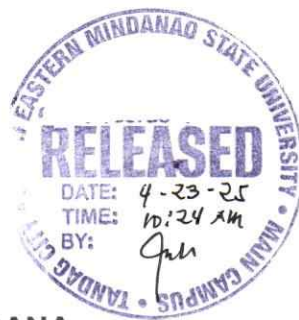




Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0204, s. 2025

TO:

MICK MARS P. SILVANO	KIM MARY C. NARCANA
ANTHONY B. YANTO	PORFERIO B. FRAGA
BORN CHRISTIAN A. ISIP	CARL MARTIN R. ENGCOY
EDCIL B. FLOREN	CHEALBERT B. GASIS
APRIL ROSE B. DERIGAY	ROBERT E. WARIZA
REINA MARIE B. ACEVEDO	JAYZEL BANGGOY
CLARA G. ERLINA	SHAWN N. HINLOG
JINKY D. VALES	ELTON JOSE ARMENDAREZ
CASTOR V. BALACUIT JR.	JULIET FALLADO
STEVEN CARL SILAGAN	WILLY JAMES G. ADANTE
LEO MONTENEGRO	JAKE GOPITA
JOREN ARIOLA	All Committee Members
RODEL VILLASENCIO	All others concerned
CHARO P. MONTENEGRO	
KAIROS CHRISTINE P. DELA CERNA	
RIGOR ABINES	
MARK KEVIN P. SILVANO	
ROBERT SAHILAN	
ANTHONY JOHN RUBOCCA	
Committee Chairpersons for the 2nd State of the University Address	

DATE: April 23, 2025

**SUBJECT: UPDATED LIST OF WORKING COMMITTEES FOR THE
PAGPADAYAG 2025: THE 2ND STATE OF THE UNIVERSITY
ADDRESS**

Greetings of peace and solidarity.

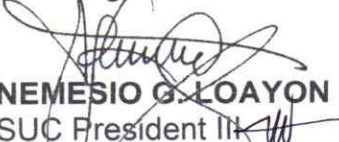
Please be informed of the updated list of working committees, following the 5th Coordination Meeting held last April 14, 2025 via Zoom.

Chairpersons of the various committees are hereby reminded of the responsibilities in preparation for the event, along with their respective members.

Attached is the updated list of working committees and the terms of reference as discussed during the last coordination meeting.

Please be guided accordingly. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III



Republic of the Philippines
North Eastern Mindanao State University

WORKING COMMITTEES
Pagpadayag 2025: The 2ND State of the University Address
NEMSU Tandag Gymnasium | April 30, 2025 | 2:00 PM

*Advancing Transformative Education, Empowering Communities, and Sustaining Excellence
for a Future-Ready Nation*

Steering Committee (8)	Dr. Nemesio G. Loayon (Head) Dr. Maria Lady Sol A. Suazo Dr. Rolly G. Salvaleon Dr. Abundio C. Miralles Dr. Evelyn T. Bagood Dr. Floresito D. Calub Dr. Shyla O. Moreno Engr. Mc Donald G. Amparo
Program Director (1)	Dr. Mick Mars P. Silvano
Visuals and Audio of the State of the University Address (5)	Mr. Anthony B. Yanto (Head) Mr. John Michael Dairo Mr. Jhon Mark C. Palen Mr. Dalimark Tenio Mr. RJ B. Cañete II
Data Organization for the Visuals of the State of the University Address (2)	Mick Mars P. Silvano John Mark Palen Joseph Cabadonga Mark Jade Burlat
Program Design and Production Pagpadayag 2025 Flyers/Infographics (5)	Mr. Anthony B. Yanto Dr. Born Christian Isip (Head) Dr. Esmael Maliberan Kara May P. Paradero Axl Vales Virgilio Tuga
Invitation and Program Distribution (3)	Ms. Edcil C. Floren (Head) Mr. Shawn Hinlog Ms. Mary Catherine Egpan
Usherettes (8)	Ms. Lovely Jen Talikig Ms. Kimberly Rolona Ms. Sheen Julva Ms. Rita May Pimentel Ms. Michelle Mae Borja Ms. Jessa Calipes Ms. Roselyn Negolo Ms. April Rose B. Derigay (Head)
Procurement (9)	Reina Marie Acevedo (Head) John Philip B. Luga Mary Ann Manlangit



