



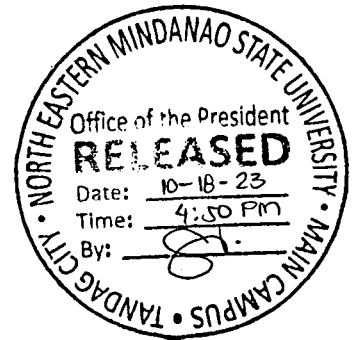
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 10 -621-s. 2023

TO : Campus Director of Tandag
Assistant Campus Director of Tandag
Dr. Junelito Cortes
Dr. Margie Ladanán
Dr. Catherine Alimboyong
General Services Unit
Dr. Marah Clarrese Carlos
Drivers
Mr. Ronaldo Paderes

FROM : SUC President III

SUBJECT : Necrological Service for Major Sol Virtudazo

DATE : October 18, 2023



As we prepare for the upcoming Eulogy of the late Major Sol Virtudazo scheduled on Saturday, October 21, 2023, at 8:00am, I would like to express my gratitude for your commitment to this significant event. The occasion is of great importance as it provides us with the opportunity to pay our respects to a remarkable individual, Major Sol Virtudazo, and honor her memories and services to NEMSU while offering support to her grieving family.

The success of this event relies heavily on our collective efforts, organization, and attention to detail. Please find below a summary of the key responsibilities for each committee and the general structure of the program.

Working Committees:

1. Coordination of All Committees: Dr. Abundio C. Miralles

Ensure that each committee involved in the tribute works harmoniously and fulfills their respective roles effectively.

2. Mass In-Charge: Dr. Margarita Ladanán

Oversee the Requiem and ensure all religious aspects of the service are conducted with dignity and respect.



3. Video Tribute and IT Equipment In-Charge: Dr. Catherine Alimboyong and IT Team with Information Unit

Manage the video tribute and any necessary IT equipment. Ensure a smooth presentation to honor Major Sol Virtudazo's memory.

4. Venue In-Charge: Dr. Junelito Cortes and Members

Ensure the venue is well-prepared, including seating arrangements and the tarpaulin.

5. Cleanliness: General Services Unit

Ensure the venue is clean and tidy before and after the event. Arrange for waste disposal, maintain a neat environment, and ensure the readiness of all comfort room areas within the venue.

6. Venue and Tarp Committee: Dr. Junelito Cortes

Oversee venue decoration and the arrangement of banners or tarps to create a fitting atmosphere for the event.

7. All Drivers

Responsible for the safe and efficient transportation of attendees to and from the venue.

8. Choir: Mr. Ronaldo Paderes

Responsible for the musical elements of the service. Perform comforting and uplifting music to enhance the solemnity of the occasion.

9. Medical Team: Dr. Marah Clarrese Carlos

Be on standby during the event to provide medical assistance if necessary, ensuring the safety and well-being of all attendees.

10. Host of the Service: Mr. Mark Jade Burlat

Ensure the atmosphere remains dignified, respectful, and in line with the significance of the occasion.



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I have full confidence in each of you to carry out your responsibilities with the utmost care and dedication. To maintain the dignity and solemnity of the occasion, please review and adhere to the **parts of the program that include:**

Prelude (Song Offering)

Comfort to the Family

- **NEMSU Representative**
- **ROTC Representative**

Flower Offering

Video Tribute

Response from the Family

Final Viewing

Photo Opportunity

Your dedication to making this Necrological Service a dignified and memorable occasion is greatly appreciated. In the event of any developments or issues related to the event, please keep me informed.

Thank you for your commitment to honoring the memory of Major Sol Virtudazo and supporting her family during this challenging time. Let us work together to ensure this event runs smoothly and respectfully.

For information and Guidance.

NEMESIO G. LOAYON, PhD
SUC President III