



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 12-D10, s. 2024

TO: The Technical Working Group of the Christmas Tree Lighting Ceremony cum Recognition of the MASTS Games 2024 Winners & MLE Topnotcher (Top 3)
See attached list of the TWG Members

DATE: December 3, 2024

SUBJECT: EVENTS MANAGEMENT COORDINATION MEETING FOR THE CHRISTMAS TREE LIGHTING CEREMONY CUM RECOGNITION OF THE MASTS GAMES 2024 WINNERS & MLE TOPNOTCHER (TOP 3)

Greetings of peace and solidarity.

This is to inform you that a coordination meeting regarding the event **Christmas Tree Lighting Ceremony cum Recognition of the MASTS Games 2024 Winners & MLE Topnotcher (Top 3)** will be conducted on **December 4, 2024 (Wednesday); 1:00 PM** at the **Old University Board Room**, beside the Office of the Campus Director in Tandag Campus. As members of the event technical working group, your presence is requested to attend such meeting.

Your presence is highly valued and will contribute to the successful conduct of the event.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III

Christmas Tree Lighting Ceremony cum Recognition of MASTS Friendship Games 2024 Winners and Midwife Licensure Exam Topnotcher (Top 3)

Date: December 4, 2024
 Time: 5:00 PM
 Venue: Tennis-Basketball Court Complex, NEMSU Tandag Campus

WORKING COMMITTEES

Host	Mick Mars P. Silvano
Certificates of ALPAS Recognition	April Rose B. Derigay
Tokens	Grace P. Medrano
Tarpaulin, Plaques and Program Printing and Distribution	Shawn N. Hinlog
Attendance Sheet	Edcil B. Floren
Sound System and Lights	Jayzel Banggoy Mark Kevin P. Silvano Reynil Pedolin
DLC Instrumentalists	Jayzel Banggoy Robert E. Wariza
Segno Band	Jayzel Banggoy Chealbert Gasis
Drone Footage, Video and Photo Documentation and Press Release	Joseph Cabadonga and the Information Unit Anthony B. Yanto and the ICT Unit
Media Coverage and Publication	The Vanguard Publication c/o Revelyn G. Enderes and Divina Sheila Delos Arcos
Tarpaulin Frame/Stand and Stage/Platform	Marlou Momo and the General Services Unit
Monoblock Chairs Arrangement and Venue Cleanliness/Readiness	Mc Donald Amparo and the General Services Unit
Distribution of Packed Dinner to Identified Participants	Rex Atubang and OCD Personnel
Dinner of Officials at the Old Board Room	Jhunrey Betonio and OCD Personnel
Event Director	Steven Carl Silagan
Asst. Technical Director for Audio	Dalimark Tenio
Floor Director	Castor V. Balacuit All PATHFIT Instructors
Stage Directos	Kairos Dela Cerna Melanie Gallardo
Cash Incentives for the MASTS Games 2024 Winners	Dr. Shyla O. Moreno
Performances	Khim Mary E. Narcana Nelito Gallego Robert E. Wariza, Revelyn G. Enderes Castor V. Balacuit Jr., Khim Gether Butron