



April 2, 2024

SPECIAL ORDER  
No. 00775 -IIT  
Series of 2024

SUBJECT: **Constitution of Working Committees for the University Palakasan 2024**

In order to ensure the effective and successful conduct of the 2024 Palakasan on April 27-30, 2024, committees are created, to be composed of the following:

**STEERING COMMITTEE**

The following personnel shall supervise the overall planning and conduct of the Palakasan, and consolidate reports from all working committees for submission to the Management.

**Chairperson:** Prof. Rohane M. Derogongan, PhD  
**Vice Chairperson:** Asst. Prof. Phyllis Marie Teanco  
**Members:** KASAMA Adviser

Security and Investigation Division  
Office of Communications  
Mindanao Center for Resiliency  
Office of the Medical, Dental,  
and Health Services (OMDHS)  
Chester Laurie C. Tagacay  
Hannah A. Polangi

**Student Representatives:**

**Secretariat**

**Faculty/Staff Coordinator:** Asst. Prof. Giselle Orejana Dangdang  
**Chairperson:** Hielvin Ermac  
**Members:** Cristine Mae O. Toca  
Jalilah A. Abdullah  
Shalina Fatma S. Ismael  
Trexie Libumfacil  
Gevanes R. Berdon

**Tasks:**

- 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.
- Ensures and checks the attendance of all the working committees stipulated in the document.

**Budget and Finance Committee**

**Faculty/Staff Coordinator:** Michael Lloyd A. Bati-on  
**Chairperson:** Hafzah A. Imam  
**Co-Chairperson:** Dreb Bryan R. Balaod  
**Members:** Katrina Bianca M. Salindo  
Jalilah B. Sarip





Roy Isaac T. Bongalo

**Procurement Committee**

Faculty/Staff Coordinator:

Chairperson:

Co-Chairperson:

Members:

Jeinalisa Bayadog

Dreb Bryan R. Balaod

Hafzah A. Imam

Katrina Bianca M. Salindo

Jalilah B. Sarip

Roy Isaac T. Bongalo

**Tasks:**

- Take charge of all the financial operating activities, procedures, controls, and disbursements about the event
- Take charge of the budget formulation and preparations.
- Take charge of procuring the lights and sound equipment.
- Submits the financial report of expenses to the Steering Committee.

**Logistics, Physical Arrangement and Decoration of Gymnasium Committee**

Chairperson:

Co-Chairperson:

Members:

Mary Grace C. Cabalhin

Justin Ray Heredia

Charlie Vangaurdia

Crizza Sialana

Mitchelyn Loresco

Rovic A. Daligdig

John Kenneth Setiar

Robert A. Amaquin

Joshua M. Estoque

Vladimer A. Labandero

Chris Cyril B. Fernandez

Miguel Rhoi B. Sumaylo

Viel P. Cero

Karl Andre A. Babanto

Stacy Lee D. Gaerian

**Tasks:**

- Ensures availability of the Institute gymnasium and other venues for all PALAKASAN-related activities;
- Prepares the over-all logistical plan such as the location of the contests, sponsorships/donors, activity partners, etc.
- Handles the request of the tables and chairs to be used
- Facilitates in the hanging of streamers & tarpaulins
- Set-up and retrieve all physical/logistical requirements of each committee
- Prepares and plans stage background and decoration
- Coordinates with the secretariat and event chairperson in relation to the venue/location of the event.

**Documentation Committee**

Faculty/Staff Coordinator:

Chairperson:

Co-Chairperson:

Members:

Loi Vincent Deriada

Muhammad Naim C. Saad

Wenn Nicole Daroy

Alexa Castillon

Vincent Lustre





- Observe the protection and confidentiality of the results of Palakasan 2024.
- Manage all tabulation-related systems during the entire Palakasan.
- Responsible for all tabulation committee-related tasks.

