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STATE UNIVERSITY

**OFFICE OF THE
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Memorandum Circular No. 243
Series of 2024

TO: All Concerned

RE: Approval Requirement for Use of VSU Facilities and Equipment

FROM: DR. PROSE IVY G. YEPES
University President

DATE: October 23, 2024

This is to inform all concerned that any requests for the use of VSU facilities and equipment, whether for rental or at no cost, must be approved by the University President, with the recommending approval of the concerned units/office. This requirement applies to requests from both internal and external stakeholders.

As discussed during the Management Committee Meeting, a comprehensive manual of operations and policies is currently being prepared to guide the use of university resources. Until its finalization, all requests must be submitted for approval to ensure proper coordination and adherence to university policies, standards, and guidelines.

For your information and usual compliance.

OFFICE OF THE PRESIDENT

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