

COMMITTEE FOR THE UPCOMING EVENT		DUTIES AND RESPONSIBILITIES
REGISTRATION (ATTENDANCE)	MS. MARY JOY CANTOS	Responsible for registering and tracking the attendance of employees. Maintaining a record of who is present. <i>Note: Must have printed note "ASSOCIATES"</i>
	MS. ALLYSA DUMALAG	
	MR. TERENCE PEREZ	Responsible for registering and tracking the attendance of VIP/guest. <i>Note: Must have printed note VIP</i>
	MS. WHINNIE MENDOZA	
ENTRANCE	MS. LILA ONDE	Will be stationed at the event entrance to welcome VIP/guests and direct them to their appropriate areas.
	MS. FRANCES DINGLASAN	
	MS. SHERLYN DACUTAN	Will be stationed at the event entrance to welcome employees and direct them to their appropriate areas.
	MS. MARY JANE ARCOIREZ	
GIFTS FOR MADAM	MR. LAURENCE UMALI	Responsible for receiving guests' gifts for madam.
TECHNICAL TEAM	MR. JOHN RAVEN GALICIA	Will be responsible for all technical aspects of the event. This includes setting up and managing any audio/visual equipment, lighting, microphones, etc.
	MR. ANTHONY TOLENTINO	
	MR. JOHN PAUL DILAY	
	MR. MICHAEL SAMPOL	
	MR. LYNEIL EJE	
PRAISE AND WORSHIP	MS. LEILA REYES	Will lead the praise and worship portion of the program.
	MS. JANN LYNDZTER PUNZALAN	
SASH, GIFTS & CERTIFICATES	MS. MARA CURA	Will handle the distribution of any sashes, gifts, or certificates that need to be presented during the event.
	MS. GAY SALUD	
	MS. LILA ONDE	
	MS. GENEVIE CASIPONG	
	MS. RIVERA BERNALYN	
	MS. ALLYSA DUMALAG	
EXPENSES	MS. MARIEL DE CHAVEZ	Responsible for managing and documenting all event-related expenses.
	MS. SIELA EMMANETT BALINA	
SOLICITATION	MS. GAY SALUD AND TEAM	Will lead any sponsorship solicitation efforts for the event.
	BRANCH MANAGERS	
INVITATION (RSVP/CONFIRMATION FOR INVITATION)	MS. REA AGAO	Will handle the RSVPs, confirmations, and tracking of invited guests.
	MS. AENEA SAN JUAN	
GIVING GIFTS TO EMPLOYEES	MS. LHEVIE EVANGELISTA	Responsible for giving gifts to employees once they have registered their attendance. <i>This is w/ collaboration to registration committee let the employees fall in line</i>
	MS. CRISSETTE JOY SUAREZ	
	MS. JESSICA BACSA	
GIVING OF GIVE AWAYS	MS. EVELYN AGNO	Will be in charge of tickmarking in ^{VIP} employees attendance record
	MS. LORNA BLANCO	
	MS. MARY JOY CANTOS	
	MR. R-JAY ORTEGA	Will be in charge of organizing and distributing event giveaways or souvenir.
	MS. CHERYL BAYER	
	MS. AENEA SAN JUAN	
TRANSMITTING OF GIFTS	MR. FRANCISCO AGNO	Responsible for delivering gifts to the event venue. <i>- w/ collaboration to Ms. Lila & EA</i>
	MR. REGGIE BARBIN	
	MR. JOHN PAUL DILAY	
	MR. CHESTER DE CHAVEZ	
	MR. CIELO MANALO	
	MR. MICHAEL VILLENA	

CONVENIERS / GIVE AWAYS

ALLYSA DUMALAG
DM
KATH CAPILI
PINKY PADRIAN