



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Memorandum Circular No. 259A
Series of 2024

TO: All VSU Employees and Students

RE: Supplemental Guidelines on the Use of Recycled Paper for Internal Circulation

FROM: DR. PROSE IVY G. YEPES
University President

DATE: November 21, 2024

In line with OP Memorandum Circular No. 259, s. 2024, promoting the use of recycled paper for draft copies, preliminary documents, and other internal communications as part of our commitment to sustainability and environmental stewardship, this supplemental memo is hereby issued to reinforce compliance with the Republic Act No. 10173, also known as the Data Privacy Act of 2012.

While using scratch or recycled paper for internal purposes, all offices are reminded to ensure that such papers do not contain any personal, sensitive, or privileged information. This precaution is necessary to prevent possible violations of the Data Privacy Act and ensure the confidentiality and security of any information pertaining to individuals or institutional matters.

For your information and usual compliance.

cc: All Chancellors
All Vice Presidents

OFFICE OF THE PRESIDENT

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