

## Working Committees

COMMITTEE	DESIGNATION	DUTIES AND RESPONSIBILITIES
<b>Admin</b>	<p><b>Chairman: Sophia Andrea Goyena</b></p> <p><b>Secretary:</b> Louise Christian Brutas</p> <p><b>Members:</b> Diosa Fernandino Jia Arimado</p>	<ul style="list-style-type: none"> <li>• Oversees the overall direction of the organization</li> <li>• Makes final decisions on major event plans and budget</li> <li>• Ensures smooth coordination among committees</li> <li>• Represents the organization in official matters</li> </ul>
<b>Venue Preparation</b>	<p><b>Chairman: Trisha Chen</b></p> <p><b>Members:</b> Marivel Volante Rey Valenzuela Jabet Luna</p>	<ul style="list-style-type: none"> <li>• Secures and organizes event venues</li> <li>• Coordinates seating arrangements and stage setup</li> <li>• Ensures venue safety and accessibility</li> <li>• Works with decorations and layout teams</li> </ul>
<b>Program and Invitation</b>	<p><b>Chairman: Ashley Mirandilla</b></p> <p><b>Members:</b> Lanie Cortez George Suarez Ria De Guzman</p>	<ul style="list-style-type: none"> <li>• Prepares the program flow and sequence of activities</li> <li>• Designs and distributes invitations</li> <li>• Coordinates with hosts, performers, and speakers</li> <li>• Ensures the program runs smoothly during the event</li> </ul>
<b>Transportation</b>	<p><b>Chairman: Heart Necio</b></p> <p><b>Members:</b></p>	<ul style="list-style-type: none"> <li>• Arranges transportation for guests, staff, and VIPs</li> <li>• Ensures parking and shuttle services are</li> </ul>

	Mae Mahusay Vince Postrado Christian Marbella	available <ul style="list-style-type: none"> <li>• Coordinates with drivers and logistics providers</li> <li>• Creates contingency plans for travel delays</li> </ul>
<b>Accommodation and Registration</b>	<b>Chairman: Akari Magtaca</b>  <b>Members:</b> Angel Ibañez Niña Bahillo Tristan Nuñez	<ul style="list-style-type: none"> <li>• Handles guest registrations and attendance lists</li> <li>• Coordinates hotel and lodging needs</li> <li>• Ensures smooth check-in/check-out process</li> <li>• Provides welcome kits or materials for participants</li> </ul>
<b>Marketing</b>	<b>Chairman: Evan Mar</b>  <b>Members:</b> Bianca Manuel Lovely Casais Leo Llana	<ul style="list-style-type: none"> <li>• Creates promotional strategies for events</li> <li>• Manages social media, posters, and advertisements</li> <li>• Builds partnerships with sponsors and media</li> <li>• Enhances brand image and public relations</li> </ul>
<b>Food</b>	<b>Chairman: Kristine Joy Belga</b>  <b>Members:</b> Kristelle Mijares Heshel Buban Gerald Acuña	<ul style="list-style-type: none"> <li>• Coordinates catering services and menu selection</li> <li>• Ensures food safety, quality, and timely delivery</li> <li>• Manages serving staff and food distribution</li> <li>• Prepares alternative meals for special dietary needs</li> </ul>
<b>Security</b>	<b>Chairman: John Carlo Goyena</b>  <b>Members:</b> Ingrid Espares	<ul style="list-style-type: none"> <li>• Ensures safety of guests, staff, and properties</li> <li>• Coordinates with local security or police if needed</li> <li>• Prepares emergency and evacuation plans</li> <li>• Monitors entrances, exits,</li> </ul>

	Jake Dino Michael Bobis	and crowd control
<b>Maintenance</b>	<b>Chairman: Jasper Bahillo</b>  <b>Members:</b> AJ Jacob Angelo Marfil Gabriel Barela	<ul style="list-style-type: none"> <li>• Supervises cleanliness and orderliness of venues</li> <li>• Manages setup and dismantling of event equipment</li> <li>• Provides technical support for utilities and facilities</li> <li>• Ensures waste management and sanitation</li> </ul>
<b>Finance</b>	<b>Chairman: Janica Burgos</b>  <b>Members:</b> Karen Brutas Sharry Goyena	<ul style="list-style-type: none"> <li>• Manages budgeting and allocation of funds</li> <li>• Keeps records of expenses and income</li> <li>• Prepares financial reports for transparencies</li> </ul>