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	Rachier S. Erizo Charity A. Dumarán Julemie A. Lafuente Cris Llyod M. Plaza Julierto Sulabar Apolinio A. Latras
Snacks and Dinner Services in coordination with the caterer (15)	Clara G. Erlina (Head) Ramonito Y. Tan Rudyard Ryann T. Verano Princess Aleve T. Bagood-Handugan Mary Rachel M. Morales Seberino H. Arriesgado Jr. Aires Mae P. Edrad Janeth A. Casimo Jason C. Idjao Darell Niño E. Lorono Mico James C. Pili Jenelyn O. Ybañez Roniel P. Quezada Lyndon S. Loayon Joshua Go
Venue/Hall Preparation & Restoration (Tables with Chairs) in coordination with the caterer (26)	Engr. Jinky D. Vales (Head) Mr. Steven Elizalde Ms. Melisa T. Roluna Dr. Joenedy Sarsonas Mr. Robert E. Wariza Dr. Nap Nichole Greg Salera Mr. Chealbert Gasis Engr. Justine Gonzales Engr. Aljon Languing Mr. Robert Sahilan Mr. Elmer Dedicatoria Mr. Patrick Luna Mr. Vincent Angelo T. Acosta Mr. Elpie Sillano Bagnol, Daylinda Dedicatoria, Jovanne Esidera, Mercy Labastida, Ronald Lapatis, Nicolascita Loayon, Judith Lumanao, Raymond Morgadez, Emercy Parpan, Florida Plamos, Leonel Saba, Arlyn



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	Sullano, Susan
Comfort Rooms Standby Utility Personnel (5)	Villasencio, Rodel (Head) Quintana III, Romanito Condez, Corazon Villasencio, Lennil Fernandez, Josefina
Floor Director (1)	Mr. Castor V. Balacuit Jr.
Lights & Visuals Director (1)	Mr. Steven Carl Silagan
Stage Crew and Ground Crew (4)	Mr. Leo Montenegro (Head) Ms. Aimee Romero Ms. Marites Plaza Glenn Michael H. Pelandas
Microphone Crew (4)	Engr. Joren Ariola (Head) Mr. Glen Michael Pelandas Mr. Elton John Loayon Mr. Jude Gallardo
Media Coverage, Documentation, Publication (2)	Mr. Shawn Hinlog Ms. Kairos Christine P. Dela Cerna Ms. Charo P. Montenegro (Head)
Media and Public Promotion (prior to the event)	Ms. Kairos P. Dela Cerna (Head) Ms. Charo P. Montenegro
Standby Electrician (7)	Mr. Cruselo Malinao (Asst. Head) Mr. Gilbert Plaza Mr. Fernando Comparativo Mr. Reijan Lumanao Mr. Marcelo Pagapong Mr. Rigor Abines (PMU)- Head Mr. Glenn Geraldino
Sounds and Lights Operators (2)	Mark Kevin P. Silvano (Head) Jazel Banggoy Renil G. Pedolin
Tarpaulin Installation (6)	Robert Sahilan (Head) Arnel Gamotin Joeberth Teo Ernie Tubay Ronie Sullano Roan Handugan
Standby Aircon Technician (Gymnasium and Lounge) (1)	Anthony John Rubocca
Performers (Choir) (23)	SINGING AMBASSADORS Soprano: 1. Balo, Jamila Joice T. 2. Erap, Merry Zaide P. 3. Albar, Love C. Alto:



