



7 July 2023

**MEMORANDUM CIRCULAR NO. 104**  
Series of 2023

**T O: University Administrative Council (UADCO)**  
**College Deans and Secretary**  
**Regents and Other Important Officials**

**R E: 2023 Official Graduation Photoshoot**

In line with the upcoming 70<sup>th</sup> Commencement Exercises, all the UADCO Members, College Deans and Secretaries, Regents, and other officials who will be on stage during the graduation are hereby required to attend the **official photoshoot** held at the **VSU Library - AV room (Top Floor)** on the assigned schedule below:

**July 10, 2023 - UADCO, Regents**  
**July 11, 2023 - College Deans**  
**July 12, 2023 - College Secretaries and other important officials**

You may show up on a different date should there be any conflict with the assigned schedule for you.

These official photos taken by our accredited photographers will be used in making the collaterals (e.g. tarps, LED wall presentation, social media postings, and others) for our graduation ceremonies. You may visit the venue on a walk-in basis at any given time.

Moreover, our new regalia will only be the only regalia that will be used during the pictorial.

For your guidance.

**EDGARDO E. TULIN**  
President