



May 14, 2024

SPECIAL ORDER  
No. 01054 IIT  
Series of 2024

SUBJECT: **Creation of Working Committees for the 56<sup>th</sup> Charter Day Celebration of MSU-IIT**

In preparation for the 56<sup>th</sup> Charter Day Celebration of MSU-IIT, and upon the recommendation of the Vice Chancellor for Administration and Finance, the following committees are created and constituted as follows:

**Steering Committee**

*Oversee all activities during the 56<sup>th</sup> Charter Day Celebration*

Overall Chairperson :	Atty. Yaslani B. Bantuas Vice Chancellor for Administration and Finance
Overall Co-Chairperson:	Bainorah I. Amate Head, Executive Education Unit-IPIL
Members :	Chairpersons of the Different Committees
Secretariat:	OVCAF Personnel

**1. Committee on Budget and Finance**

Chairperson :	Akima M. Bangcola
Co-Chair :	Kristela Diana May R. Dela Rama
Members :	Lizshaida T. Macabato Ashraf M. Mangoda Elrex Zil T. Sagpang Clarisel O. Valenzuela Geraldine D. Majumot

**Tasks:**

- Requests for the Line-Item Budget from every committee;
- Manages funds and expenses of the Charter Day Celebration; and
- Submits the financial report of expenses to the Steering Committee.

**2. Committee on Procurement**

Chairperson :	Atty. Amer Hussien B. Manaros
Co-Chair :	Owen L. Lopez
Members :	Elmer G. Borling Yolando Joseph S. Teanco





**Tasks:**

- Facilitates the purchase of materials for the Charter Day Celebration;
- Ensures that the requested materials necessary for the Charter Day;
- Delivers the purchase requests of the various Committees.

**3. Creatives and Event Promotion Committee**

Chairperson : Michelle Jeanne C. Caracut  
Co-Chair : Vanessa Joy N. Ilago  
Members : Jan Christian A. Pagarigan  
Jeremiah Mc Cleo D. Bala  
Raii Le Bohn K. Canoy  
Kassandra A. Buenafe  
Jorgen Gil F. Fosgate

**Tasks:**

- Takes charge of the documentation through photos, news articles, microsite, social media posts of the week-long activities in celebration of Charter Day,
- Creates event design and branding.

**4. Committee on Souvenir Program and Documentation**

Chairperson : Vanessa Joy N. Ilago  
Co-Chair : Raii Le Bohn K. Canoy  
Members : Benjamin V. Tubo  
Jenelyn E. Baroro  
Lorelyn P. Ambos  
Jan Christian A. Pagarigan  
Agnes J. Torres

**Tasks:**

- Prepares the lay-out and design of the souvenir program in coordination with the creatives and event promotion committee;
- Coordinates with the invitation and reception committee for the distribution of the souvenir program; and
- Coordinates with the committees on service awards, Charter day program, socials, and other related committees.

**5. Committee on Physical Arrangement, Decoration, and Transportation**

Chairperson : Engr. Rodelito E. Dela Cruz  
Co-Chair : Ar. Marijo Pagente-Tamoso  
Members : Winston J. Oblenda  
Ramel T. Calo  
Kim Edwin A. Cabo  
Vilma M. Montila  
Salamona M. Bangkero  
Bryan R. Tiguman





**Tasks:**

- Prepares all the venues within the University, including the appropriate arrangement for the use of the specified venue;
- Takes charge of the preparation of streamers as needed;
- Works closely with the committees of charter day program and other committees that need assistance as regards to physical arrangement and decorations.
- Responsible for assigning and dispatching University Vehicles.
- Takes charge of the Air-conditioning of all venues.

**6. Committee on Light, Power, and Ventilation**

Chairperson	:	Noel R. Estoperez
Co-Chair	:	Junil Bien A. Mamalias
Members	:	Jeralph B. Patayon
		Ervin P. Otero
		Melvin B. Tario
		Lolito M. Antipuesto, Jr.
		Junny P. Nadayag
		Reckless Dagandang
		Bryan R. Tiguman
		Jomar D. Tomboc
		Columbus B. Dahilog

**Tasks:**

- Coordinates closely with the committees;
- Communicates to ILPI to ensure uninterrupted service during Charter Day Celebration;
- Ensures that the venues for all charter day-related activities are appropriately illuminated and well-ventilated; and
- Provides a generator in case of a power outage.