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	<div>1. Brital, Genevieve B.</div> <div>2. Guazon, Ritchelle M.</div> <div>3. Baslot, Flordeline</div> <div>Tenor:</div> <div>1. Ayad, Jhunreil T.</div> <div>2. Montenegro, Justin</div> <div>3. Ramirez, Rick Vincent C.</div> <div>Bass:</div> <div>1. Eviota, Leonard P.</div> <div>2. Kibra, Mark Lester L.</div> <div>3. Avila, Noveh</div> <div>Adviser: Ms. Kim Mary C. Narcana</div> <div>Trainor: Porferio B. Fraga III</div> <div>VOCAL ENSEMBLE</div> <div>1. ONTUA, DARA JESSA D.</div> <div>2. PEGGY, LOVELY JOY O.</div> <div>3. CONDE, ALEEN Y.</div> <div>4. ANDOJAR, MERBEN JUN T.</div> <div>5. CALIPUSAN, ARJHON E.</div> <div>6. BARIAL, KJ A.</div> <div>7. PARA, AIME JANE G.</div> <div>8. SABATIN, ANIE ROSE</div> <div>Adviser: Carl Martin R. Engcoy</div>
Performers (Dance Troupe) (26)	<div>Castor V. Balacuit Jr. (Adviser/Trainer)</div> <div>1. Charles Ohao</div> <div>2. Earl Delicona</div> <div>3. James Espinoza</div> <div>4. Roniejone C. Cruiz</div> <div>5. CJ Clyde Algopera</div> <div>6. James Fabroa</div> <div>7. Nicko Balbutin</div> <div>8. Samantha Bahian</div> <div>9. Melchor Oribia</div> <div>10. Arjane Piezas</div> <div>11. Rose Jie Bullanday</div> <div>12. Christian Deon Cabrera</div> <div>13. Margie Fernandez</div> <div>14. Dhemple Medrano</div> <div>15. Eg Grace Aquiatan</div> <div>16. Rose Ann L. Anotado</div> <div>17. Honey Jay S. Ampoloquio</div> <div>18. Charity G. Coral</div> <div>19. Jogen F. Surigao</div> <div>20. Kent Joel Alimboyong</div> <div>21. Leanne Angelique Incinada</div>



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	22. Connie Juntilla 23. Emmanuel Jay Madangit 24. Ryan Bermudez 25. Andrix Rolona 26. July An Serrano
Performers (Segno Band) (10)	1. Lawrence Orville R. Guda 2. Christian C. Alintson 3. Aubrey Jane M. Rebuldad 4. Mark Jed B. Logronio 5. Kraik Gujilde 6. Kirvey S. Senoc 7. Kristian Lester Lucar 8. Jesryl T. Olayon 9. Felkarl Gujilde Adviser: Chealbert B. Gasis
Drum and Lyre Corps (Tandag) (20)	1. Jamila Joice T. Balo 2. Mary Glendy Espinoza 3. Chrislyn Samaco 4. Xynie Jane M. Olojan 5. Rickxel Mae Ace Tafalla 6. Rodelyn C. Sabatin 7. Princess Shane Durango 8. Mary Rose Casio 9. Jennie Mae Ebay 10. Judelyn Salcedo 11. Aaron Reguyal 12. Aaron Lynch Sacal 13. Daniel Agana 14. Darlene Emmanuelle Jass Quizon 15. RB Ajos 16. Ray Ian G. Arcilla 17. Xyron Pontevedra 18. Marko Tindugan Advisers: Robert E. Wariza Jr. Jayzel P. Banggoy
Attendance Committee (4)	Ma. Reina Acevedo (Head) Anabel Abecia Cris Lloyd Plaza Rey Caibigan Jovelyn Clarit Edcil B. Floren
Food Documentation Committee	Shawn N. Hinlog
Anchor (1)	Elton Jose C. Armendarez (The Craftsman)
Photographer/Writer (The Craftsman and The Vanguard) (18)	THE CRAFTSMAN Irri Ann G. Azarcon Lyris J. Jayme





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	<p>Charisse F. Plaza (layout artist) Bernadette Jenn G. Cabusas (writer/photog) Christian John Arpilleda (writer) Adviser: Juliet G. Fallado</p> <p>THE VANGUARD Scribes: Pemuel J. Prado Roselle G. Sual John Damort M. Guinguing Jhamil Earl M. Morante Rhey Anthony C. Dedicatoria</p> <p>Photojournalists Hans Kirby M. Abordo Client Jude C. Carballo Djillianzane Earl P. Malinao Jhonpaul N. Jumanoy</p> <p>Layout Artists Jake A. Gopita Dee Boy B. Llano Harvy Anthony M. Picasales Nicol P. Calsa</p>
SDE Team (The Craftsman) (4)	<p>Willy James G. Adante (Head) Van Carlo D. Callote Paul Reggie P. Lipao CJ Lance B. Cubillas</p>
Layout Artists (The Vanguard) (4)	<p>Jake Gopita (Head) Dee Boy Llano Harvy Picasales Nicol Calsa</p>
Pagpadayag Presentation AVP Editors (8)	<p>Anthony B. Yanto Divon Figuracion Jhan Ry Jr. Derigay Joseph Cabadonga Mark Jade Burlat Mick Mars P. Silvano Nathan Salimpuran John Mark Palen Rojil Jone B. Cañete II Vingie A. Maitom Mary Catherine Egpan Joseph Fria Elton Loayon Ferdinand R. Quezon</p>



