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MEMORANDUM CIRCULAR NO. 44
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T O: All VSU Constituents

R E: Production and Wearing of VSU Nametags and Student ID

In the interest of security as well as to ensure authenticity and consistency in the production and wearing of VSU nametag for employees and IDs for students, the following guidelines shall be strictly followed:

1. Production

- a) Nametags for VSU employees including JO workers
 - Each department/unit/center/office shall be responsible in the printing of nametags using the attached Template No. 1 which will be sent electronically. The nametags must follow the prescribed size of 3.675" x 5.25".
 - The printed nametags shall be submitted to the Office of the President for signature of the University President. For reasons of security and risk management, **only IDs with original signature of the University President** will be considered valid.
 - Lamination shall be done by respective department/unit/center/office.
- b) IDs of VSU students
 - The student IDs that were issued to bonafide students during registration at the Registrar's Office shall be used.
- c) Nametags for construction workers, vendors and training/seminar participants
 - The Information Office shall be responsible for the preparation of the nametags using attached Template No. 2.
 - The Office of the Vice-President for Planning, Resource Generation and External Affairs (OVPPRGEA) shall be responsible in the issuance of nametags to legitimate construction workers, vendors, etc.
 - For participants of training course/seminar, appropriate units are required to submit a list of training course/seminar participants to the Information Office. The list should be submitted no later than the day prior to the start of the activity. The concerned office shall be responsible

in the issuance of nametags to participants and ensure that these will be worn at all times while inside the campus.

d) Visitor's I.D. Cards

- The Information Office shall be responsible for the preparation of the Visitor's I.D. Cards using Template No. 3.
- These shall be issued by security guards at entrances to visitors upon their entry to VSU campus and upon temporary surrender of a valid I.D. (e.g. passport, driver's license, and student I.D.).

e) Resident's I.D. Cards

- The Information Office shall be responsible for the preparation of the Resident's ID Cards using Template No. 4.
- These shall be issued to household members staying in VSU housing units in a relatively longterm capacity (e.g., househelps, relatives, and children). Short-term visitors must use the Visitor's I.D. Card.

2. Wearing

- a) The nametags/I.D. cards shall be worn at all times while inside the university premises.
- b) New/returning students will be allowed entry upon presentation of either their registration certificate or tuition payment receipts, but only for a limited period of two weeks after the start of classes in the given semester.
- c) The Security Guards assigned at the main gates and/or entrances of the university are directed to strictly implement the "no nametag/ID, no entry" policy. They shall submit report of employees and students not wearing their nametags/I.D.s to the Office of the President who shall take appropriate disciplinary action in accordance with existing rules and regulations.
- d) Using another person's nametag/ID card or allowing someone else to use one's ID will be considered a major disciplinary offense.

3. Implementation

The implementation of this memorandum shall take effect immediately.

For your guidance and compliance.


EDGARDO E. TULIN
President