**7. Committee on Multimedia, Videography, and Sound System**

Chairperson	:	Rabby Q. Laviles
Co-Chair	:	Michelle Jeanne C. Caracut
Members	:	Jorgen Gil F. Fosgate
		Jan Christian Pagarigan
		John Ralph M. Cababat
		Antonio C. Dalogdog Jr.
		Junil P. Rarugal
		Kristian Kirk L. Origenes
		Nenen S. Borinaga
		Vincent Q. Malales
		Maria Camilla Ann Llamas

**Tasks:**

- Prepares specifications for the videography, lights and sound set-up;





- Coordinates with all the committees that require videography, lights and sound system;
- Sets up video and audio system in the specified venues;
- Conceptualizes and develops audio and visual effects;
- Coordinates with a third party provider for the requirement.

## 8. Food Committee

Chairperson : Cheryl C. Encabo  
Co-Chair : Lilagre R. Sevilla  
Members : Donnavic A. Dumapias  
Jasmin L. Dagumo  
Bienvenido S. Catugal Jr.  
Felipe V. Lula Jr.  
Stephen C. Fajardo  
Aljo P. Catedral  
Gilceline L. Dingding  
Mitchie Rose T. Tabora  
Lucia B. Besin

### Tasks:

- Prepares and recommends menu to be served for invited guests;
- Takes charge in the awarding of caterers who can provide the services specified in the job order requests;
- Ensures all the specifications in the job order requests are delivered by the service provider;
- Coordinates with appropriate Committee regarding the preparation of snacks and meals for the Charter Day long week celebration;
- Supervises the food providers/caterers;
- Ensures the quality and quantity of food are taken care of; and
- Assists the invitation and reception committee in the seating arrangement of the officials and guests in the venue during the charter day program

## 9. Opening of the Charter Day Celebration Committee (University Gymnasium | July 8, 2024)

Chairperson : Marie Joy D. Banawa  
Co-Chair : Jay Rey G. Alovera  
Members : Amado C. Guinto, Jr.  
Renebel O. Labadisos  
Ernesto C. Zaldua, Jr.  
Fitzgerald N. Torralba  
Herminigildo M. Dico

### Tasks:

- Plans, designs, and recommends presentations during the opening of the 56th Charter Day celebration;
- Plans, prints, and distributes copies of the program and invitation to the different offices and other guests;
- Coordinates closely with the food committee, documentation committee, community /alumni day committee and other involved committees; and





- Coordinates with HRMD for the registration of employees and guests.

#### 10. Motorcade Committee (City Proper | July 12, 2024)

Chairperson : Michael Art R. Napoles  
Co-Chair : Hassanor S. Bansao  
Members : Eddie G. Toring  
Leonardo V. Tolibas  
Arnold O. Ramil

##### Tasks:

- Secures the permit for the motorcade;
- Takes charge in the order of the motorcade;
- Coordinates with the steering committee and the other committees on the motorcade float;
- Provides security and ensure safety of all the employees, students, and guests during the activity; and
- Coordinates with LGU-Traffic Management to ensure traffic control during the events.

#### 11. Community and Alumni Day Committee (City Public Plaza | July 9, 2024)

Chairperson : Rosario L. Reserva  
Co-Chair : Juvanni A. Caballero  
Members : Almairah D. Usman  
Faridah B. Liwalug  
Sittie C. Sultan  
Naira S. Dipatuan  
Amer Hussien U. Sarangani  
Rohanimah B. Guro  
Farhan G. Abdulmalic  
Shoraida U. Hassan

##### Tasks:

- Organizes activities for the alumni and community partners;
- Organizes the Tabo sa IIT, Legal Clinic and Stakeholders Networking Summit;
- Coordinates participation of entrepreneurs, including the beneficiaries of the community extension Livelihood program at the Tabo;
- Prepares guidelines and policies for the Tabo in line with the University's business related policies; and
- Coordinates with the Office of Business Affairs.

#### 12. Medical Mission Committee (City Public Plaza | July 9, 2024)

Chairperson : Dr. Muhammad M. Puting  
Co-Chair : Dr. Sittie Azisah M. Puting  
Members : Mikka Angela S. Aytona  
Cecilia C. Cepe  
Sittie Aina S. Derogongan





Saliha A. Lomondot  
Miraynie L. Mapandi  
Khadijah A. Mitmug  
Emelio T. Lozano  
Adonis M. Omadle  
Almairah D. Usman  
Rosario L. Reserva  
Faridah B. Liwalug  
Sittie C. Sultan  
Naira S. Dipatuan  
Amer Hussien U. Sarangani  
Elvie A. Paler

**Tasks:**

- Draws out plans for the wellness activities for the faculty and staff and community partners;
- Invites participation of medical partners, LGU and community partners;
- Coordinates with SID for smooth entry and exit of guests; and
- Coordinates with the WE CARE Office during the preparation and conduct of the activity.