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ROTC Unit of Tandag (30)	CDT 2LT JHON RAYVER BALILI 3CL CDT 2LT RAMBE CALLAO JR 3CL CDT 2LT ALEXUZ A ABAA 3CL CDT 2LT JADE TAYLAN 3CL CDT 2LT JOSHUA D. MACA 3CL CDT 2LT JHON CRISTAN C PELAEZ 3CL CDT 2LT NEMESIO T BELOY 3CL CDT 2LT PANIO CANDIDO 3CL CDT 2LT ANTHONY VILLARUEL CDT 2LT JOMART ESCALADA 3CL CDT 2LT MICHAEL JAKE VALLESCAS 3CL CDT 2LT JHUAN SOLIVA 3CL CDT 2LT JEPHRIE NEIL NOGAN 3CL CDT 2LT JETHRO AQUITAN 3CL CDT 2LT JHON ROBERT GOPIO 3CL CDT 2LT WELSON MONTAJES 3CL CDT 2LT RUEL EDILLO 3CL CDT 2LT ZYANNE VON ALAN LAYNO 3CL CDT 2LT JOHNBERT JAMERO 3CL CDT 2LT JOVEN BENEDICT ALNGOG 3CL CDT MAJOR ARNIEL S JINGCO 2ND CL CDT MAJOR JHON HAREY C. MIRO 2ND CL CDT MAJOR JOHNDEL P ETEN 2ND CL CDT MAJOR JOHN LLOYD LLAMAS 2RD CL CDT ARIENZA CDT MAJOR JUNELY MAR EMIA MANCIA CDT MAJOR JOHN RASHEED S CAÑETE 2ND CL CDT MAJOR RONNY JAE P ARADILLOS 2nd CL CDT MAJOR Brainier Espiel Sansolis 2ND CL CDT MAJOR CLYDBINSON M BIOY 2ND CL
Certificates Committee	Shawn N. Hinlog Mick Mars P. Silvano Edcil B. Floren April Rose Derigay

Legend:

Officials- blue

Nonteaching- green

Multiple Designations- yellow

Faculty- pink

Total:	263
Officials:	13
Without Officials:	250
Faculty (w/out officials):	43

- 40 **TERMS OF REFERENCE OF THE COMMITTEES- Steering Committee**
- Provide overall leadership and direction for the planning and execution of the PAGPADAYAG 2025.
 - Approve the recommendations of the committees.
 - Coordinate with all working committees to ensure timelines are met and outputs align with the event's objectives.
 - Resolve issues and provide policy guidance when necessary.
- 41 **PROGRAM DIRECTOR**
- Oversee the entire flow of the program.
 - Coordinate with all committee heads and ensure real-time direction during the event.
 - Supervise program dry runs and manage the execution of sequences on the day itself.
 - Conduct FULL TECHNICAL DRY RUN on April 29, 2025 at 1:00 PM.
- 42 **Visuals and Audio of the State of the University Address**
- Prepare and manage all visual and audio elements used during the SOUA.
 - Ensure high-quality presentations, videos, and transitions.
 - Provide backup and ensure seamless technical operation during the event.
- 43 **Data Organization for the Visuals of the State of the University Address**
- Collect, verify, and organize all data and statistics for inclusion in the SOUA visuals.
 - Coordinate with university offices and ensure data accuracy and relevance.
 - Work closely with AVP editors and layout artists.
- 44 **Program Design and Production for PAGPADAYAG 2025 Flyers/Infographics**
- Design, produce, and print flyers, posters, and infographics.
 - Ensure content accuracy, visual coherence, and timely release.
 - Release of the flyers will be upon arrival and registration of the attendees.
- 45 **Invitation and Program Distribution**
- Finalize and distribute event invitations and programs to all guests and stakeholders.
 - Ensure that all VIPs, media partners, and internal units receive the program on time.
- 46 **Usherettes**
- Welcome and guide guests to their designated seats.
 - Assist in the distribution of programs, flyers, and tokens (if any).
 - Maintain order and address minor concerns during the event.
- 47 **Procurement**
- Coordinate the purchase of all materials, supplies, and services required for the event.
 - Ensure compliance with procurement policies and transparency in transactions.
 - Work closely with finance and administrative offices.
- 48 **Snacks and Dinner Services (in coordination with the caterer)**
- Coordinate with the caterer regarding menu, quantity, and delivery schedule.
 - Oversee distribution of snacks and meals to participants, guests, and staff.
 - Ensure dietary and sanitation standards are met.
- 49 **Venue/Hall Preparation and Restoration (in coordination with the caterer)**
- Ensure the venue is clean, organized, and properly set up prior to the event.
 - Coordinate seating, stage, and decor arrangements.