### Food Committee

Faculty/Staff Coordinator:	Asst. Prof. Cheryl C. Encabo
Chairperson:	Justin Ray Heredia
Co-Chairperson:	Charlie Vanguardia
Members:	Mitchelyn Loresco
	Crizza Sialana
	Rovic A. Daligdig
	John Kenneth Setiar
	Robert A. Amaquin
	Joshua M. Estoque
	Vladimer A. Labandero
	Chris Cyril B. Fernandez
	Miguel Rhoi B. Sumaylo
	Viel P. Cero
	Karl Andre A. Babanto
	Stacy Lee D. Gaerian

### Task:

- Coordinates with the appropriate committees regarding the preparation and distribution of snacks and meals for the working committee, judges, and sports officials.

### Ways and Means

Faculty/Staff Coordinator:	Asst. Prof. Cheryl C. Encabo
Chairperson:	Krizyl Ann E. Ong
Co-Chairperson:	Wilson Sembrano Jr.
Members:	Lieka Disocor Tawano
	June Leonard Mingo
	Rodolfo II E. Cuadra
	Niña Balangue
	Jevan Dela Cruz
	Jan Missy A. Arriesgado

### Task:

- In-Charge of finding donors, sponsorships, solicitations, and any means that would defray the operational expenses for the whole duration of the event and conduct the sale of Palakasan merch and tabo.

### MSU - IIT Incident Command System

Faculty/Staff Coordinator:	Jaypee S. Yungco
Chairperson:	Chester Laurie C. Tagacay

### Tasks:

- Responsible for the overall direction of all security functions.
- Observe and report any unlawful or inappropriate activity.
- Provide protection and ensure safety for individuals and property.
- Manage emergencies and report to authorities as appropriate.





- Ensures that the universities' medical staff and rescue team are prepared to respond to emergencies during all pre-event and during PALAKASAN activities;
- Assigns medical personnel at the venues for all pre-event and during PALAKASAN activities;
- Ensures that medical kits are available;
- Assign medical personnel at the clinic during all pre-event and during PALAKASAN activities; and
- To quickly and effectively respond to and recover from disaster

### **Planning and Stage Production Management & Audio and Multimedia System**

#### **(Technicals) Committee**

Faculty/Staff Coordinator:

Fitz Gerald Torralba

Chairperson:

Lanna Mae Balaba

Co-Chairperson:

Vaughn Nagba

Members:

Clarkent Potestas

John Joshua Barcenal

Jar Jr. I. Rosales

Charisse Sarol

#### **Tasks:**

- This Committee shall be in charge of securing the production, blockings, practices, preparation, schedules. and oversee the whole event production.
- Collect and arrange the schedules of every event committee Contest, Judging, Activities, Workshops, Blockings, Rehearsals, Schedules

### **LIST OF OUTSTANDING AND AD HOC COMMITTEES**

#### **Committee for Opening Day & Closing Day**

Chairperson:

Hannah Polangi

Co-Chairperson:

Chester Laurie C. Tagacay

#### **Committee for Sports Events:**

Faculty/Staff Coordinator:

Leo N. Santillana

Chairperson:

Alfrem Mogan

Co-Chairperson:

Lowell Vicente

Members:

April Wency Tugahan

Robb Thomas Adonis

Reygie Ajosan

Kristine Suerte

Sally Pacalna

#### **Committee for Literary Events**

Faculty/Staff Coordinator:

Kassandra A. Buenafe

Faculty/Staff Asst. Coordinator:

Adjemore A. Manabat

Chairperson:

Ariel II Ebale

Co-Chairperson:

Sarah Jane M. Navia

Members:

Arjie P. Castillon

Celine Margareth F. Wee

Al A. Lial

Angela Valderama

Giuelle Faith Dagulo





**Committee for Chancellor's Cup: Debate Tournament**

Faculty/Staff Coordinator: Phyllis Marie S. Teanco  
Chairperson: Art Joseph Tarranza

**Committee for Culture and Arts & Nights of Festivities (Dances and Songs)**

Faculty/Staff Coordinator: Asst. Prof. Amado Guinto Jr  
Chairperson: Hermione Sheevey Sansona  
Co-Chairperson: Marvin Puno  
Members: Wellah Lindy Rabilas  
Fatima Myrrh Carpentero  
Connie Harriette Velarde

