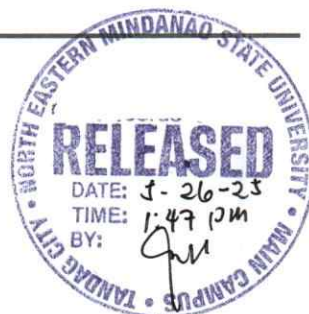




Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 0229, s. 2025

TO: ALL CONCERNED COMMITTEES
DATE: May 26, 2025
SUBJECT: DESIGNATION OF WORKING COMMITTEES FOR THE 1ST INTERNATIONAL BUSINESS CONGRESS



Greetings of peace and solidarity.

In line with our continuing initiatives for academic excellence, international engagement, and student empowerment, Northeastern Mindanao State University (NEMSU) will be hosting the **1st NEMSU – Business International Students Bootcamp** with the theme: **“The Future of Business Learning in a Globalized Economy.”**

This event will take place on **May 29–30, 2025**, at the **NEMSU Main Campus, Tandag City**.

The Bootcamp aims to bring together local and international students, educators, and industry partners to explore emerging trends in global business education. It is envisioned to serve as a platform for academic collaboration, exposure to international best practices, cross-cultural exchange, and experiential learning that prepares students to thrive in an interconnected world.

In line with this, and to ensure the smooth and successful implementation of the event, this memorandum serves to inform all concerned that the following NEMSU personnel are hereby designated as members of the working committees for the said activity. Kindly refer to the attached document for the complete list of working committees and their corresponding areas of assignment.

All designated personnel are enjoined to carry out their assigned roles with commitment, coordination, and excellence, as we collectively represent our institution in this landmark international academic engagement.

Please be guided accordingly.

For the grassroots and in the spirit of vibrant leadership.

NEMESIO G. LOAYON, PhD
SUC President III

Cc: OVP's File c/o Records Unit (Original Copy)

COMMITTEE FOR 1st NEMSU – B INTERNATIONAL STUDENTS BOOTCAMP
May 29-30, 2025 – NEMSU Gymnasium

Theme: The Future of Business Learning in a Globalized Economy

MAJOR TASK	COMMITTEE	FUNCTION	RESPONSIBLE PERSON/S
EXECUTIVE LEADERSHIP	Steering Committee	<ul style="list-style-type: none">• Assign members to working committees listed.• Set clear deliverables for each committee.• Ensure regular check-ins with all task leads for updates.• Manages registration, documentation, and certificates.• Coordinates internal communications.• Handles communications with attendees.• Make high-level decisions (e.g., themes, attire, stage set up)• Supervise all committees.• Approve program flow, budget, revisions, and communications.	VPAA Campus Director CBM Dean IZN Head All Department Chairs
		<ul style="list-style-type: none">• Secure and confirm, total available budget from funding source (school, partner org, or agency) before beginning any procurement or invitation process.	Budget Officer Sandra Jessa S. Trajano
	Finance Committee	<ul style="list-style-type: none">• Prepare and manage the overall budget plan.• Process disbursements for honorariums, venue, food, printing, and logistics.• Handle liquidation reports and ensure transparency in all financial transactions.	Floyd M. Mendez
BUDGET AND FINANCE	Confirmation of Budget		
COMMUNICATIONS AND INVITATIONS	Speaker Communication	<ul style="list-style-type: none">• Send formal emails to international and local speakers introducing the event, gauging interest, and requesting participation.	C/o Mam Jenn Montero Chair: Ermie Lux Matildo

	Letter of Invitation	<ul style="list-style-type: none">• Create and send detailed invitations (hard and soft copy) to confirm partners, outlining event dates, time, platform/venue, attire, and roles.	Member: Karen Grace Casana
PROGRAM PLANNING	Program Committee	<ul style="list-style-type: none">• Draft a minute-by-minute program schedule.• Designs the program structure (plenaries, parallel sessions, workshops)• Design and develop participant's toolkits• Provide script and stage cues for hosts.• Coordinates keynote/invited speakers.• Schedules session (onsite and online)• Coordinate with hosts and performers.• Collect bios, presentations, and other speaker requirements.• Confirm speaker times and sessions.• Finalize agenda and ensure smooth transitions.	Chair: Retchard Joi Q. Ramal Co-chair: Dr. Rovilyn K. Dagondon Members Dr. July Buniel Mr. Raul P. Berdera Ms. Jennilyn C. Dolonriel
	Program and Kits	<ul style="list-style-type: none">• Follow up the program committee for the drafted program.• Produce copies of program enough for the participants.• Purchase and prepare kits for students.• Guide the students' volunteer for the distribution of program and kits.	Chair: Rizza Mae C. Azarcon Department Staff Selected HRM students
	Token and Lei Usherettes	<ul style="list-style-type: none">• Purchase and prepare tokens of appreciation and lei for guests, speakers, and honorable.• Ensure tokens are labeled and ready for distribution per recipient.	Chair: Ms. Aife V. Rias Dr. James Q. Grefalde Selected BSBA Officers
VIRTUAL AND ON-SITE LOGISTICS	IT Personnel for Virtual Platform	<ul style="list-style-type: none">• Create a secure zoom link (with backup) for the event.• Set up co-hosts and waiting rooms.• Send links to all virtual participants and guests.	Chair: Anthony B. Yanto Members: Sound – Dalimark M. Tenio LED Wall – John Michael Dairo

