



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

To: **All Members of the Commencement Technical Crew and Committees Involved (see attached list)**

Date: **June 19, 2024**

Subject: **MANDATORY ATTENDANCE FOR FINAL REHEARSALS OF CLUSTERS 1 AND 2 COMMENCEMENT EXERCISES**



This is to inform all members of the Commencement Technical Crew and Committees involved in the upcoming commencement exercises of the Main Campus that your mandatory attendance is required for the final rehearsals. These rehearsals are crucial to ensuring the smooth execution of the ceremonies.

Please find the schedule for the final rehearsals below:


June 20, 2024, at 1:00 PM: Rehearsal for Cluster 1 at the Gymnasium (CBM, CTE)
June 22, 2024, at 1:00 PM: Rehearsal for Cluster 2 at the Gymnasium (GS, CoL, CAS, CET, CITE)

Your participation is essential, and attendance will be strictly monitored. To recognize your efforts and commitment, crew and committee members will be granted service credits or compensatory time off in accordance with CSC-DBM Joint Circular No. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered."

We appreciate your dedication and hard work in making the commencement ceremonies a success. Should you have any concerns or require further information, please do not hesitate to contact the Protocol Officer for Special Events, Mick Mars P. Silvano.

Thank you for your cooperation. Strict adherence to this memorandum is hereby directed. Those who cannot attend will explain in writing on or before June 25, 2024.

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III

Cc: OIC-CD of Tandag
HRMO III
Protocol Officer, Special Events

Encl.: List of Commencement Technical Crew and Committee Members



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300
 Telefax No. 086-214-4221
 Website: www.nemsu.edu.ph



Enclosure to Memorandum from the Office of the President, re: MANDATORY ATTENDANCE FOR FINAL REHEARSALS OF CLUSTERS 1 AND 2 COMMENCEMENT EXERCISES

Overall/Event Director	Mick Mars P. Silvano
Assistant Technical Director for Audio	Dalimark Tenio
Assistant Technical Director for Visuals	John Michael Dairo John Mark Palen Rojil John E. Cañete II
Assistant Technical Director for Lights and Sounds	Jayzel Banggoy Mark Kevin P. Silvano
Floor Director	Castor V. Balacuit Jr.
Audience Director	Albert C. Aranton
Voice-over Masters of Ceremony	Steven Carl Silagan Karla Jean Roz
Microphone and Lectern Crew	Shawn N. Hinlog Jude Gallardo Jeff Geli Elton John Loayon Eladio Montenegro Glenn Michael H. Pelandas
Ushers/Usherettes	1. Balacuit, Castor - Chair 2. Dr. Urbiztondo, Dezza - Co-chair 3. Dr Arevalo, Merlyn 4. Ms. Alejandro Angel 5. Ms. Cabrera, Clyde 6. Ms. Loayon, Clarisse 7. Ms. Lumakin, Grace 8. Ms. Juego, Laarni 9. Ms. Doloriel, Jen 10. Ms. Ugay, Liezel 11. Ms. Lopio, Lorna 12. Mr. Buniel, July 13. Mr. Chan, Rumer 14. Mr. Aquiatan, John Mark 15. Mr. Berdera, Raul 16. Mr. Ramal, Retchard
Additional Ushers/Usherettes Cluster 1	Karen Grace Casana Gerry Orbeta Ronan Abelgas Khim Gether Butron Charlie Sheen Pernitez Divina Delos Arcos Ma. Raniella M. Ardiente Vanessa P. Laguna
Additional Ushers/Usherettes Cluster 2	Sidney Marie Bernales Neilboy Camino Jonnel Padungao Gemmy Rey Llamas Nelito Gallego
Doxology and National Anthem	Kim Mary E. Narcana Members of the NEMSU Singing



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	Ambassadors
ROTC Cadets for Colors, Cross swords, and Band	Steven L. Elizalde ROTC Cadets and Band Members
Plaques, Medals, CSC Eligibility	Respective teams of the Colleges
Credentials	Lynnet Sarvida and her team