**Committee for Special Events**

Faculty/Staff Coordinator: Jed Otano  
Co- Adviser: Tilshane R.Yap  
Chairperson: Shakira Farhana Derico  
Co-Chairperson: Jonh Paul Villamora

**Committee for Mx. Influencer**

Faculty/Staff Coordinator: John Leandro Reyes  
Chairperson: Mary Grace C. Cabalhin  
Co-Chairperson: EN Khrisna B. Carumba  
Members: Angel Mae S. Manon-og  
Carl Mark Dela Cruz  
Barbara Marie Tan  
Vaughn Carlo Nagba

Production Team: Trixccl Jan Ruiz Emborong  
Creatives Team: Alex & B studio  
Ace Films PH

**Committee for Wannabe**

Faculty/Staff Coordinator: Jed Otano  
Chairperson: Meg Nathalie Nobleza

**Committee for Street Dance**

Faculty/Staff Coordinator: Jed Otano  
Chairperson: Abdul Haleem Racmat

**Committee for Film Festival**

Faculty/Staff Coordinator: Ian Embradura  
Chairperson: Frankie James Balos  
Co-Chairperson: Dave Daniel Cardino  
Members: Tristan Jadman  
Barby Gwynne Ebardo  
Lemuel Matthew Elumba

**Committee for Awards, Prizes, Tokens, and Certificates**

Faculty/Staff Coordinator: Kiziah G. Dato  
Chairperson: Wishka Almerol





Member:

William Joseph Otero

All committees shall perform other tasks as may be assigned by the overall Chairperson of the activity. The chairperson of each committee shall submit a report to the Steering Committee for consolidation.

As such, the KASAMA shall be granted the following:

1. Suspend the classes and other academic activities (to wit: clinical duties, on-the-job training, practice teaching, etc.) on April 26-30, 2024. April 26, 2024 is the grand rehearsal day for all the colleges for their final preparations;
2. Excuse the KASAMA officers and working committees from their work and classes on April 25, 2024 for the final preparations of Palakasan 2024. In addition, certain students who are joining workshops shall also be excused from their classes. The students shall make up for missed academic activities;
3. Use of University facilities, free of charge, namely: Gymnasium, Mini Theater, Sports Facilities in the campus, and other available venue needs for the Palakasan 2024;
4. Use of Gymnasium in April 26-30, 2024 (1:00 p.m. - 9:00 p.m.);
5. Utilize the funds allocated for Palaksan 2024, subject to approved line-item-budget and standard accounting and auditing procedures;
6. Allow students to enter the campus on weekends and holidays (until 9:00 p.m.), subject to University protocols;
7. Allow the conduct of training for the sports events at the Gymnasium, Twin Court, IDS MPH on March 11-26, 2024 (until 9:00 p.m.);
8. Seek the services of the Clinic Personnel and Mindanao Center for Resiliency on April 27-28, 2024 and May 1, 2024 during the conduct of the activities. Expenses incurred in during this period are charged against University funds;
9. Render overtime services for certain personnel; fees for the services rendered, if applicable, are charged against KASAMA and OVCSS funds;
10. Use of available University vehicles to ferry students after the Night Events, from MSU-IIT to an agreed common destination or their residences;
11. Conduct preliminar and off-campus activities (to wit: workshops, closed-door interviews, outreach program, and press launching), subject to University and other applicable policies regarding student participation in off-campus activities; and
12. Allow KASAMA to conduct Palakasan Trade Fair at the Rizal Park on April 23-30, 2024, subject to the approval of the Director of OBA.

All expenses are charged against the approved budget allocation for 2024 Palakasan, subject to the usual accounting and auditing rules and regulations.

This Order is effective on the dates stipulated above, unless revoked by competent authority.

  
**ALIZEDNEY M. DITUCALAN**  
Chancellor 