**13. Friendship Games Committee (University Gymnasium | July 10, 2024)**

Chairperson : Leo N. Santillana  
Co-Chair : Chiedel Joan G. San Diego  
Members : Josue R. Tagalog  
Eddie G. Toring  
Jamaloden D. Mustapha  
Mikhail Don L. Patria  
Carl Ian L. Divina

**Tasks:**

- Draw up plans for the sports activities during the Charter Day celebration;
- Coordinates with the ANTEU and FU to ensure support and participation during the events; and
- Prepares and sends invitations to participating MSU campus/es.

**14. Family Day Committee: Amazing Race (Laro ng Lahi and Team Building Games) / (University Gymnasium | July 8, 2024)**

Chairperson : Jonaim D. Dipatuan  
Co-Chair : Elrex Zil T. Sagpang  
Members : ANTEU Officers

**Tasks:**

- Conceptualize and plans for the Family Day Activity tagged as “Amazing Race in MSU-IIT (Laro ng Lahi and Team Building Games)”
- Overall incharge of the Family Day activities;
- Ensures full participation of all employees;





- Coordinates with other related committees.

**15. PRAISE Award Program, Invitation and Reception Committee | July 11, 2024 (afternoon)**

Chairperson : Bainorah I. Amate  
Co-Chair : Ma. Shenie G. Yu  
Members : Ana Jea S. Mabilog  
Jasmine D. Solaiman  
Henry C. Maturan Jr.  
Yuri Seth D. Peñola  
Ashraf M. Mangoda  
Acmed Jeedat B. Monadi

**Tasks:**

- Prepares and sends out invitations to the Guest Speaker and other Guests;
- Takes charge of welcoming the guests during the program;
- Distributes the program to the different responsibility centers of the University and partner agencies; and
- Coordinates with the committees on service awards, creatives and event promotion, souvenir program and documentation, multimedia, videography, and sound system, and food

**16. Committee on Service Awards**

Chairperson : Emelyn R. Mordeno  
Co-Chair : Sittie Akima A. Ali  
Members : Annabelle D. Gaid  
Grace O. Tabacon  
Maria Shenie G. Yu

**Tasks:**

- Comes up with the comprehensive list of service awareness (faculty, staff, and retiree) and submit to the charter day program committee and to the souvenir program and documentation committee;
- Takes charge of the distribution of wards and other incentives to the awardees; and
- Coordinates with the charter day program committee, multimedia, lights, and sounds committee, and souvenir and documentation committee, physical arrangement, decoration and transportation.

**17. Charter Day Socials Committee | July 12, 2024 (Afternoon)**

Chairperson : Maria Rizalia T. Teves  
Co-Chair : Edgar Alan A. Donasco  
Jonaim D. Dipatuan  
Members : CCA

**Tasks:**





- Plans the 56<sup>th</sup> Charter Day Attire/ Costume;
- Organize the activities of the Charter Day Socials ( Contests, games, raffles and other related activities) ;
- Coordinates with the multimedia, lights and sounds committee, food committee and documentation committee.

#### 18. Committee on Pakulo, Prizes and Awards

Chairperson : Jonaim D. Dipatuan  
Co-Chair : Joseth L. Pilar  
Members : SPMD Staffs  
PMD Staffs

##### Tasks :

- Takes charge of the acquisition of items to be given as prizes and awards during the socials and awarding program; and
- Assists the charter day socials committee in giving away prizes.


#### 19. Incident Command System Committee

Chairperson : Jaypee S. Yongco  
Co-Chair : Melgie A. Alas  
Members : Hassanor A. Bansao  
John Alfred M. Liwanag  
Mohammad M. Puting  
Diapar Arnold N. Banding

To carry out their functions, the respective committees shall call meetings and prepare their own budget as to their needs to be submitted to the Chairperson of the Steering Committee. All expenses incurred during the preparation and conduct of the 56<sup>th</sup> Charter Day Celebration shall be charged against Other-MOOE Charter Day Funds.

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

FOR AND IN THE ABSENCE  
OF THE CHANCELLOR:

  
**PROF. EPHRIME B. METILLO**

VC for Research and Enterprise and  
Officer-in-Charge 