		<ul style="list-style-type: none">• Operate zoom, handle screen sharing and recording.• Manage breakout rooms or live streaming, if applicable.• Troubleshoot tech issues in real-time.	FB Live – Rogil Jone II E. Canele Camera – Ariel June Racho & Erwin Calmerin Network – Janel Jad Lamigo & Patrick Luna Cantilan, Lianga and Tagbina Campus IT Team
	Logistics and Venue Committee	<ul style="list-style-type: none">• Prepare stage, tables, chairs, banners, and printed materials.• Handle registration booth, kits, and signage at the venue.	Chair: Dr. Johnith N. Montero Dr. Donald L. Montenegro Sir Romel Juralbar Cantilan, Lianga and Tagbina Campus BSBA Program Coordinators
	Admin and Staff for Venue Coordination and Ventilation Committee	<ul style="list-style-type: none">• Laise with venue management.• Ensure all physical materials are in place before the event.• Monitor comfort rooms access, air conditioning, and crowd flow.	Selected BSBA students Chair: Engr. McDonald Amparo Glenn Michael M. Pelandas Julieto F. Arniego Cantilan, Lianga and Tagbina Campus BSBA Program Coordinators
TECHNICAL SUPPORT	Audio-Visual Technician	<ul style="list-style-type: none">• Set up and operate sound system, microphones, lights, and projectors.• Assist with playing background music or presentations, and audio-visual necessities.• Ensure electrical backup for possible power interruptions.	Selected BSBA students Engr. Jinky D. Vales Albert C. Aranton

HUMAN RESOURCES AND SUPPORT	Student Volunteers	<ul style="list-style-type: none">• Assist with registrations, documentations, distribution of kits, and ushering.• Act as runners for committee needs during the event.• Coordinate with the program committee.• Take high-resolution photos and videos throughout the event.• Gathers and archives materials for reports and publicity.	Chair: Ms. Melisa T. Roluna Mr. Albert C. Aranton Documentation Vanguard
DOCUMENTATION/ SECRETARIAT	Students Accommodation	<ul style="list-style-type: none">• In-charge in the preparation of the attendance sheet for 420 participants for (2) two snacks and (1) one meal.• Narrative Report	Chair: Ms. Liezel R. Ugay, MBA Co-Chair: Dr. Lorna L. Alas BSBA Students: Janeth O. Acero Kent Brian Egay Shawn Gemina Shekeem Luna
PUBLICITY AND PROMOTION	Publicity and Promotion Committee	<ul style="list-style-type: none">• Create posters, teaser videos, and social media countdowns.• Schedule announcements on partner websites or media outlets.• Handle traditional print ads if applicable.	Chair: Dr. Donald L. Montenegro Dr. Gretchen Yarra L. Erno BSBA Students: Jeric S. Cuartero Izzam M. Tanandato
RECOGNITION AND CERTIFICATES	Certificates and Plaque Committee	<ul style="list-style-type: none">• Design, print, and sign e-signatures and physical certificates.• Prepare plaques of appreciation with names and affiliations.	Chair: Ms. Christine C. Torion Mr. Glenn Michael M. Pelandas Dr. Aiza Gulbijar Members: FM Mayor: Kaye Heart Cancio HRM Mayor: Sarah Nhie L. Café MM Mayor: Jovan Delos Santos

TRAVEL AND ACOMODATION	Travel and Accommodation Committee	<ul style="list-style-type: none"> • Book hotel rooms and transport for guests. • Assign welcome teams at airport, port, or hotel. • Handle arrival and departure coordination. • Should connect to the transportation committee. 	Chair: Ms. Kathryn Cel P. Montero Ruel Martinez Jerab Ceniza
FOOD	Food Committee	<ul style="list-style-type: none"> • Purchase caterer enough for the number of participants. • Connect to the finance committee for the collection of meal and snacks budget. • Manage the distribution of foods. 	Chair: Ms. Mary Arfe G. Bohol Ms. Arianne Mae S. Salera Dr. Suzette L. Josol
STAGE/HALL PREPARATION and RESTORATION		<ul style="list-style-type: none"> • Design the floor plan(stage size, seating arrangement, aisles). • Assemble stage platforms and backdrops. • Disassemble stage components and backdrops • Stack chairs properly (if required) • Do a final inspection of the gym with a checklist • Take photos of the venue after cleanup for documentation purposes. 	Chair: Mr. Jerry V. Orbeta Co-Chair: Rudy Ric D. Tabel Mr. Hel Curada Cantilan Campus Lianga Campus Tagbina Campus (to be identified each campus) Members: All BSBA Officers
MONITORING AND EVALUATION	Monitoring and Evaluation Committee	<ul style="list-style-type: none"> • Create registration forms and attendance. • Design feedback forms (Google Form or printed). • Collect responses, analyze data, and generate post-event report. 	Sir Alex Ajoc – Lianga Campus Dr. Jeni Theresa C. Bona – Cantilan Campus Dr. Fe G. Villamor – Tagbina Campus All Program Coordinators of Cantilan, Tandag, Lianga and Tagbina Campuses