodation Committee:

Chair: Rex G. Ortega

Members:

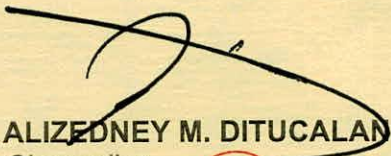
Selah O. Cabasag
Jowayriah Arumpac
Shirley Genielo
Jasmine Solaiman
Adrian Gepayo
Danilo J. Dalo
Eddeb Patarandang
Drissa Maningcara
Roel H. Pepito

Diosdado Canada
Sahjodin Manta
Mark Liao
Sohailah Ditucalan
Acmida Dalangit
Elrex Zil T. Sagpang
Rogelio D. Gatchalian, Jr.
Acmad C. Dilausan

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: February 2024 Grad Committees