



MEMORANDUM CIRCULAR NO.75

Series of 2024

TO: All Regular Faculty and Staff and Contract of Service Workers

RE: Active Participation in the VSU 100th Anniversary Celebration Activities from April 22, 2024-April 30, 2024 and Monitoring of Attendance in VSU – Main

FROM: DR. PROSE IVY. G YEPES
University President

DATE: APRIL 21, 2024

As we approach the final week of the momentous occasion of the centennial anniversary celebration of our esteemed institution, it is imperative that all VSU employees come together to commemorate this significant milestone. In light of this, the following are hereby directed:

- **Mandatory participation:** All VSU faculty and staff, including Job Order workers, are expected to actively participate in the planned activities for the centennial celebrations in the different venues in the campus. It is understood that those who will not participate shall report to office to render service.
- **Skeleton workforce.** Heads of Department/Centers/Offices/Units shall make necessary arrangements that skeleton workforce is available in the office for the transacting public and/or processing of financial and administrative documents.
- **Temporary suspension of use of Biometrics Machine for Tracking Attendance:** While the Biometric Daily Attendance Tracking System will temporarily be suspended during the period from April 22, 2024 to April 30, 2024, daily time recording remains paramount as prescribed by CSC and COA. Hence, regular employees and contract of service workers are required to use the logbook for daily attendance instead of the biometric machine and bundy clock, respectively. We trust that everyone will make the necessary arrangements to ensure log-in/out of attendance and participation in the scheduled events and activities. Department/office/unit heads are tasked with the responsibility of closely monitoring the attendance of their respective subordinates throughout the week-long celebration.
- **Leave of Absence:** Employees who are unable to report to office and/or attend the centennial events, for any reason, must file a leave of absence through the HRIS. Contract of Service workers who will not report shall likewise not be entitled to a wage.

For your guidance. Happy 100th anniversary, VSU!

OFFICE OF THE PRESIDENT

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