- Restore the venue to its original state after the event.
- 50 **Floor Director**
- Direct the flow of the program on the ground during the event.
 - Ensure that transitions between segments are smooth and on schedule.
 - Serve as the link between backstage and on-stage personnel.
- 51 **Lights and Visuals Director**
- Supervise all lighting effects and visual transitions during the event.
 - Coordinate cues with the floor director and program director.
 - Ensure technical readiness of all equipment.
- 52 **Stage Crew and Ground Crew**
- Assist in stage set-up, props management, and backstage logistics.
 - Handle the physical movement of stage elements and provide support during transitions.
- 53 **Microphone Crew**
- Manage microphone allocation, testing, and distribution to all speakers and performers.
 - Ensure that microphones are functioning and cued properly.
- 54 **Media Coverage, Documentation, and Publication**
- Capture photos and videos during the event.
 - Produce official documentation for publication and archiving.
 - Coordinate post-event write-ups and press releases.
- 55 **Media and Public Promotion (prior to the event)**
- Promote PAGPADAYAG 2025 through social media, university platforms, and local media outlets.
 - Design teaser content and countdown posts leading to the event.
- 56 **Standby Electrician**
- Ensure all electrical setups are safe and functional.
 - Be on standby for technical support in case of power issues or emergencies.
- 57 **Standby Utility Personnel for Comfort Rooms**
- Maintain cleanliness and availability of supplies in the comfort rooms of the venue.
- 58 **Performers (Choir, Dance Troupe, Band, Drum and Lyre Corps, Anchor)**
- Rehearse and perform during designated program segments.
 - Work with the program director and floor director for timing and logistics.
- 59 **Attendance**
- Manage the attendance registration of guests and participants.
 - Prepare attendance sheets, QR codes, or digital tracking systems.
 - Provide attendance reports after the event.
 - Facilitation pre-registration with the OP computer operator.
- 60 **Food Documentation**
- Monitor and document food served, number of recipients, and any food-related concerns.
 - Coordinate with the procurement and catering teams for quality assurance.
 - Take photos of the food and drinks served.
- 61 **Anchor**

- Serve as the official host/emcee of the program.
- Maintain energy, clarity, and professionalism throughout the event.
- Follow the script and adapt to live program dynamics.
- Submits script to the program director for finalization.

62 **Photographers/Writers**

- Take event photos and write articles, captions, and stories for official university publication.
- Ensure documentation covers key moments and VIPs.

63 **Same-Day Edit Team**

- Prepare a short highlight video for presentation before the end of the event.
- Collect, curate, and edit clips in real time for immediate impact.
- The video will be played before the fellowship, after the performance following the toast.

64 **Layout Artists**

- Design all visual materials such as posters, photos, or snippets.
- Ensure visual consistency and alignment with the university's branding.

65 **Certificate Committee**

- Design certificates of the working committees and all other awards or token to be given during the event.
- Ensure visual consistency and alignment with the university's branding.

66 **PAGPADAYAG Presentation AVP Editors**

- Edit the main AVP (audio-visual presentation) for the State of the University Address.
- Integrate data, visuals, narration, and background music for impactful delivery.

67 **Sounds and Lights Operators**

- Operate audio and lighting systems before and during the event.
- Ensure synchronization with program segments and cue sheets.
- Ensure that settings during the full technical dry run until the actual event is consistent.