



October 17, 2018

OVPI Memo Circular No. 43
Series 2018

TO: ALL COLLEGE DEANS AND DEPARTMENT HEADS

RE: SUBMISSION OF BROCHURES FOR UNDERGRADUATE AND GRADUATE PROGRAMS

Please submit to OVPI a hard copy and e-file of brochures that advertise your curricular programs. We will distribute these during the information drive that the Admissions Office plans to conduct in different high schools starting November 2018.

For uniformity, the brochures must contain at least the following information. You can add more, including photos, if these can still be accommodated:

1. Brief Description of VSU.
2. Brief Description of the Curricular Program.
3. Job Opportunities.
4. List of courses.
5. Persons to contact, and telephone number.

Use A4-sized bond paper. Make one brochure for every program.

Please submit these on or before October 31, 2018.

For compliance.


BEATRIZ S. BELONIAS
Vice President for Instruction