



7 April 2017

MEMORANDUM CIRCULAR NO. 22
Series of 2017

T O: All Department Heads

R E: New Computerized Enrollment System

The Cumulus 1 Team of VSU will conduct a three-day training for the new Computerized Enrollment System on May 11-13, 2017 at the Department of Computer Science and Technology (DCST). Participants to this training are all department heads, all regular clerks (not JO) directly involved in the enrollment, staff of Accounting and Cash Divisions and from Registrar's Office. Participants are required to bring a laptop and a notebook to write on and record the instructions and other important notes. There will be no absences allowed during the training.

For compliance.


EDGARDO E. TULIN
President